

How Federal Transit Administration (FTA) Section 5311 Rural Formula Funds are administered by the California Department of Transportation (Caltrans)

Step 1: Federal budget passes and FTA apportionment begins¹ (October – May)

Step 2: Caltrans determines regional apportionment and issues the Call for Projects (1 week)

Step 3: Local agencies submit applications (6 weeks)

Step 4: Caltrans reviews applications² (2 months)

The following two steps occur concurrently:

Step 5: Local agencies, Metropolitan Planning Organizations (MPOs), and Caltrans program projects into the Federal Transportation Improvement Program (FTIP) (3 months, may require additional time during years when a new FTIP is adopted)

Step 6: Caltrans prepares the Program of Projects (POP) and develops applications for FTA approval (3 months)

Step 7: Applications are submitted to FTA Region 9 for review³ (60-90 days, includes review prior to the official submission)

Step 8: FTA Headquarters (HQ) and Department of Labor issue approval (30 days)

Step 9: FTA obligates funds (7 days)

Step 10: Caltrans prepares contracts and submits to local agencies for signature (2 weeks)

Step 11: Caltrans Division of Accounting and the State Controller's Office process contracts (3 weeks)

Step 12: Caltrans encumbers funds (1 week)

Step 13: Caltrans e-signs contracts (1 week)

Step 14: Local agencies return signed copies to Caltrans (1 week)

Step 15: Local agencies receive executed contracts

Step 16: Caltrans monitors agency and equipment

All timeframes are estimates and subject to change

¹ Approximately \$40 million is allocated annually for FTA Section 5311 Rural Formula Funds. FTA apportionments depend on the annual federal budget and may take 1–7 months to be released.

- Once apportionments are released, the process to issue Standard Agreements takes about 12 months if the release occurs between October and March.
- If apportionments are released in April or later, an additional 5 month delay is added because the June Transit Award Management System (TrAMS) application deadline is missed and applications cannot be submitted until TrAMS reopens in November.

² Caltrans reviews applications from approximately 85 operators each cycle.

³ Applications cannot be submitted to FTA Region 9 between June 30th and October 30th.