

## **District FTIP Coordinator's Role/Responsibilities**

The main role of the District FTIP Coordinator (DFC) is to act as the single focal liaison between the Districts, HQ – Office of Federal Transportation Management Program (OFTMP), MPOs and the Regional Transportation Planning Agencies (RTPAs) in their regions to ensure accurate programming of projects in the FTIPs.

### **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 the California Transportation Improvement Program System (CTIPS).
- Actively participates in the California's Federal Programming Group (CFPG) meetings to stay informed in current issues affecting federal programming.
- Coordinate federal programming training for the District, MPO and RTPA staff, as needed.

### **Roles & Responsibilities:**

- Consult with the OFTMP on various issues/guidance relating to federal programming.
- Work with various district functional units, program advisors, and project managers to ensure accuracy of information in the FTIPs regarding state highway projects, such as, funding of all project phases, schedules, and non federal match.
- Work closely with MPOs\* to successfully program state highway projects in the FTIPs. Ensure that MPOs\* in the air quality non-attainment/maintenance areas are aware of any state highway projects that will impact conformity of FTIPs and/or the Regional Transportation Plans.
- Know the MPO\* FTIP development and FTIP amendment/administrative modification process, and schedules. Communicate project changes to MPOs\* early to avoid delays to project delivery. Monitor CTC agenda for projects under district's jurisdiction. Ensure that the MPO accurately programs in the FTIP changes made to the SHOPP and the "On System" STIP projects based on CTC's approval.
- Make sure that DFC is part of various regional notification groups such as Inter Agency Consultation group, MPO Public Participation group and Conformity Working Group.
- Review MPO's\* draft and final FTIP documents for accuracy.

\* For projects from the rural non-MPO region of the state, DFC to contact the OFTMP to initiate any federal programming requests for both "on" and "off" system projects.

Reference document: SHOPP- FTIP Programming guidelines