DEPARTMENT OF TRANSPORTATION
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January 27, 2014

To: MPOs and RTPAS:

The California Department of Transportation (Caltrans), Division of Mass Transportation (DMT), is pleased to announce the Federal Fiscal Year (FFY 2014) Federal Transit Administration (FTA) Section 5311 call for projects. An estimated $25.7 million will be allocated statewide to enhance public transportation in rural areas. This amount excludes the amount allowable for program administration and 5311(f) discretionary funding. This amount includes $21.5 million in Moving Ahead for Progress in the 21st Century (MAP-21) funds and $4.2 million project savings funds that we are carrying over to the FFY 2014. This apportionment is based on the 2010 census and represents full funding for the FFY 2014. Your District Transit Representative (DTR) will provide you the Balance Sheet which shows FFY 2014 apportionment and carryover funds (if applicable) for your region.

As required by MAP-21, the Job Access Reverse Commute (JARC) projects can now be funded under the Section 5311 program. This program modification will allow Regional Transportation Planning Agencies and Metropolitan Planning Organizations more flexibility and discretion. Eligible 5311– JARC activities can be found in FTA Circular 9040.1G.

This 5311– JARC inclusive program will be administered under the DMT's Section 5311 process. We have developed a fillable PDF application for you to submit electronically. Please review the PDF application and guidelines carefully as there have been changes to the program. This material is available on our website: http://www.dot.ca.gov/hq/MassTrans/5311.html.

Please note: All FFY 2014 projects will require the following documentation:

- A complete electronic application
- A complete electronic Program of Projects (POP) form
- All required supporting documentation in PDF format
- Current FTA Certification and Assurances

These documents and the application need to be emailed to your DTRs by May 9, 2014. All FFY 2014 projects must be programmed prior to the DMT's grant submittal to FTA. Flex funded Congestion Mitigation Air Quality (CMAQ) projects applications, the POPs, and fund transfer requests must be routed through your appropriate District Local Assistance Engineer and DTR. The CMAQ applications are due to Caltrans DTR by April 15, 2014.

Additionally, please see attached Title VI Compliance Requirements Letter that was sent to you on December 12, 2013. Per FTA Circular (FTA C4702.1B), the FTA has required that all recipients of Section 5311 funds have a Title VI Plan in place prior to awarding federal project grants. Therefore, Caltrans is requiring subrecipients to submit a Title VI Plan prior to execution of the FY 2014 project standard agreements.

For questions or concerns, please contact your DTR liaison in Attachment 1. For questions on the attached Title VI Compliance Requirements Letter referenced above, please contact Lea M. Simpson at (916) 654-7184.

Sincerely,

JAMES OGBONNA
Branch Chief
Rural Transit and Intercity Bus

Attachments

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December 13, 2013

Dear Subrecipient:

According to United States Department of Transportation Title VI regulations 49 CFR part 21, the Federal Transit Administration (FTA) has issued new guidelines for the Title VI compliance requirements. This letter is to assist you with the development of your requirements as a subrecipient.

FTA requires that all direct recipients (i.e., the California Department of Transportation [Caltrans]) document their compliance by submitting a Title VI Plan to FTA every three years. Subrecipients are now required to submit their Title VI Plan to Caltrans, which serves to support Caltrans compliance with the new FTA requirements. For additional information, please see the FTA Circular 4702.1B. The circular can be downloaded at: http://www.fta.dot.gov/documents/FTA_Title_VI_FINAL.pdf.

During the FTA State Management Review, held in September 2013, it was noted that Caltrans needed to expedite implementation of Title VI compliance requirements. All subrecipients must submit their Title VI Plan to Caltrans by **June 30, 2014**.

The Plan requirements are tiered, based on the service(s) provided.

- All subrecipient Plans must meet the requirements in Chapter III of the Circular.
- For agencies that provide fixed-route service, the service standards and policies contained in Chapter IV requirements must also be met. These standards and policies must address how service is distributed across the transit system and must ensure that the manner of the distribution affords users access to these assets.
- All other requirements pertain only to agencies located in the larger urbanized areas.

In accordance with Federal regulations, Caltrans is responsible for certifying all subrecipient Title VI plans. For many, submitting a Title VI Plan will be a new requirement. To assist you, Appendix A of the Circular contains a program checklist. Caltrans staff will be using this checklist to confirm and certify that your Plan is complete and correct, and complies with FTA Title VI regulations.

We are also organizing a number of resources to assist you in drafting your Plans. Please visit the California Association for Coordinated Transportation (CalACT) webpage www.calact.org

for an entire page of Title VI Program Documents. The recorded webinar from August 21, 2013, is available and recommended prior to beginning your Plan development.

Additionally, the Division of Mass Transportation (DMT) will be conducting a series of training sessions. Exact dates, times and locations will be announced on the DMT and CalACT websites. The training will consist of reviewing and discussing the content that must be contained within your agency's Title VI Plan. Staff will also be available during that time for technical assistance.

We thank you in advance in partnering with us to meet these compliance requirements. Please feel free to contact Ms. Lea M. Simpson of my staff at (916) 654-7184 should you have any questions or need technical assistance.

Sincerely,

JILA PRIEBE
Office Chief
Transit Programs

c: Jane Perez, Chief, Division of Mass Transportation
Mark Codey, Office Chief, Federal Transit Grants Program
Bruce Plowman, Branch Chief, 5310 Elderly & Disabled Specialized Transit and Grant Management
Michael Lange, Senior Specialist, FTA Compliance & 5307 Manager
Lea Simpson, Branch Chief, FTA Compliance Program
Dan Mundy, Program Manager, California Association for Coordinated Transportation
Jaclyn Montgomery, Executive Director, California Association for Coordinated Transportation

Attachment 1

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