



CAPE ANN TRANSPORTATION AUTHORITY
Administrator - Felicia S. Webb

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Memorandum

To: Members of the Boston Region MPO
From: Felicia Webb, Administrator
Date: April 9, 2020
Re: Overview of CATA's Capital Planning Process

CATA's Capital Planning Process

Quarter 1

1. CATA reviews capital needs of the agency with a five year horizon
 - a. CATA receives a limited amount of FTA 5307 funds, typically around \$500K-\$550K
 - b. CATA historically programs \$285k-\$325k for preventive maintenance each year
 - c. Vehicle needs are reviewed (TAM plan)
 - d. Other capital requirements are reviewed/discussed amongst CATA and contractors
 - i. Maintenance equipment
 - ii. Building repairs and upkeep
 - iii. Technology/software requirements

Quarter 2

2. CATA prepares an internal draft five year capital plan
3. CATA enters the five year capital plan into the MassDOT GrantsPlus system
 - a. Includes funding sources from FTA, MassDOT RTACAP, local, etc

Quarter 3

4. FTA announces 5307 formula funds for Boston UZA

5. 5307 Split Agreement is distributed amongst the appropriate designated recipients
 - a. Agreed upon formula for the distribution of the Boston UZA 5307 formula funds
 - b. CATA reviews, signs, and returns Split Agreement to coordinating RTA

Quarter 4

6. MassDOT CIP
 - a. CATA provides background information to MassDOT for scoring RTA projects
 - b. MassDOT reviews and approves/disapproves projects on CATA project list
7. CATA's project list moves to the MPO for review, discussion, and approval
8. TIP is approved
9. CATA applies for FTA 5307 formula funds