

## Chapter 2 – Eligibility Requirements

The annual eligibility process relies upon a variety of reporting methods to verify local jurisdiction compliance. Most methods leverage tools routinely used in the public planning process while others require certification forms or specialized reports. Templates, forms, and report formats are included as appendices to these eligibility guidelines and are available in electronic format. The table below summarizes certification frequency and documentation requirements.

Compliance Category	Schedule	Documentation
Capital Improvement Program	<b>Annual</b> Next submittal is due on June 30, 2017.	<ul style="list-style-type: none"> <li>Electronic, hard copy</li> <li>City Council/ Board of Supervisors approval</li> </ul>
Circulation Element/MPAH Consistency	<b>Biennial</b> Next submittal is due on June 30, 2017.	<ul style="list-style-type: none"> <li>Resolution (Appendix E)</li> <li>Circulation Element Exhibit</li> <li>Changes in actual MPAH centerline miles should be reported on the Arterial Highway Mileage Change Report (Appendix H)</li> <li>Certify that the Circulation Element is consistent with MPAH in the Eligibility Checklist (Appendix D)</li> </ul>
Congestion Management Program	<b>Odd numbered years</b> Next submittal is due on June 30, 2017.	<ul style="list-style-type: none"> <li>Eligibility Checklist item in Appendix D</li> <li>Include projects to address deficient intersections in CIP (if applicable)</li> <li>CMP Checklist (Appendix C)</li> </ul>
Expenditure Report	<b>Annual</b> – six months after end of fiscal year Next submittal is due on December 31, 2017.*	<ul style="list-style-type: none"> <li>Expenditure Report and resolution (Appendix G)</li> </ul>
Local Signal Synchronization Plan	<b>Every three years</b> Next submittal is due on June 30, 2017	<ul style="list-style-type: none"> <li>Copy of plan</li> <li>Resolution (Appendix E)</li> </ul>
Maintenance of Effort	<b>Annual</b> Next submittal is due on June 30, 2017.	<ul style="list-style-type: none"> <li>MOE Certification form (Appendix I) signed by Finance Director or equivalent designee that meets/exceeds MOE Benchmark in Exhibit 2</li> <li>Budget excerpts</li> </ul>
Mitigation Fee Program	<b>Biennial</b> Next submittal is due on June 30, 2017.	<ul style="list-style-type: none"> <li>Eligibility Checklist item in Appendix D</li> <li>Copy of nexus study, revised impact fee schedule, or process methodology</li> <li>Resolution (Appendix E)</li> </ul>
No Supplanting Existing Commitments	<b>Annual</b> Next submittal is due on June 30, 2017.	<ul style="list-style-type: none"> <li>Eligibility Checklist item in Appendix D</li> </ul>
Pavement Management Plan	<b>Every two years</b> Next submittal for odd year agencies is due on June 30, 2017. Refer to Exhibit 3 to determine the required PMP submittal schedule.	<ul style="list-style-type: none"> <li>PMP Certification form signed by Public Works Director or City Engineer</li> <li>Agency Submittal Checklist</li> <li>PMP report with street listings</li> <li>CD with pavement report, and street listings</li> <li>Resolution (Appendix E)</li> </ul>
Project Final Report	<b>Within 6 months of project completion</b>	<ul style="list-style-type: none"> <li>Final Report</li> </ul>
Timely Expenditure of Funds	<b>Annual</b> Next submittal is due on June 30, 2017.	<ul style="list-style-type: none"> <li>Eligibility Checklist item in Appendix D</li> </ul>
Traffic Forums	<b>Annual</b> Next submittal is due on June 30, 2017.	<ul style="list-style-type: none"> <li>Eligibility Checklist item in Appendix D</li> </ul>
Transit/Non-motorized Transportation in General Plan	<b>Annual (June 30<sup>th</sup>)</b> Next submittal is due on June 30, 2017.	<ul style="list-style-type: none"> <li>Eligibility Checklist item in Appendix D</li> <li>Letter outlining land use planning strategies that accommodate transit and active transportation</li> <li>Excerpts of policies from the land use section of the General Plan</li> </ul>

\*Huntington Beach follows a federal fiscal year and must submit the M2 Expenditure Report by March 31.

