



## Final Report Instructions and Checklist

These instructions apply to final reports that are required to be submitted for the following Orange County Transportation Authority (OCTA) programs:

- Bicycle Corridor Improvement Program (BCIP)
- Arterial Pavement Management Program (APM)

### When should I submit a final report?

Per each agency's cooperative agreement, the City is responsible for submitting a final report to OCTA within six months of Caltrans payment of the final invoice for the project.

### What to include:

1. Final Project Report Form
2. Notice of Completion
3. Before and After Photos
4. Copies of all invoices from the City to Caltrans
5. Copies of all invoices from Contractor to the City
6. Proof of Payment to the Contractor (in the form of cancelled checks or a general ledger)

### Final Project Report Form Guide

#### BCIP

May be found under the "BCIP Reporting" area: <https://www.octa.net/Projects-and-Programs/Plans-and-Studies/Funding-Programs/Call-for-Projects/BCIP-Call-For-Projects/>

#### APM

May be found under the "Reporting" area: <https://www.octa.net/Projects-and-Programs/Plans-and-Studies/Funding-Programs/Call-for-Projects/APM-Call-For-Projects/>

### General Project Information

|                                   |  |
|-----------------------------------|--|
| <b>Agency</b>                     | Name of Lead Agency  |
| <b>Project</b>                    | Name of Project  |
| <b>Location and Scope of Work</b> | Description of Project Location and Scope of Work  |
| <b>Actual Expenditures</b>        | Use the actual dollar amounts that were expended on the project. This should match the "Final Cost", the Invoices, and the proof of payment. |



|                         |  |
|-------------------------|--|
|                         | Local Match would include any non-OCTA Program funding that was used on the project such as city funds or state funds.   |
| <b>Match Rate</b>       | The match rate is calculated by dividing the local match funds into the total project cost.<br><br>This match rate should meet or exceed the match rate approved in each project's respective cooperative agreement. |
| <b>Project Schedule</b> | Proposed schedule at the time of project approval.<br><br>Actual is the final schedule.  |

### Final Cost

The final cost should include line item descriptions of the project costs and corresponding totals. The total should match the actual expenditures reported on the first page. In addition, back-up documentation is required.

### Certification of Completion

Please complete and have this form signed by the Project Manager or Public Works Director.

### Qualitative Measures – For BCIP projects ONLY

Please provide the requested information on Project Benefits, Variances, and Best Practices.

### OCTA Staff Verification

OCTA staff is responsible for completing this section upon review of the final report.