

TO: Thomas Frutchey, City Manager
FROM: Jim Throop, Administrative Services Director
SUBJECT: MOU Between SLOCOG and the City of Paso Robles Regarding Coordination of Ongoing Transit Planning and Programming of Federal Funds
DATE: July 19, 2016

Needs: For the City Council to approve a Memorandum of Understanding between the City of Paso Robles and the San Luis Obispo Council of Governments (SLOCOG) and the Regional Transit Authority (RTA) in regards to the coordination of ongoing transit planning and the programming of Federal Transit funds.

Facts:

1. RTA assumed the management of the Paso Express public transit system in June 2014.
2. The City signed an earlier MOU where all transit funding received by the City would go directly to the RTA to operate the public transit system, thus relieving the City of immediate oversight of the transit system.
3. The original MOU, from over 12 years ago, was mandated by the Federal government for all parties eligible for urbanized FTA funds.

Analysis & Conclusion: SLOCOG and RTA staff recommended that the existing MOU between the North County participants be updated to include updated legislation and to better define participants, farebox ratios, and other FTA requirements.

This MOU has been reviewed and discussed by the different North County participants and their respective City Attorneys.

Fiscal Impact: The revised MOU would have no new financial impact for the City.

Options:

- a. That the City Council authorize the Mayor to execute the MOU between SLOCOG/RTA and the City of Paso Robles for North County public transit service consistent with the June 1, 2016 SLOCOG staff report; or
- b. Amend, modify, or reject the above option

Attachments:

1. SLOCOG 6/1/16 Staff Report and proposed MOU

SAN LUIS OBISPO COUNCIL OF GOVERNMENTS

STAFF REPORT

MEETING DATE: JUNE 1, 2016

ITEM: C-8

SUBJECT: Updated Memorandum of Understanding for North County Urbanized Area under Federal Transit Administration formula Grants

SUMMARY

This report contains proposed amendments, developed jointly among SLOCOG and the three (3) North County entities, which fund local and regional transit programs. Those are respectively: Cities of Atascadero and Paso Robles, the Regional Transit Authority plus the County. RTA directly operates regional buses to and from the North County urbanized area besides the ADA Runabout program within the $\frac{3}{4}$ mile corridors; in addition, for more than 10 years, RTA has managed small rural County-funded services in the region, including the North County.

The original agreement goes back more than 12 years, when a new Federal mandate to adopt a Memorandum of Understanding among all parties eligible for urbanized area formula Federal Transit Administration (FTA) funds (Section 5307) and having the MPO a party to it (non-voting member). Such proposed amendments will better reflect existing conditions (based on the mid 2014 fixed route consolidation with the RTA) as well as align with the most recent Federal funding legislation.

RECOMMENDATIONS

North County Operators: Concur with proposed changes

Staff: Adopt

SSTAC: To be presented in the Addendum

TTAC: To be presented in the Addendum

CTAC: To be presented in the Addendum

BACKGROUND

Part of the SLOCOG's annual approval of its Overall Work Program by the state and Federal agencies is to have an adopted and current MOU for each small urbanized area in the region. Such MOU focuses on the fair and equitable allocation of Federal transit formula funds (see below). Those geographical areas are standalone per the official Census definitions. They include the Central Area (San Luis Obispo and vicinity), the North County Area (Paso Robles, Atascadero and portions of Templeton and Santa Margarita) and the South County Area (Five Cities, portions of Avila Beach and rural Arroyo Grande). Such an agreement, specific to each area, is required among all parties eligible for the FTA Section 5307 formula funds.

The FTA funding toward small urban areas, under this 5307 formula program, is tied to the total population and the population density over the entire urbanized area (UZA). This provides a base funding level; added to the base and folded into total annual "apportionment" is the supplemental Small Transit Intensive Cities (STIC). That supplemental funding level can vary greatly from year to year. Individual recipients are being ranked with six different performance values, based on a prior year national transit database (NTD) reporting. The opportunity to secure such funds depends on the magnitude of such individual ratings relative to national averages among larger providers (serving 200,000 or more residents) or how healthy the operation is. Overall, the STIC program has been quite favorable to the different UZA's in the region.

The addition of a separate 5339 (Bus and Bus Facilities) program has given the region a very small increment in Federal formula funds which started in FY 2013 with the Moving Ahead for progress in the 21st century (MAP 21). Such funds are administered by the Caltrans Division of Rail and Mass Transportation. However, with the new legislation "Fixing America's Surface Transportation Act (FAST)", Caltrans is in the process of seeking FTA approval to delegating such responsibility back to the MPO (SLOCOG). The current funding (capital-only) is in the order of \$300,000 a year (all 3 UZA's combined). The current MOU is less explicit about how those funds are prioritized, since the practice has been to merge them into a single project managed by the RTA (more efficient than developing separate, small projects among different providers).

DISCUSSION

The first North County MOU was established jointly among Cities of Paso Robles and Atascadero, the RTA and the County. In addition, other participants (ex-officio) were SLOCOG, Caltrans District 5 and the Air Pollution Control District. This coincided with the 2003 designation of the North County UZA, whose both population and surface have grown since. With the 2008 transfer of the 5307 grant reporting and management from Paso Robles to RTA, a short amendment was made.

Between March and April 2016, exchanges took place with both Cities and the RTA. Besides involving the staff most directly involved with transit matters in each City, their Finance managers were also consulted to ensure a consensus could be reached. The main topics addressed by the updated MOU language are given below. The next steps, once finalized and adopted by the SLOCOG Board will be that similar actions be taken by each policy body for the three participating operators (both Cities and the RTA) over the summer.

In view of this MOU being 8 years old, staff recommends the additions or revisions (See Page C-8-3) enclosed. The main areas candidate for amendments are respectively:

- Update the Federal funding legislation: from Map21 to the 2015 FAST
- Add reference to the 2014 fixed route consolidation of Paso Express (all local services) with the RTA
- Add reference to the smaller Atascadero Transit operations, solely made of the general public Dial a Ride
- Mention the lower general public Dial a Ride farebox ratio mandate (cost effectiveness measure in the state TDA rules) for both Paso Robles and Atascadero (going from 20% to 15%)
- Align with the scaled back municipal programs (both Cities have either fewer or no more local fixed route under municipal umbrella with the mid-2014 RTA consolidation). With this successful restructuring, in place for 2 years, suggest need to adjust the number of each City's representation on the North County UZA Technical Committee. This change (from 2 local votes to 1 local vote) will result in equal voting representation among all transit providers, eligible for 5307
- Update to include that RTA relies upon SLOCOG, the Metropolitan Planning Organization (MPO), to meet the public participation requirements for the FTA's Program of Projects (POP).

Other than the North County, further reviews of MOU's in place in San Luis Obispo and the Five Cities will need to follow. In the case of the Five Cities (its MOU is much more recent), a preliminary version of the revised MOU language has been prepared and needs to be circulated.

Finally, the preferred 2-year programming approach (in lieu of an annual process, as done in the past) greatly simplifies the update to the Federal Transportation Improvement Program (FTIP) led by SLOCOG. As much as possible, the three UZA's programs of projects are done concurrently; this is very helpful for the RTA, who by its regional nature is eligible for the three pools of Federal formula funds.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
SAN LUIS OBISPO COUNCIL OF GOVERNMENTS,
THE COUNTY OF SAN LUIS OBISPO,
THE REGIONAL TRANSIT AUTHORITY,
THE CITY OF ATASCADERO,
AND THE CITY OF EL PASO DE ROBLES**

“Regarding the Coordination of Ongoing Transit Planning and Programming Federal Funds that Support the Ongoing and Future Deployment of Transit Services in the North County”.

This Memorandum of Understanding (MOU) is entered into between the SAN LUIS OBISPO COUNCIL OF GOVERNMENTS, hereinafter referred to as (SLOCOG), and the CITY OF ATASCADERO, CITY OF EL PASO DE ROBLES, SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY (RTA) AND COUNTY OF SAN LUIS OBISPO, (the City of Atascadero, City of El Paso de Robles, RTA and County are collectively referred to herein as “Public Transportation Providers”). The purpose of this MOU is to:

- 1) Foster a cooperative and mutually beneficial working relationship between noted agencies for the provision of comprehensive, effective, and coordinated transit planning on behalf of North County public mass transportation systems;
- 2) Identify the transit planning responsibilities in coordination with the State of California for the purpose of programming federal funds within the SLOCOG Federal Transportation Improvement Program (FTIP); and
- 3) Be consistent with the most recent Federal transit guidelines and otherwise update the original MOU from 2003 that had been crafted with the first designation of the North County small urbanized area (Census 2000).

WITNESSES THAT:

WHEREAS, the major populations of the Cities of Atascadero and Paso Robles and less populated north county portions of San Luis Obispo County in Templeton and Santa Margarita, as identified in the attached map, are designated as the El Paso de Robles – Atascadero Urbanized Area” (“North County UZA”) (See Attachment A-map of the North County Urbanized Area); and

WHEREAS, the Public Transportation Providers are eligible to apply for and receive Federal Transit Administration (FTA) 5307 and 5339 funding for capital, operating, and planning assistance for the delivery of public mass transportation; and,

WHEREAS, SLOCOG is a Regional Transportation Planning Agency (RTPA) and the Metropolitan Planning Organization (MPO), for San Luis Obispo County; and,

WHEREAS, the “Fixing America’s Surface Transportation Act (FAST)” is the new Federal legislation that superseded MAP-21 and became retroactive to October 1, 2015. Under the new legislation, MPOs continue to have to work cooperatively with public transit operators to develop Regional Transportation Plans (RTPs) and Transportation Improvement Plans (TIPs) for urbanized areas. These plans and programs are intended to further the national interest, encourage and promote the safe and efficient management, operation, and development of surface transportation systems. These systems should serve the mobility of people and freight, and foster economic growth and development within and through urbanized areas, while minimizing transportation-related fuel consumption and air pollution; and,

WHEREAS, SLOCOG and Public Transportation Providers rely upon a cooperative relationship to foster comprehensive regional transit planning, which feeds directly into State and national planning; and,

WHEREAS, this agreement is supported by the 2013/14 consolidation among regional and local services as the outcome of the 2012 North County Transit Plan recommendations.

NOW, THEREFORE, in consideration of the mutual benefits to the parties hereto, and in consideration of the covenants and conditions herein contained, the parties agree as follows:

SECTION 1: Responsibilities of SLOCOG and the Public Transportation Providers

1.1 Communication

A critical component of this relationship involves open and productive communication, which leads to setting project priorities and federal funding needs. SLOCOG is required to update the Federal Transportation Improvement Program (FTIP) every other year and shall also include as part of its public hearing notice this language, "San Luis Obispo Regional Transit Authority relies upon SLOCOG, the Metropolitan Planning Organization (MPO) to meet the public participation requirements for the Federal Transit Administration (FTA) Program of Projects (POP)." The need to ensure responsive communication between the parties is imperative in order to meet this federal programming mandate.

Within or to and from a designated urbanized area, Public Transportation Providers are eligible for FTA 5307 and 5339 funding for capital, operating, and planning assistance for the delivery of public transportation. The Executive Directors of SLOCOG and RTA and the City Managers for Atascadero and Paso Robles are the primary individuals responsible for ensuring that the provisions specified in this MOU are followed through.

1.2 Governance

The Public Transportation Providers, individually and jointly, will cooperate with SLOCOG in the development and implementation of a committee to assure the application for and use of FTA 5307 and 5339 funding that is consistent with the Regional Transportation Plan (RTP) long range vision and reflected by an approved Federal Transportation Improvement Programs (RTIP and FTIP).

SLOCOG and the Public Transportation Providers have adopted a 2008 operating agreement designating the RTA as the grantee for FTA funding in the North County UZA. By means of this MOU, SLOCOG and the Public Transportation Providers agree to cooperate fully with all application and reporting requirements established by the FTA and implemented by the RTA.

SECTION 2: Transit Planning

2.1 Overall Work Program (Region)

In accordance with state and federal requirements, SLOCOG annually prepares, adopts, and updates an Overall Work Program (OWP) describing regional planning activities. The OWP relates regionally significant planning activities of the State, transit operators, local governments, and SLOCOG in an integrated, comprehensive program document. The Public Transportation Providers agree to annually prepare a list of regionally significant transit related planning studies for the future fiscal year to be completed by the Public Transportation Providers and submit that list to SLOCOG for their incorporation in the OWP for the next fiscal year as follows:

- a) A brief description of said studies by December 1st of each calendar year.
- b) A detailed description of said studies by January 14th of the following calendar year.

2.2 Short-Range Transit Plans (SRTP) (Operators)

In accordance with the planning regulations and FTA guidance, the Public Transportation Providers are required to prepare a five (5) year short-range plan to support sound financial and operations decision-making in transit planning and programming. In North County UZA, the joint 2012 North County Transit Plan is deemed to fulfill the requirements for the current SRTP. In the development of future SRTPs, the Public Transportation Providers will provide a draft list of projects for FTA funding. The list of projects shall:

- a) Identify and describe the scope of the specific projects and services, which address ongoing (status quo) and changing (gain or scaling back) transit demands. These projects and services are to include provisions for meeting requirements of the Americans with Disabilities Act (ADA).
- b) Provide qualitative and quantitative analysis showing how the project addresses transit needs, as well as its anticipated performance relative to the most recently adopted standards.
- c) Identify the amount and type of federal and non-federal funds required to support the projects for each year represented in the plan. In addition, identify an estimate of anticipated discretionary funding estimates for the multi-year FTIP (as anticipated and subject to funding awards).

2.3 Long-Range Transit Plan (Region)

In accordance with the planning regulations and FTA guidance, SLOCOG, in coordination with the Public Transportation Providers will update the Long-Range Transit Plan (LRTP). The LRTP will assess the transportation needs of the public and set forth improvements necessary to address those needs over a twenty (20) year period and updated every five (5) years consistent with SRTPs. The region has integrated the LRTP elements into the updates to the Regional Transportation Plan; at this time the 2014 RTP is the most recent reference. As Public Transportation Providers issue their more focused SRTP or sub-regional transit plans, refinements can be made to the RTP Public Transportation Chapter ahead of the formal RTP update.

2.4 Planning Assistance (As needed)

SLOCOG will provide input into the development of transit plans produced by the Public Transportation Providers. An example of the type of transit document is the 2012 North County Transit Plan and its projections of demand, supply, costs and revenues. In addition, SLOCOG will work cooperatively with and assist the Public Transportation Providers in their efforts to generate planning and forecasting information needed to establish and maintain the SRTPs and LRTPs. The type of assistance provided by SLOCOG includes, but is not limited to, the following:

- a) Obtain and analyze data from various sources to develop concrete demographic, growth, and use assumptions for transit forecasting and development (e.g. detailed socio-economic profiles, trip generation tables, American Community Survey information, maps).
- b) Assist in securing funds to conduct transit studies and in-depth analysis (e.g. research funding options, write or review grants).
- c) Assist in obtaining state and federal funding of projects consistent with the SLOCOG RTP (e.g., schedule release of programming recommendations, issue public notices within the allowed minimum time frame, keep e-records of public notices publications, facilitate FTIP amendments in a coordinated and timely manner).

2.5 FTIP Programming Criteria

As part of the FTIP update, federally-funded projects are programmed by SLOCOG on behalf of all transit providers receiving federal funds through FTIP. For proposed transit projects, the criterion used for the programming of federal funds within the SLOCOG FTIP is essential. SLOCOG and the Public

Transportation Providers will employ the following selection criteria to establish priorities for transit funding:

- a) Project purpose and need.
- b) Anticipated benefits.
- c) Degree to which a project will improve transit availability.
- d) Degree to which a project will improve service performance
- e) Air quality benefits and reduction in greenhouse gas emissions.
- f) Overall cost-effectiveness.
- g) Leveraging other funding sources and balancing the allocation of resources among the three small urbanized areas in the region.

Financial sustainability of any new service in light of projected funding changes at the state or Federal levels.

2.6 Regional Planning (Region)

SLOCOG will provide a forum to foster partnerships wherein the optimal development of public transit services in north County will be accomplished in a cost-effective and efficient manner. As part of the coordinated regional transportation system, SLOCOG will expand the continuing, cooperative, and consistent planning of the transportation systems operated by the Public Transportation Providers with the goal of continuing to improve the local, regional and interregional transit networks.

SLOCOG will be responsible for the development of regional planning documents such as the RTP, the LRTP (if a standalone report in future years), and the state-mandated analysis and determination of Unmet Transit Needs for the North County. The Public Transportation Providers will have the opportunity to provide technical advice during the development of these documents through the SLOCOG regional transportation advisory committee structure as well as using this agreement as the basis for direct communication. As a part of the regional planning process, the Public Transportation Providers will assist SLOCOG with efforts to achieve regional goals, including the requirement to attain state and federal air quality standards.

2.7 Application for Transit Funding (all parties)

The Caltrans administrator in the Division of Rail and Mass Transportation is the designated grant recipient. Caltrans is the oversight body for all small urbanized areas under this program. It is responsible for reviewing the FTIP approval list of candidate projects and their public noticing, the concurrence letter issued by SLOCOG as the MPO and to **pin** (?) the grant with the FTA. In turn, the RTA as the designated regional grantee (on behalf of all North County providers, per Governance-1.2) prepares and submits the 5307 application to the FTA regional office for its final approval. SLOCOG will review the accuracy of the draft 5307 applications, the consistency of candidate projects with FTIP programming. If the review is satisfactory, SLOCOG will prepare a letter of concurrence.

The applications for federal funding shall be consistent with the SLOCOG RTP as required by federal guidelines. The RTA shall work with SLOCOG to develop consistent funding requests from all potential transit funding sources in order to prevent funding delays; this includes all other small urbanized areas 5307 projects, which are combined into a single grant application. Procedures in place for the 5307 formula program are not always aligned with those used by Caltrans for the separate 5339 program, itself administered by Caltrans on behalf of the FTA. Thus the above sequence of activities is most directly related to the 5307 urbanized area program.

2.8 Program of Projects (Regional)- 2-year cycle

By early March of each even-numbered year, the Public Transportation Providers in coordination with the North County Transit Technical Committee ("Technical Committee") (described in Section 2.10, below) shall prepare and adopt a "Program of Projects" (POP) consistent with the requirements of Title 49 U.S.C Section 5307(c)(1) through (7). In odd-numbered years, the Committee may convene if the funding

programmed greatly differs from the final apportionments. This calendar could also vary based on the actual time of release of the Federal formula apportionments. (See Attachment B-Programming calendar)

2.9 Incorporation or Rejection in the FTIP (Regional)

SLOCOG will include all POP projects nominated from the annual urbanized area in its entirety in the FTIP at its April Board of Directors meeting, unless SLOCOG staff finds that:

- (a) The POP is inconsistent with the planning and programming process in this MOU;
- (b) There are insufficient funds to implement the POP based on the federal apportionment, potentially warranting some budget adjustments; or
- (c) The POP is inconsistent with the RTP and/or adopted local transit plans.

— If SLOCOG proposes to reject the POP, it will provide notice to the Public Transportation Providers no later than 10 days after it receives the proposed POP from the North County Transit Technical Committee. SLOCOG's Executive Director may provide notice by letter; the notice does not require formal Board action. The SLOCOG Board will act on the proposed rejection of a POP in a public hearing at its June Board of Directors meeting posted no later than early May. Whenever SLOCOG rejects the POP, the North County Transit Policy Committee (See Section 2.10 below) shall convene, and the Public Transportation Providers shall resubmit the POP. Unless the new POP is rejected in the same manner, it will be amended into the FTIP. This amendment will not require a separate public notice if the new POP is limited to projects already part of the FTIP public hearing on the proposed POP rejection.

2.10 Committees

Two committees are established through this agreement (See Attachment C).

- a) The North County Transit Technical Committee shall consist of four (4) voting staff members: one (1) from the City of Paso Robles, one (1) from the City of Atascadero, one (1) from RTA and one (1) from the County of San Luis Obispo. Three (3) non-voting staff members shall include: one (1) representative from SLOCOG, (1) one representative from the Air Pollution Control District (APCD), and one (1) representative from Caltrans District 5 as ex-officio members.
- b) The North County Transit Policy Committee ("Policy Committee") shall consist of four (4) voting members: one (1) elected representative from the City of Paso Robles, one (1) elected representative from the City of Atascadero, one (1) RTA representative from the supervisorial district(s) in North County and one (1) member of the County Board of Supervisors (from one of the supervisorial district(s) which include the North County Urbanized Area) acting as a representative for the County. The committee needs only meet if there is an unresolved dispute with the POP, but may be convened if requested by signatories in this MOU.

2.11 Disputes

If a dispute regarding the allocation of funds arises between SLOCOG and the Public Transportation Providers, the agencies shall negotiate in good faith to resolve the dispute. If such negotiation does not result in resolving the differences, the issue shall be forwarded to the Policy Committee for review and recommendation. The recommendation of this committee shall be forwarded to SLOCOG for review and potential revision of the urban area POP. SLOCOG shall consider the recommendations of the committee and make a final determination of the POP. Its decision shall be final.

SECTION 3: FTIP Project Monitoring & Maintenance

3.1 Progress Reporting

The SLOCOG will be responsible for tracking the overall progress of all projects in the FTIP. SLOCOG will prepare a periodic report for the SLOCOG Board of Directors that identifies those transit projects that have been recently programmed, and their status of completion (e.g., on schedule, behind schedule, or completed).

In addition, as per FAST Act, SLOCOG is required to produce an annual list of projects for which federal funds have been obligated in the preceding year and will ensure that it is available for public review.

The Public Transportation Providers will assist SLOCOG's effort to track the overall progress of FTIP projects by submitting quarterly reports that address the status of each project receiving federal funds. Most of this data will be readily available from the RTA Grants Manager, who gathers quarterly updates from each provider under the FTA reporting rules. At a minimum, the quarterly report will include:

- a) Identify and correlate the projects by individual categories as identified in the FTIP (such as: Operations, Planning, Fleet Purchase, Fixed Facilities, Maintenance and Planning).
- b) Document the stage of project implementation.
- c) If project is behind schedule, state the reasons for the delay.
- d) Status of amount of federal funding obligated, received, and used to support projects.
- e) Identify the need for FTIP amendment in consultation with SLOCOG FTIP lead planner.

In addition to providing the above documents, the Public Transportation Providers will forward to SLOCOG and RTA a final copy of all planning documents produced as a result of receiving FTA funding. This will assist SLOCOG and RTA in overall transit planning as well as ensure that FTA Section 5307 funds used accordingly for planning purposes meet the FTA's requirements.

Also, the Public Transportation Providers will forward to RTA a final copy of its fiscal year Audited Financial Statement which should include its single audit report to meet the FTA's requirements (if applicable).

3.2 FTIP Amendments (Regional)

SLOCOG's Executive Director will exercise the authority delegated by the SLOCOG Board to process minor administrative amendments. Those may involve for example, changes in the project scope, shifts of federal fund between project phases within the biennial element of the FTIP or other changes such as the re-allocation of 5307 funds, should other funding sources materialize for the same project. As part of the quarterly progress report, or sooner if required, the Providers will alert SLOCOG as to the need for amending the FTIP. In general, reasons for FTIP amendment includes, for example, funding shortfalls, delays in project implementation and/or new projects that need to be included to the document. (See 3.1)

SECTION 4: MOU Amendment

This MOU may be amended only by the written consent of all parties.

SECTION 5: MOU Termination

Either party upon thirty (30) days of written notification to the other may terminate this MOU.

SECTION 6: Authorization of MOU

By signature, we agree that the responsibilities outlined in this MOU foster healthy collaboration for the purpose of fostering transit planning and programming federal funds within the SLOCOG Federal Transportation Improvement Program.

SAN LUIS OBISPO COUNCIL OF GOVERNMENTS

By: _____ Dated: _____

Jan Marx, President

CITY OF ATASCADERO

By: _____
Tom O'Malley, Mayor

Dated: _____

CITY OF EL PASO DE ROBLES

By: _____
Steven Martin, Mayor

Dated: _____

REGIONAL TRANSIT AUTHORITY

By: _____
Jan Marx, President

Dated: _____

COUNTY OF SAN LUIS OBISPO

By: _____ Dated: _____
Lynn Compton, Chair of Board of Supervisors

APPROVE AS TO FORM:

APPROVE AS TO FORM:

Date
City Attorney, City of Atascadero

Date
SLO County Counsel

APPROVE AS TO FORM:

APPROVE AS TO FORM:

Date
City Attorney, City of Paso Robles

Date
Timothy McNulty
SLOCOG/RTA Legal Counsel

- Exhibit A: Updated Map of Urbanized Area
- Exhibit B: Programming Calendar
- Exhibit C: Organization Chart

EXHIBIT A

Paso Robles-Atascadero Urbanized Area

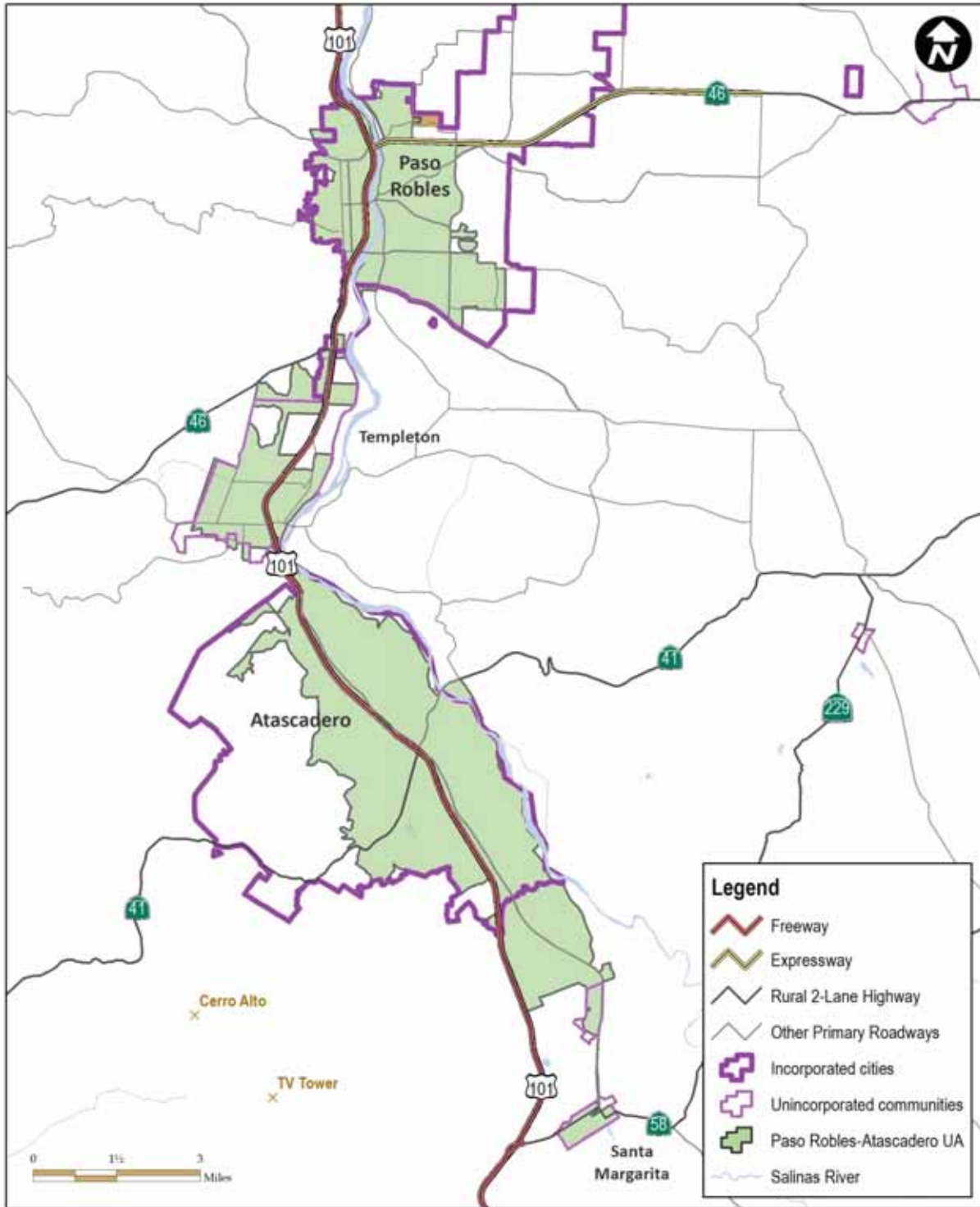


EXHIBIT B

DRAFT PROGRAMMING CALENDAR

		Even Year(s)	Responsibility / Lead	Details
1	Schedule 1st POP meeting; MOU Revisions as necessary	January/February	SLOCOG	Funding targets identified, needs discussed, scoring strategy
2	Hold 1st POP meeting (publicly noticed)	March	SLOCOG/UZA TAC	List of candidate projects identified
3	Urbanized Area TAC approves the POP(publicly noticed)	April/May	SLOCOG/UZA TAC	
4	<i>Extra time in case of a dispute re-Draft POP</i>	May	Locals	
5	Locals endorse POP	May	Locals	May be Board action or administrative
6	Adopt 2-Year POP	June or August	SLOCOG	Requires Public Hearing
7	FTIP Approval	August	SLOCOG	Requires Public Hearing
8	Prepare draft grant application to FTA	December (Every year)	Locals & RTA	
9	Prepare Concurrence Letters	March (Every year)	SLOCOG	FTA requires that SLOCOG send a Letter agreeing with the Application
10	Grant Funds Approved	April-October (Every year)	FTA	