

Headquarter FTIP Coordinator's roles and responsibilities

The Office of Federal Transportation Management Program (OFTM) includes staff that is assigned the function of Headquarters (HQ) FTIP Coordinators (HFC) by Metropolitan Planning Organization (MPO) regions. The main role of the HFC is to provide federal programming guidance and assistance to the MPOs, Districts, rural counties and HQ staff. In addition the HFCs develop and update the Federal Statewide Transportation Improvement Program (FSTIP) and act as liaisons between the Department and the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

Knowledge & abilities:

- Be apprised of the latest federal programming regulations, policies and procedures
- Possess knowledge of the various federal aid programs and state funds and, their eligibility requirements and non federal match requirements
- Be able to use California Transportation Improvement Program System (CTIPS)
- Coordinate federal programming training for the District, MPO and RTPA staff

Roles & Responsibilities:

- Provides guidance, advice and recommendations to Districts, MPOs, rural counties and HQ staff on various federal programming issues such as project eligibility, project funding, project fund types and general update issues regarding FTIPs
- Manages the CMAQ program
- Works with various Caltrans Program Managers/Coordinators to ensure appropriate FTIP programming of the state managed programs in MPO FTIPs. Forward programming information for various state managed programs to MPOs and Districts for inclusion in the appropriate FTIPs
- Programs projects from the rural non-MPO area of the state into the FSTIP
- Reviews and approves FTIP Administrative Modifications
- Review FTIPs and FTIP amendments to ensure compliance with federal and state requirements, and recommend approval to the FHWA and FTA
- Develop updates to the FSTIP for FHWA and FTA approval. Also prepares and maintains FSTIP Financial documentation
- Develop, update and monitor the FSTIP Public Participation Process.
- Represents the Department on federal programming issues in discussions with MPOs, State and Federal Agencies
- Conducts the California Federal Programming Group (CFPG) meetings to discuss various issues affecting federal programming
- Develops techniques/guidance in order to streamline the programming process
- Participates in teams that include MPO, Department, and federal staff to resolve issues and streamline processes related to federal programming.

- Provides training to Districts, MPOs and rural counties on federal programming process
- Reviews and comments on legislative proposals and proposed federal regulations/transportation acts related to transportation
- Provides CMAQ and RSTP apportionments to MPOs
- Prepares CMAQ Annual Report for FHWA
- Manages the CTIPS Fund Table
- Reports on various FSTIP Performance Measures to FHWA