

Single Point of Contact (SPOC) Checklist

For agencies accessing federal transportation funds through the FHWA federal-aid process
To be completed and renewed annually or whenever a new Single Point of Contact is assigned
Email completed form to your CMA and MTC at SPOC-FES@bayareametro.gov

Contact Information

Agency:

SPOC Name:

SPOC Email:

SPOC Title:

SPOC Phone:

CMA Representative:

Date:

Local Public Agency Certification Review

SPOC acknowledges awareness of the following items adopted by the agency governing body in the Resolution of Local Support:

- Agency will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised)
- Agency has, and will retain the expertise, knowledge and resources necessary to deliver the FHWA-funded transportation projects,
- Agency has assigned, and will maintain a SPOC for all FHWA and CTC-funded transportation projects to coordinate within and outside the agency
- Agency has reviewed it's FHWA-funded projects and has adequate staffing resources to deliver and complete the PROJECT(s) within the schedule

Acknowledgement

SPOC acknowledges awareness of the following Agency requirements from the Regional Project-Funding Delivery Policy, MTC Resolution 3606:

- To be 'regionally qualified' for regional discretionary funds, and for programming federal funds in the federal TIP, the local agency must comply with the following, in addition to any other regional, state and federal requirements:
 - Assign and maintain a single point of contact for all FHWA-administered projects implemented by the agency.
 - Maintain a project tracking status of major delivery milestones for all programmed and active FHWA-administered projects implemented by the agency
 - Maintain all active FHWA-administered projects in good standing with respect to regional, state and federal delivery deadlines, and federal-aid requirements
 - Maintain the expertise and staff resources necessary to deliver federal-aid projects within the funding timeframe, and meet all federal-aid project requirements
 - Has demonstrated a good delivery record and delivery practices with past and current projects.
 - Have staff and/or consultant(s) on board who have delivered FHWA-administered projects within the past five years and/or attended the federal-aid process training class held by Caltrans Local Assistance within the past 5 years, and have the knowledge and expertise to deliver federal-aid projects.

SPOC Certification

SPOC self-certifies the following:

- SPOC has sufficient knowledge to navigate, or assist others to navigate the FHWA federal-aid process
- SPOC has basic understanding of relationship between FMS/TIP/RTP
- [SPOC has a Fund Management System \(FMS\) account](#)
- [SPOC has read and understands the provisions of the Regional Project-Funding Delivery Policy, MTC Resolution 3606](#)
- [SPOC will maintain and keep up to date, a spreadsheet of delivery milestones for all active FHWA-funded projects administered by the agency](#)
- SPOC will communicate FHWA and CTC-funded project delivery status, through construction award, to CMA contact at least on a quarterly basis
- SPOC has ensured that current active listings in the federal TIP as of this date are correct with regards to cost, scope and schedule
- SPOC will participate in a min ½ the Partnership Working Group (LSRWG,PDWG,Joint,TFWG) meetings on an annual basis, if agency has unauthorized projects.
- [SPOC will maintain the Unanticipated Delays Worksheet \(Coming Soon\)](#)
- SPOC is aware of the November 1 RFA submittal deadline and January 31 federal obligation of funds (E-76/Authorization) delivery deadline.
- [SPOC has attended training or reviewed the SPOC training materials](#)
- SPOC has confirmed that the respective Project Manager(s) are aware of delivery milestone deadlines for FHWA-funded and/or CTC-funded projects scheduled for delivery (obligation/allocation of funds) within the current and following federal fiscal years.

I certify to the best of my knowledge the above is true:

Signature, Agency Single Point of Contact (SPOC)

Date

Signature, Agency Department Director

Date

MTC Resolution 3606 and SPOC information is located at: <http://mtc.ca.gov/our-work/fund-invest/federal-funding/project-delivery>