

## **MPO FTIP Coordinator's Role and Responsibilities**

### Coordination

The MPO FTIP Coordinator's (MPO-FC) role in the programming and management of the FTIP is to act as the liaison between their Local Agencies, Regional Transportation Planning Agencies, their MPO, and the State and Federal programming partners, including:

1. The Caltrans District FTIP Coordinator(s) (D-FC) and District Local Assistance Office;
2. The Caltrans Headquarters Office of Federal Transportation Management Program Office (OFTMP) and Division of the Local Assistance;
3. All other Caltrans offices and divisions that manage programming funds and/or procedures;
4. Local Agencies within their region, (such as cities, counties, transit operators, RTPAs); and
5. The California Divisions of Federal Highways Administration (FHWA), and Federal Transit Administration (FTA), Environmental Protection Agency (EPA), California Air Resources Board (CARB), Local Air Pollution Control District (APCD), and others as locally required.

### **Knowledge and Abilities:**

1. Know and understand the latest Metropolitan Transportation Planning regulations, policies and procedures, including the FTIP development and amendment/administrative modification process, and fiscal constraint requirements;
2. Know and understand the federal, state, and local funding programs utilized in their regions, including funding eligibility and match requirements;
3. Understand the relationship between the long-range transportation plan (RTP or MTP) and the FTIP.
4. Understand the implications of the RTP environmental document on FTIP project development;
5. Be able to program projects in the California Transportation Improvement Program System (CTIPS);
6. Understand the Air Quality Conformity requirements for their region;
7. Understand the obligation process (Request for Authorization to E-76) for federally funded projects; and
8. Understand the State Transportation Improvement Program (STIP) State Highway Operations and Protection Program (SHOPP) programming and allocation request process as it relates to the FTIP.
9. Understand the link to various programming/funding actions by California Transportation Commission (CTC).

### **Roles and Responsibilities:**

1. FTIP Development and Management - Develop and manage the FTIP in accordance with items (a-g) below and using the latest regulations, policies and procedures:
  - a) Manage the federal and state funds apportioned for their region;
  - b) Be responsible for ensuring the accuracy of programming in their FTIP, including the fiscal constraint and public participation requirements;

- c) Ensure that air quality conformity reflects the requirements set forth in the FHWA Air quality determination guidelines
  - d) Make sure that D-FC and OFTMP are part of the various regional notification groups such as Inter Agency Consultation group, MPO Public Participation group;
  - e) Monitor the CTC agenda for programming changes made to the STIP and SHOPP;
  - f) Review project programming submissions from local agencies, D-FC and OFTMP for (fund) program eligibility and match requirements;
  - g) Prepare and submit FTIP amendments and administrative modifications in accordance with the Federal Statewide Transportation Improvement (FSTIP) Amendment and Administrative Modification Procedures on a timely basis.
2. Actively participate in the California Federal Programming Group (CFPG) meetings and participate in committees that discuss various programming subjects
  3. Coordinate with the D- FC to provide federal programming training for the District, MPO and RTPA staffs, as needed;
  4. Provide education directly or through subregional agencies to local agencies regarding (existing and new) FTIP programming and project delivery regulations, policies and procedures as needed;
  5. Consult with the D-FC and OFTMP on various issues/guidance related to programming;
  6. Prepare and publish the required Listing of Obligated Projects in accordance with your MPO's Public Participation Plan; and
  7. Prepare and submit the annual Congestion Mitigation Air Quality (CMAQ) emissions report.