



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Transit Finance Working Group, Joint Local Streets and
Roads/Programming and Delivery Working Group

DATE: February 18, 2022

FR: Adam Crenshaw, Funding Policy and Programs Section

RE: Primer and Schedule for the Development of the 2023

Background

The federally required Transportation Improvement Program or TIP is a comprehensive listing of all Bay Area surface transportation projects that are to receive federal funding, are subject to a federally required action, or are considered regionally significant for air quality conformity purposes over a four-year period. In alignment with Federal Statewide TIP (FSTIP) development efforts, MTC has started the process of developing the 2023 TIP, which will cover the four-year period from FY 2022-23 through FY 2025-26. Like the 2021 TIP, the 2023 TIP must be consistent with the existing Regional Transportation Plan, *Plan Bay Area 2050*.

Schedule for Developing the Draft 2023 TIP

Table 1. 2023 TIP Development Milestones

Date	Milestone
Today until March 18	Review all projects for the 2023 TIP. Please see details of this review included below. <u>Any projects not submitted by March 18 may be excluded from the 2023 TIP.</u>

Date	Milestone
Mid-June to Mid-July	The Draft 2023 TIP and Draft Transportation Air Quality Conformity Analysis will be released for public review and comment.
September 28, 2022	The Commission is scheduled to approve the Final 2023 TIP and Final Transportation Air Quality Conformity Analysis. These documents will then be forwarded to Caltrans for review and inclusion in the FSTIP.
December 16, 2022	FTA and FHWA are expected to approve the 2023 FSTIP.

Please note that we will continue to revise the 2021 TIP through fall 2022. If one of your projects requires a revision to the 2021 TIP during this process, please contact Adam Crenshaw at acrenshaw@bayareametro.gov or John Saelee at jsaelee@bayareametro.gov.

Review of Projects for the 2023 TIP

Developing the 2023 TIP entails using the Universal Application module of FMS to review all projects your agency sponsors, make any necessary changes and then work with the TIP Coordinator at your respective County Transportation Agency (CTA) to submit the projects to MTC. Transit operators should submit their projects directly to MTC and do not need to work through the CTAs for this process.

Steps for Reviewing Projects

1. Go to the FMS site at fms.mtc.ca.gov;
2. Sign in and click on the “Universal Application” tab
3. Choose “Resume In-process Application” - this will allow you to see the latest version of all your projects in an editable format
4. Review all of your projects and make any necessary changes
5. Once you are done with your review, contact the TIP Coordinator for your county to submit your projects to MTC, if applicable, or submit the project directly to MTC. All of your ongoing projects must be submitted by **5:00PM on Thursday, March 18, 2022.**

To enter a new project, select “Create New Project” in Step 3 above and fill out the required fields (marked with an ‘*’).

Areas to Focus Your Review

When conducting your review, please focus on the following:

1. Should the project be removed from the TIP?
2. Do any new projects need to be added to the TIP?
3. Is the TIP project consistent with the RTP project that it references? Please be sure to reference projects from Plan Bay Area 2050. A database of these projects is available at <https://www.planbayarea.org/2050-plan/final-plan-bay-area-2050/final-supplemental-reports/interactive-transportation-project-list>.
4. Do the project description and expanded project description include enough detail to fully describe the scope of work being implemented?
5. Is the funding information for the project correct?
6. Is the other information in FMS correct?
7. Is the Project Performance Measure information correct?

Further details on reviewing these areas of focus are included below.

Archiving and Deleting Projects

If all federal and state funding for the project have been awarded or obligated, the project has been completed, or if all project funding is prior to FY2020-21 and no further federal action is anticipated for the project, the project can be archived and removed from the TIP.

If a project currently in the TIP has been abandoned and will not move forward, it may also be removed from the TIP.

Capturing these projects is important, as completed projects must be reported to FHWA, and these archived projects are used to develop the list of completed projects. Projects deleted from the TIP will be excluded from that list.

Steps for Archiving a Project

1. Set the 'Is project completed/opened to traffic' field on the 'General Information' tab to "Yes"
2. In the 'Reason for Revision' field include a note to "Archive this project as it has been completed" or "Archive this project as all funding has been obligated"
3. Submit the application

Steps for Deleting a Project

1. Leave the 'Is project completed/opened to traffic' field set to "No";
2. In the 'Reason for Revision' field include a note to "Delete this project as it will not be completed";
3. Update the funding information to show only the funding that has been expended on the project and remove all unexpended funds; and
4. Submit the application.

Duplicate Projects

If a project is included in the TIP more than once, please delete one of the duplicate projects using the method described for abandoned projects, but the 'Reason for Revision' should state

that the project is a duplicate project. Please also include the TIP ID number of the project that will remain in the TIP.

New TIP Projects

Please review your existing projects in FMS to see if any projects need to be added. In addition to federally funded projects, the TIP must also include any project that requires a federal action and any regionally significant projects that are funded from any source. A project is typically considered regionally significant if it impacts the capacity of:

- roadways classified as minor arterial or above, or
- fixed-guideway transit systems

Review your agency's capital improvement program for FY 2022-23 through FY 2025-26 to determine if your locally funded projects should be included in the TIP. Please note that these projects must be consistent with the existing *Plan Bay Area 2050*.

RTP Project Reference

Please ensure that each project in the TIP is referencing the correct project in *Plan Bay Area 2050*. A list of all projects included in *Plan Bay Area 2050* is available at

<https://www.planbayarea.org/2050-plan/final-plan-bay-area-2050/final-supplemental-reports/interactive-transportation-project-list>. All projects in the TIP must be consistent with

the RTP project that they reference by adhering to the following requirements:

1. The scope of the TIP project as included in the project description and expanded description must be within the scope of the project as described in the RTP.
2. The total cost of the project shown in the TIP, including funding in prior and later years, should be less than or equal to the cost of the project in the RTP.

3. Funds cannot be programmed in a year that falls after the completion year reflected in the *List of Regionally Significant Projects in Plan Bay Area 2050* (Appendix A-1).

Please note that many projects in the TIP that are exempt from regional air quality conformity analysis are included in *Plan Bay Area 2050* as part of a program and are not individually listed. Projects that are not exempt from regional air quality conformity analysis are included as individual projects in the *Transportation Air Quality Conformity Analysis*.

Project Description

Review the project title, the project description, and expanded project description to ensure that the name, limits and scope accurately describe the work that will be implemented. The project description should include the following three elements separated by a colon (":"):

1. The jurisdiction where the work is being implemented (e.g. "County A", "City B", "Transit System C", etc)
2. The limits of the project (e.g. "On Street X from Avenue Y to Z Road", "Citywide", etc)
3. The scope of work that is being implemented or activities undertaken (e.g. "Rehabilitate roadway", "Install Traffic Signal", "Replace 2 trolley buses", etc). Please be sure to specifically call out any regionally non-exempt activities such as road extensions or elements that are subject to project-level air quality conformity, such as the installation of any new traffic signals.

If a project is to be implemented in phases, please identify the limits and scope of work for each individual phase in the expanded project description.

Project Funding

Program Year

Please also review your projects' funding information to confirm that the dollar amounts, fund sources and programming years are correct. Please note that only funding and phases programmed in the active four-year TIP period (FY2022-23 to FY2025-26) are officially programmed in the TIP. Funds programmed in years before or after this period are included for informational purposes only and are not eligible for federal actions. One example of this is that funding programmed in FY2025-26 may be obligated sooner using Expedited Project Selection Procedures (EPSP) or pre-award authority in certain circumstances, but funding programmed in FY2021-22 or earlier cannot be obligated or put into a grant without a revision to the 2023 TIP.

If you have unobligated FHWA funds or FTA funds that have not yet been put into grants and those funds are currently programmed in FY2021-22 or earlier, please be sure to reprogram those funds into the active four-year TIP period.

Funds for a single phase of a project (e.g. PE, ROW or CON) should be programmed in the expected year of allocation/obligation for that phase. Exceptions are for pre-approved corridor projects (as listed in the RTP), annual ongoing service/operations projects, multi-year program of projects (such as various streets and roads rehabilitation, or bus rehabilitation/replacement programs), or projects with multiple phases or segments (in which case the project expanded description must include a statement noting the limits and scopes of work for each phase or segment).

Committed Funding

MTC also requires that only committed funding be included in the active four years of the TIP. For federal, state and regional funding in the TIP period, please ensure that the funds have been approved through their respective programs. Local funds in the active four years of the TIP need to be committed to the project through an approved capital improvement program (CIP) or similar board-approved action. If you have more than \$2 million in local funds

programmed to a single project, please upload the relevant pages from the appropriate CIP or board-approved action in the 'Miscellaneous Documents' section of the 'Project Documents' tab in FMS. This is critical to ensuring that the projects are fully funded, and the TIP is fiscally constrained.

Full Project Cost

Federal regulations require that TIP project listings show the total cost of all phases (e.g. PE, ROW or CON), even if those phases are programmed outside of the TIP period or if they are funded using only non-federal funds. If a project listing does not show any amount programmed for a capital phase, (ROW or CON) a TIP amendment and perhaps a new conformity analysis may be required to amend a capital phase into the TIP, if necessary, in the future.

Even if the funding for future project phases has not been committed to a project, federal regulations still require that the full cost of the project, including those phases, be shown in the TIP document. If specific funding has not been identified or secured, please show it as RTP-Long Range Plan (RTP-LRP) funds. When submitting a project application, please ensure that RTP-LRP funds are in FY2026-27 or later and not programmed within the active four-year TIP period (FY2022-23 through FY2025-26).

Federal regulations also require that the cost of the project and each of the phases be shown in year of expenditure (YOE) dollars and the total cost of the project in the TIP cannot exceed the total cost of the project as indicated in *Plan Bay Area 2050*.

Performance Measures

The Moving Ahead for Progress in the 21st Century Act (MAP-21) established new requirements for performance management to ensure the most efficient investment of Federal transportation funds. In accordance with federal performance-based planning and programming regulations, MTC is required to show (1) that the TIP "makes progress towards

achieving [the region's] performance targets" and (2) that the TIP includes, "to the maximum extent practicable, a description of the anticipated effect of the TIP towards achieving the performance targets."

As part of the region's effort to demonstrate progress towards meeting the established performance targets, project sponsors will be required to answer performance related questions in FMS for each project before the project can be submitted. Many of the questions pertain to specific transportation systems or modes. If a specific question does not apply to your project, please select "not applicable" or "none applies". Many projects already have performance measure information saved in FMS. Please review the existing data for these projects. If it is correct, no further changes are needed to the answers.

Details on the performance measure requirements for the 2023 TIP and the questions included in FMS are included in Appendix-A2.

Other Information in the TIP

Location Information

Ensure that the State Assembly, State Senate and Congressional district information included for your projects is correct. This information is helpful when your legislators request transportation funding data.

Project Milestones

Sponsors are requested to review the project delivery milestones as well the years the various phases are programmed in the TIP.

Contact Information

Please also ensure that the contact information for your projects is up to date. The 'Sponsoring Agency' contact should be the project manager or someone else from the sponsoring agency who is able to answer questions about all aspects of the project. If your agency is partnering

with another agency to implement the project, please include a similar contact from the partner agency as the 'Implementing Agency' contact. If the implementing agency is the same as the sponsoring agency, please include an alternate contact as the 'Implementing Agency' contact.

Project Level Air Quality

While you are not required to complete the project-level PM_{2.5} air quality conformity information for your project as part of the TIP programming process, you will need to have completed the project-level conformity process before you complete your federal environmental review. As such, the development of the 2023 TIP is a good time to begin the process by clicking on the 'Edit Project Conformity' button on the 'Air Quality' tab in FMS and answering the six questions available under 'Step 1: Project Identification'. Please note that your answers to some questions may cause the answers to other questions to be auto-populated as the categories described in questions 3, 4, and 5 are mutually exclusive.

After Project Review

Once you are done reviewing a project, please include a summary of what changes, if any, were made in the 'Reason for Revision' and 'Description of Change' fields and either submit the project directly (for CTAs and Transit Operators) or work with your partner CTAs to submit the project for you (for cities and counties). The deadline for submitting these changes in FMS is 5:00pm Thursday, March 18, 2022.

MTC staff will then review all of the projects to be included in the new TIP and develop the Draft 2023 TIP. These documents are expected to be released for public review and comment in June, 2022.

We appreciate your help updating the TIP. Time spent now ensuring the project listings are correct will save time in the future by minimizing additional changes and avoiding potential project delivery delays.

MTC Staff Contacts

If you have any funding specific questions, please contact the following MTC staff persons:

- FHWA Funding including STP/CMAQ, FHWA Earmarks
 - Mallory Atkinson (matkinson@bayareametro.gov, 415-778-6793)
 - Thomas Arndt (tarndt@bayareametro.gov, 415-820-7983)
- SB1 Highway Programs, RM2 Highway Funding, STIP and ATP
 - Karl Anderson (kanderson@bayareametro.gov, 415-778-6645)
- FTA Formula Funding including Section 5307/5337/5339
 - Margaret Doyle (mduoye@bayareametro.gov, 415-778-5378)
- Cap and Trade, TIRCP and RM2 Transit Funding
 - Anne Spevack (aspevack@bayareametro.gov, 415-778-6611)
- TIP and Fund Management System (FMS)
 - Adam Crenshaw (acrenshaw@bayareametro.gov, 415-778-6794)
 - John Saelee (jsaelee@bayareametro.gov, 415-778-6711)
- Project Level Conformity/POAQC process
 - Harold Brazil (hbrazil@bayareametro.gov, 415-778-6747)
- 2023 TIP Development and FMS
 - Adam Crenshaw (acrenshaw@bayareametro.gov, 415-778-6794)
 - John Saelee (jsaelee@bayareametro.gov, 415-778-6711)

Appendices

Appendix-A1: List of Regionally Significant Projects in Plan Bay Area 2050

Appendix-A2: Federal Performance Management 2023 TIP Guidance

Metropolitan Transportation Commission

Federal Performance Management – 2023 TIP Guidance

Starting with the 2019 TIP, MTC has been required to show that the investments in the TIP make progress towards achieving our regional targets for several federally-mandated performance measures. In addition, the TIP must include, “to the maximum extent practicable, a description of the anticipated effect of the TIP towards achieving the performance targets” (23 CFR 450.326). These requirements continue with the 2023 TIP.

To meet these requirements, all projects in the TIP must include information in the following performance areas: roadway safety, transit safety, pavement and bridge condition, system reliability, congestion reduction, and transit asset management. **The performance management questions are required for all projects in the TIP, regardless of project type or fund source.**

The list of 28 performance management questions, along with possible responses, and additional notes, are provided below.

Purpose or Goal of Project

- 1) Please indicate the **primary purpose** of this project:

Options
Roadway safety
Transit safety
Pavement condition on the National Highway System (NHS)
Bridge condition on the National Highway System (NHS)
System reliability on National Highway System (NHS), for all users
System reliability on the Interstate System (IS), for goods movement
Congestion reduction
Transit Asset Management
Other

If the primary purpose is not listed, please select “Other.” If the project has multiple purposes, select the option that best represents the primary focus of the project, or “Other.”

Roadway Safety

Note that “Roadway Safety” includes all roads and all modes; however, if this is a safety project targeted to improve safety on board transit vehicles or at transit stations, please select “Transit Safety.” If the project is not anticipated to have an effect on roadway safety, select “Minimal or No Impact.”

- 2) What effect will the project have on **fatalities from roadway crashes** for users of all modes?

Options
Significant Reduction
Moderate Reduction
Minimal or No Impact
Adverse Impact

- 3) What effect will the project have on **serious injuries from roadway crashes** for users of all modes?

Options
Significant Reduction
Moderate Reduction
Minimal or No Impact
Adverse Impact

- 4) What effect will the project have on the **combination of fatalities and serious injuries** from roadway crashes, **specifically for bicyclists and pedestrians**?

Options
Significant Reduction
Moderate Reduction
Minimal or No Impact
Adverse Impact

Roadway System Reliability

Projects of all modes – road, transit, non-motorized, etc. – can improve reliability on an Interstate or National Highway System (NHS) facility, even if the project itself is on a parallel corridor. If the project is not anticipated to have an effect on system reliability on the Interstate or NHS, please select “Minimal or No Impact.”

- 5) What effect will the project have on **Interstate highway reliability**, based upon the magnitude of impact and the number of people who will benefit?

Options
Significant Improvement
Moderate Improvement
Minimal or No Impact
Adverse Impact

- 6) What effect will the project have on **non-Interstate National Highway System (NHS) reliability**, based upon the magnitude of impact and the number of people who will benefit?

Options
Significant Improvement
Moderate Improvement
Minimal or No Impact
Adverse Impact

- 7) What effect will the project have on **tailpipe CO₂ emissions** for all vehicles on the National Highway System (NHS)?

Options
Significant Improvement
Moderate Improvement
Minimal or No Impact
Adverse Impact

Freight Movement

Projects of all modes – road, transit, non-motorized, etc. – can improve truck freight reliability on an Interstate, even if the project itself is on a parallel corridor. If the project is not anticipated to have an effect on Interstate system reliability for truck freight, select “Minimal or No Impact.”

- 8) What effect will the project have on **Interstate highway reliability for trucks**?

Options
Significant Improvement
Moderate Improvement
Minimal or No Impact
Adverse Impact

Congestion Reduction

Projects of all modes – road, transit, non-motorized, etc. – can improve roadway congestion. If the project is not anticipated to have an effect on roadway congestion, select “Minimal or No Impact.”

- 9) What effect will the project have on **roadway congestion**?

Options
Significant Improvement
Moderate Improvement
Minimal or No Impact
Adverse Impact

- 10) In which **urbanized area(s)** does the project affect congestion, if any?
[check all that apply]

Options
Antioch UA
Concord UA
Other Bay Area UA with less than 200,000 inhabitants
San Francisco-Oakland UA
San Jose UA
Santa Rosa UA
Minimal or No Impact to Congestion

- 11) Can the project be explicitly represented in the **regional travel demand model**?
MTC staff may request additional information from projects that can be modeled.

Options
Yes
No

Pavement and Bridge Condition

- 12) The project affects **pavement and/or bridge condition** on the Interstate or non-Interstate National Highway System (NHS).

Options
Yes
No

- 13) How many **Interstate lane miles does this project upgrade** from the various conditions?
[nearest tenth of a mile]

If the project does not affect pavement condition, leave the mileage table at the default values of 0.0.

Existing Condition	After-Project Condition	Interstate Miles
Poor	Fair	0.0
Poor	Good	0.0
Fair	Good	0.0

- 14) How many **non-Interstate National Highway System (NHS) lane miles does this project upgrade** from the various conditions?
[nearest tenth of a mile]

If the project does not affect pavement condition, leave the mileage table at the default values of 0.0.

Existing Condition	After-Project Condition	NHS Miles
Poor	Fair	0.0
Poor	Good	0.0
Fair	Good	0.0

- 15) For projects on **National Highway System bridges, what is the total bridge deck area being upgraded** from the following conditions?
[square meters]

If the project does not affect bridge condition, leave the deck area table at the default values of 0.

Existing Condition	After-Project Condition	Deck Area
Poor	Fair	0
Poor	Good	0
Fair	Good	0

Transit Safety

- 16) The project affects **transit safety**.

Options
Yes
No

- 17) For what **mode(s) of transit** does this project have a **transit safety benefit or impact**?

[select all that apply]

If the project does not affect transit safety, select “None/No Transit Safety Benefit or Impact” or “Minimal or No Impact,” as appropriate.

Options
Articulated Bus
Automated Guideway Vehicles
Bus
Bus Rapid Transit
Cable Car
Commuter rail, locomotive
Commuter rail, passenger coach
Commuter rail, self-propelled passenger car
Ferryboat
Heavy rail passenger car
Light rail vehicle
Over the Road Bus
Trolley Bus
Van
Revenue Vehicle: Car
Vintage Trolley
None/No Transit Safety Benefit or Impact

- 18) What effect will the project have on **reportable transit fatalities**?

Options
Significant Reduction
Moderate Reduction
Minimal or No Impact
Adverse Impact

- 19) What effect will the project have on **reportable transit injuries**?

Options
Significant Reduction
Moderate Reduction
Minimal or No Impact
Adverse Impact

Transit Asset Management

- 20) The project **affects transit assets**.

Options
Yes
No

- 21) How many **revenue vehicles** currently past your agency's useful life benchmark **will this project replace with new vehicles or rehabilitated vehicles**, and what class of vehicles are being replaced?

If the project does not replace transit revenue vehicles, leave the table below at the default values of 0.

Options	Number
Articulated Bus	0
Automated Guideway Vehicles	0
Bus	0
Bus Rapid Transit	0
Cable Car	0
Commuter rail, locomotive	0
Commuter rail, passenger coach	0
Commuter rail, self-propelled passenger car	0
Ferryboat	0
Heavy rail passenger car	0
Light rail vehicle	0
Over the Road bus	0
Trolley Bus	0
Van	0
Revenue Vehicle: Car	0
Vintage Trolley	0

- 22) How many **non-replacement revenue vehicles** will this project **add to your agency's fleet**, and what class of vehicles are being purchased?

If the project does not add non-replacement revenue vehicles to a transit fleet, leave the table below at the default values of 0.

Options	Number
Articulated Bus	0
Automated Guideway Vehicles	0
Bus	0
Bus Rapid Transit	0
Cable Car	0
Commuter rail, locomotive	0
Commuter rail, passenger coach	0
Commuter rail, self-propelled passenger car	0
Ferryboat	0
Heavy rail passenger car	0
Light rail vehicle	0
Over the Road bus	0
Trolley Bus	0
Van	0
Revenue Vehicle: Car	0
Vintage Trolley	0

- 23) How many **non-revenue vehicles** currently past your agency's useful life benchmark **will this project replace with new vehicles or rehabilitated vehicles**?

If the project does not replace non-revenue transit vehicles, leave the field below at the default value of 0.

Number
0

- 24) How many **non-replacement non-vehicles will this project add** to your agency's fleet?

If the project does not add non-revenue vehicles to a transit fleet, leave the field below at the default value of 0.

Number
0

- 25) How many **facilities will be upgraded from poor or marginal conditions to adequate or better conditions**, and what class of facilities are being upgraded?

If the project does not upgrade transit facilities, leave the table below at the default values of 0.

Options	Number
Passenger facilities	0
Passenger parking facilities	0
Maintenance facilities	0
Administrative facilities	0

- 26) How many **new (non-replacement) facilities will be constructed**, and what class of facilities do those relate to?

If the project does not construct new transit facilities, leave the table below at the default values of 0.

Options	Number
Passenger facilities	0
Passenger parking facilities	0
Maintenance facilities	0
Administrative facilities	0

- 27) How many **directional route-miles of rail track that currently have performance restrictions (e.g., slow zones) will be improved** as a result of this project to an extent that eliminates aforementioned performance restrictions?
[nearest tenth of a mile]

If the project does not improve transit rail track to remove performance restrictions, leave the table below at the default values of 0.0.

Track Miles
0.0

- 28) How many **new (i.e. non-replacement) directional route-miles of rail track will be constructed**?
[nearest tenth of a mile]

If the project does not construct new transit rail track, leave the table below at the default values of 0.0.

Track Miles
0.0