



AGENDA

Technical Steering Committee

Committee Members

*Ken Rosenfield, Chairman
Tom Wheeler, Vice Chairman
Jim Biery, City of Buena Park
Brad Fowler, City of Dana Point
Manuel Gomez, City of Irvine
Mark Lewis, City of Fountain Valley
E. Maximous, City of Rancho Santa Margarita
Natalie Meeks, City of Anaheim
Marwan Youssef, City of Westminster*

*Orange County Transportation Authority
600 South Main Street, Room 103/104
Orange, California
January 13, 2016 1:30 p.m.*

Any person with a disability who requires a modification or accommodation in order to participate in this meeting should contact the Measure M2 Local Programs section, telephone (714) 560-5673, no less than two (2) business days prior to this meeting to enable OCTA to make reasonable arrangements to assure accessibility to this meeting.

Agenda descriptions are intended to give members of the public a general summary of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Committee may take any action which it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.

All documents relative to the items referenced in this agenda are available for public inspection at www.octa.net or through the Measure M2 Local Programs office at the OCTA Headquarters, 600 South Main Street, Orange, California.

Call to Order and Self Introductions

Consent Calendar Items

All items on the Consent Calendar are to be approved in one motion unless a Technical Steering Committee member requests separate action on a specific item.

1. Approval of June 10, 2015 Technical Steering Committee Minutes

Discussion Items

2. Bicycle Corridor Improvement Program 2016 Call for Projects *pg. 9 Louis Zhao*



3. Correspondence

OCTA Board Items of Interest

- Monday, November 9, 2015
http://atb.octa.net/agendapdfsite/2036_SynopsisH.pdf
 - Item 6: 2017 Federal Transportation Improvement Program and Financial Plan
 - Item 8: Active Transportation Program Cycle 2 Project Prioritization
 - Item 12: Measure M2 Sales Tax Forecast
- Monday, November 23, 2015
http://atb.octa.net/agendapdfsite/2037_SynopsisH.pdf
 - Item 2: Public Hearing for the 2015 Orange County Congestion Management Program
 - Item 20: OC Bus 360 – 2016 Draft Bus Service Plan
 - Item 21: Community-Based Transit/Circulators Program Guidelines and Call for Projects
- Monday, December 14, 2015
http://atb.octa.net/agendapdfsite/2038_SynopsisH.pdf
 - Item 2: Public Hearing to Amend the Renewed Measure M Local Transportation Authority Ordinance No. 3 and Transportation Investment Plan for the Transit Program
 - Item 11: Active Transportation Update
 - Item 12: Orange County Transportation Authority State and Federal Grant Programs – Update and Recommendations
 - Item 13: California Road Charge Pilot Program Update
 - Item 21: 2016 Technical Steering Committee Membership
 - Item 22: Comprehensive Transportation Funding Programs Semi-Annual Review – September 2015
 - Item 23: Measure M2 Quarterly Progress Report for the Period of July 2015 through September 2015 and Ten-Year Review Update
 - Item 30: Anaheim Rapid Connection Ad Hoc Committee Discussion

Announcements by Email

- 2016 CTFP Call for Projects Application Deadline – *sent October 19, 2015*
- 2016 CTFP Call for Projects Application Deadline is TODAY! – *sent October 23, 2015*
- October 28, 2015 Technical Advisory Committee Meeting Agenda – UPDATE - *sent October 26, 2015*
- November 12, 2015 Senate Bill 743 Working Group Meeting Agenda – *sent October 29, 2015*



AGENDA

Technical Steering Committee

- REMINDER – November 12, 2015 Senate Bill 743 Working Group Meeting Agenda – sent November 10, 2015
- CANCELLED: November 25, 2015 Technical Advisory Committee Meeting – sent November 18, 2015
- 2016 Community Based Transit Circulators Program (Project V) Call for Projects – sent November 24, 2015
- December 9, 2015 Technical Advisory Committee – CANCELLATION NOTICE – sent December 1, 2015
- December 10, 2015 Special TAC Agenda – sent December 4, 2015
- OCTA Prequalification of Pavement Inspectors – Deadline January 29, 2016 – sent December 16, 2015
- 2016 Bicycle Corridor Improvement Program – sent December 23, 2015

4. Committee Comments

5. Local Assistance Update

6. Staff Comments

7. Items for Future Agendas

8. Public Comments

9. Adjournment

The next regularly scheduled meeting of this Committee will be held at 1:30 p.m. on Wednesday, February 10, 2016, at the OCTA Headquarters.



MINUTES for Technical Steering Committee

June 10, 2015

Committee Members	Position	Agency	Attendance
Travis Hopkins	Chair	Huntington Beach	Present
Ken Rosenfield	Vice-Chair	Laguna Hills	Absent
William Galvez	First District	Santa Ana	Absent
Mark Lewis	Second District	Fountain Valley	Present
Manuel Gomez	Third District	Irvine	Present
James Biery	Fourth District	Buena Park	Present
E. Maximous	Fifth District	Rancho Santa Margarita	Present
Natalie Meeks	At-Large member	Anaheim	Present
Brad Fowler	At-Large member	Dana Point	Absent
Jim Kaufman	Ex-Officio	Caltrans	Present

Guest	Affiliation	Guest	Affiliation
Rudy Emami	Anaheim	Tom Wheeler	Lake Forest
Roy Shahbasian	CAC	Mark Vukojevic	Newport Beach
Raya Sethuraman	Costa Mesa	Frank Sun	Orange
Joe Sarmiento	County of Orange	Carlos Castellanos	Rancho Santa Margarita
Dan Candelas	Garden Grove	Max Maximous	Rancho Santa Margarita
Tom Herbel	Huntington Beach	Paul Rodriguez	RCG
Temo Galvez	Fountain Valley	Bill Cameron	San Clemente
Don Hoppe	Fullerton	Michael Wolfe	Yorba Linda

OCTA Staff Members

Adriann Cardoso	Harry Thomas	Kia Mortazavi	Roger Lopez
Daniel Chuong	Kameron Altar	May Hout	Sam Kaur

Meeting was called to order by Mr. Hopkins at 1:35 p.m.

Self-Introductions

CONSENT CALENDAR ITEMS

All items on the Consent Calendar are to be approved in one motion unless a Technical Steering Committee member requests separate action on a specific item.

1. **Approval of Minutes for April 8, 2015 TSC Meeting (Gomez/Meeks)**

REGULAR ITEMS

2. **Comprehensive Transportation Funding Programs – Proposed Guideline Modifications**

Discussion: Mr. Roger Lopez introduced the item to the committee. Mr. Lopez provided a brief update on the 2015 Call for Projects, which included information on the Regional Capacity Program and the Regional Traffic Signal Synchronization Program. Mr. Lopez presented staff-recommended modifications to the Comprehensive Transportation Funding Programs (CTFP) guidelines in anticipation of the 2016 CTFP Call for Projects. Mr. Lopez directed attention to Attachment A of the staff report and reviewed the general updates and



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June 10, 2015

scoring criteria adjustments. Mr. Lopez informed the committee that, pending approval, the 2016 Call for Projects would be released on August 10, 2015, by the OCTA Board of Directors.

Mr. Lewis inquired about the recommendation on page 41 of the CTFP guidelines to remove landscaping as an eligible item.

Mr. Lopez clarified that the information on page 41 was already included in the guidelines in another section and staff recommended including the language again.

Mr. Lewis inquired about the intent of the added language under Potentially Eligible Items.

Mr. Brotcke stated that staff intended to clarify that reimbursement requests would be reviewed for eligibility of all items.

Mr. Lopez explained that lump sum reimbursement requests for projects were submitted when an itemized list is required. While local agencies may assume costs are eligible, the costs may be ineligible. Mr. Lopez reminded the committee that staff makes time available for local agencies to bring estimates for projects to review with staff for eligible, partially eligible, and non-eligible costs.

Ms. Meeks stated that reviewing costs after a project is completed does not help local agencies.

Ms. Kaur stated that some costs are deemed ineligible because, after review, the costs are associated with items or services out of the right-of-way or should be covered by a developer that is involved in the project.

Mr. Biery stated that the City of Buena Park had a project, believed the costs were eligible, only to find out that many aspects were not.

Mr. Hopkins asked if there was a lesson to be learned from that experience.

Mr. Biery stated that the lesson to be learned was to not assume costs are eligible.

Mr. Lewis stated that local agencies would benefit from knowing what costs are eligible, partially eligible, and not eligible.

Mr. Brotcke informed the committee that an upcoming workshop would help local agencies with identifying eligible costs.

Mr. Lewis continued his inquiry about modifications made to the guidelines. Mr. Lewis inquired about language stating, "soundwalls shall not exceed 25 percent of the total eligible project costs."

Mr. Lopez stated that the language was already included in the guidelines in another section and staff recommended including the language again.

Mr. Lewis inquired about grading outside the roadway right of way in relation to grading private property to match the grade of the right of way for a project.



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Mr. Thomas stated that the private property should be included in the allocation if the agency is requesting right of way and not construction.

Mr. Lewis requested that staff add additional clarifying language regarding right of way outside the approved right of way.

Mr. Brotcke stated that staff would propose language at the upcoming Technical Advisory Committee meeting.

Ms. Meeks asked if bike lanes would be included in the right of way.

Mr. Lopez stated that bike lanes are outside the right of way unless it is a bicycle and pedestrian project.

Mr. Lewis stated that “shovel ready” gives emphasis on projects already in the queue and would require the Technical Steering Committee to watch projects requesting funding for engineering phases because those projects would be given a priority for right of way and construction requests over projects.

Mr. Emami inquired about relocating private property that is in the right of way.

Ms. Kaur stated that the language in the guidelines states that during the construction phase of the project, agencies can relocate utilities. Agencies can relocate private property at that time.

Mr. Gomez circled back to Mr. Lewis’ comment about “shovel ready” projects and stated that a provision that states that the prior phase is to close out before agencies can request additional funding should be added to the guidelines.

Mr. Lopez stated that the guidelines stated the prior phase must be complete.

Mr. Gomez inquired about the increase in points for facility usage and a decrease in points for economic effectiveness on page 57 of the agenda.

Mr. Lopez stated that very few projects score above a 10 in the economic effectiveness section.

Mr. Lewis stated that the points were changed without changing the scale.

Mr. Lopez stated that staff would be more than willing to look at range compression.

Mr. Lewis stated that the reduction in points from economic effectiveness makes the category look less important. Mr. Lewis requested that staff look at the historical scores for the category before moving forward.

Mr. Brotcke asked if the Technical Steering Committee had direction for staff in regards to point allocation.



MINUTES for Technical Steering Committee

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Mr. Vukojevic suggested that the point array remain the same as previous calls if project readiness has not been an issue.

Ms. Kaur stated that project readiness was suggested after noticing the amount of delays reported during the Semi-annual Review process as a way to encourage local agencies to apply for funding when agencies are ready.

Mr. Vukojevic asked if traffic counts would be required for each phase of a project.

Mr. Lopez stated that traffic counts are required every 12 months. A traffic count no older than 24 hours would be accepted for the construction phase of a project.

Mr. Emami inquired about the timely use of funds during the engineering and construction phases.

Ms. Kaur stated that local agencies may request a split allocation during engineering or an extension.

Mr. Cameron asked about limits to Active Transportation Program (ATP) projects and the relationship to the Regional Traffic Signal Synchronization Program (RTSSP). Mr. Cameron inquired about raising RTSSP funding limits.

Mr. Lopez stated that staff is not encouraging RTSSP projects to be ATP projects.

Mr. Kulkarni stated that there have not been issues in the past with projects not receiving enough funding for RTSSP projects and would like to go through another call for projects before making any decisions on funding limits.

Mr. Gomez asked about funding caps.

Mr. Brotcke stated that there was a discussion a few years ago regarding funding caps per project and funding caps per agency.

Mr. Gomez requested that staff bring a discussion on funding caps per project to a future Technical Steering Committee meeting.

There was no further discussion.

Action: The committee approved the recommended updates to the Comprehensive Transportation Funding Programs guidelines. (*Meeks/Lewis*).

3. Project V Update

Discussion: Ms. Kaur introduced the item to the committee. Ms. Kaur provided an update on Project V, stating that if agencies are interested in projects that serve their communities, a workshop will be held at the Technical Advisory Committee on June, 24, 2015.

4. Correspondence



MINUTES for
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5. Committee Comments

- Mr. Biery thanked Mr. Harry Thomas for sitting in on a hiring panel.

6. Local Assistance Update

- Mr. Jim Kaufman reminded the committee of upcoming deadlines for applications for various programs, the language that must be attached to signed construction contracts, and the local labor hiring pilot project from FHWA.

7. Staff Comments

- Ms. Warren introduced herself to the committee and informed the committee that the Measure M Progress Report 10 Year Review would be presented to the Technical Advisory Committee at an upcoming meeting.
- Mr. Lopez announced the cancellation of the July 8, 2015 Technical Steering Committee meeting. The workshop will cover the CTFP application and Semi-annual Review
- Ms. Kaur introduced Mr. Daniel Chuong to the committee.

8. Items for Future Agendas

9. Public Comments

10. Adjourned at 2:53 p.m.

The next **TAC** meeting is scheduled for **June 24, 2015**, at 2:00 p.m. in Conference Room **103/104**.

The next **TSC** meeting is scheduled for **July 8, 2015**, at 1:30 p.m. in Conference Room **103/104**.



January 13, 2016

To: Technical Steering Committee
From: Orange County Transportation Authority Staff
Subject: Bicycle Corridor Improvement Program 2016 Call for Projects

Overview

The Orange County Transportation Authority Board of Directors will consider issuing a Bicycle Corridor Improvement Program 2016 Call for Projects in February 2016. Staff is presenting guidelines for the Technical Steering Committee and the Technical Advisory Committee review and comment.

Recommendation

- A. Review and provide comments to the guidelines for the Bicycle Corridor Improvement Program 2016 Call for Projects.
- B. Recommend approval of the Bicycle Corridor Improvement Program Guidelines to the Technical Advisory Committee.

Background

Congestion Mitigation and Air Quality Program Improvement Program (CMAQ) funds are made available through Moving Ahead for Progress in the 21st Century (MAP-21) and Fixing Americas Surface Transportation (FAST) Act. The CMAQ funds are apportioned to counties that are in non-attainment areas that do not meet current air quality standards including Orange County. MAP-21 authorizes federal transportation funding through federal fiscal year (FFY) 2015-2016 and FAST authorized federal transportation funding through FFY 2019-2020.

In December 2014, the Orange County Transportation Authority (OCTA) Board of Directors (Board) approved the Capital Programming Guidelines (CPG) which again included the use of 10 percent of annual CMAQ program funds for bicycle and pedestrian projects. The OCTA is moving forward with a call for projects (Call) now based on the amount of CMAQ apportionment that is anticipated to be available to ensure that projects will be ready to proceed in FFY 2016-2017 through FFY 2017-2018.

Discussion

Approximately \$20 million will be made available for the Bicycle Corridor Improvement Program (BCIP) 2014 Call to fund projects in FFY 2016-2017 through FFY 2017-2018. Based on information collected during the BCIP 2012 Call and BCIP 2014 Call, the guidelines have been updated. The BCIP Guidelines and Procedures are provided in Attachment A. The proposed BCIP 2016 Call OCTA Application form is provided in Attachment B. A summary of changes to the application are listed in Attachment C. The guidelines include the following key provisions:

- Eligible projects (projects that are beginning a phase of work in FFY 2016-2017 and FFY 2017-2018) include: Bicycle facilities and bicycle trails
- Eligible applicants: 35 local agencies (cities and County of Orange)
- Funding:
 - \$20 million in CMAQ is available for the BCIP 2014 Call
 - \$3 million grant per project (maximum per project submittal)
 - \$100,000 minimum grant per phase
 - 12 percent local match per phase
 - Funds are reimbursable following proof of expenditures
- Project selection is based on the following criteria:
 - State and Federal Compliance
 - Financial Viability and Technical Capacity
 - Air Quality
 - Coordination demonstrated through Planning Documents
 - Connectivity, Relationships, and Priority
 - Project Readiness
 - Cost-Benefit
 - Safety Enhancements
 - Public Participation
- Provisions of use/timely use of funds
 - Specific deadlines for submittal of documents required for Federal Highways Administration approval for obligation of funds
 - Contract award within six months of obligation of funds
 - Adherence to California Department of Transportation Local Assistance procedures
 - Semi-annual project status reports

Next Steps

Staff will convene an advisory panel to assist with the review and ranking of applications. The panel may include one representative from South Coast Air

Quality Management District, the Orange County Bicycle Coalition, OCTA staff and two representatives from OCTA's Technical Advisory Committee.

- February 9, 2016 – Expected Board approval for issuance of BCIP 2016 Call
- February 15, 2016 – BCIP 2016 Call workshop
- April 1, 2016 – Applications due to OCTA
- April through June 2016 – Review and rank applications
- July 11, 2016 – Board approval of program of projects

Summary

Approximately \$20 million will be made available for the Bicycle Corridor Improvement Program for fiscal year 2016-2017 through fiscal year 2017-2018. Staff is seeking comments and a recommendation for Orange County Transportation Authority Board of Directors' approval from the Technical Steering Committee and the Technical Advisory Committee on the guidelines prior to proceeding to the Orange County Transportation Authority Board of Directors for the issuance of a call for projects to program these funds for bicycle facilities.

Attachments

- A. Program Guidelines and Procedures - Bicycle Corridor Improvement Program (BCIP) - 2016 Call for Projects - Orange County Transportation Authority Application Guidelines and Procedure
- B. Bicycle Corridor Improvement Program (BCIP) Application Form
- C. Bicycle Corridor Improvement Program (BCIP) 2016 Call for Projects – Summary of Changes



Bicycle Corridor Improvement Program *2016 Call for Projects*

Orange County Transportation Authority Guidelines and Procedures

PURPOSE AND AUTHORITY

The Bicycle Corridor Improvement Program (BCIP) is funded using federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) authorized under Moving Ahead for Progress in the 21st Century (MAP-21) and the Fixing America's Surface Transportation (FAST). The CMAQ program provides funding through annual appropriations to Orange County to be used for transportation-related projects that reduce congestion and improve air quality. The Orange County Transportation Authority (OCTA) is responsible for selecting regionally significant projects for Orange County and working with the California Department of Transportation (Caltrans) in administering selected projects. On December 8, 2014 the Board of Directors (Board) adopted the Capital Programming Guidelines which include a ten percent set aside of CMAQ funds for bicycle and pedestrian projects that are ready to go as determined through competitive calls for projects.

The goals of the BCIP are to:

- Increase the number of biking and walking trips.
- Provide regional linkages to key destinations.
- Close bikeways corridor gaps.
- Promote mobility options by increasing safety.
- Implement projects with community support.
- Improve air quality across Orange County.

Applications are due April 1, 2016 by 4:00 PM. See page 8 for submittal information.

BCIP GRANTS

Each BCIP grant will be a minimum of \$100,000 and limited to \$3 million in CMAQ funds. However, projects requiring more than \$3 million can be segmented into smaller phases and submitted as individual projects. The BCIP 2016 Call for Projects covers FY 2016-17 through 2017-18 and is funded using 10 percent of OCTA's annual CMAQ apportionment, prior project savings, and five percent over programming, currently estimated to be approximately \$20 million. Funding levels may change contingent on distribution of CMAQ through the new federal FAST Act. All projects must provide a

measurable air quality benefit and are subject to Caltrans review before and after OCTA project selection.

ELIGIBLE APPLICANTS

Eligible applicants include the 35 local government agencies in Orange County. Eligible agencies must be able to receive federal funding through OCTA, and must be able to provide authorizing resolutions and cooperative agreements from their controlling bodies or through Caltrans as a direct recipient of Federal Highway Administration (FHWA) funds. Two or more eligible local agencies may participate together on a project. Additionally, non-profit organizations may also nominate projects through an eligible local agency that is willing and able to take on the responsibility for implementing and maintaining the project.

BCIP ELIGIBLE PROJECTS

Applicants can receive funding for bicycle facility projects that have a measurable air quality improvement. If project eligibility is not clear, the local agency will be asked to provide reasoning and an eligibility determination will be made by OCTA and/or Caltrans. Final approval is contingent upon Caltrans and FHWA eligibility determination. Examples of eligible projects include, but are not limited to the following:

- New bicycle (Class I, Class II, Class III) or multi-use facilities
- Bicycle boulevard and sharrows
- Bicycle racks, lockers, and parking
- Bicycle crossings and associated traffic control devices necessary for the function of the bicycle facility, consistent with CMAQ requirements
- Improvements on existing bicycle facilities
- Pedestrian improvements when constructed with bicycle facilities

All projects must comply with CMAQ requirements and provide a measurable air quality benefit.

Capital construction projects must be constructed on public right-of-way or include a lease agreement with a minimum of 20 years from the property owner. License agreements are not valid.

ELIGIBLE EXPENDITURES

Eligible project activities include right-of-way acquisition or capital improvements. Maintenance and/or rehabilitation work is not an eligible expenditure, nor are capital projects with a life of less than 5 years or one-time temporary improvements. If project is a Class I facility, minimum useful life of 20 years is required.

Only direct project costs are eligible for reimbursement. The local agency may retain consultants after satisfying federal and state requirements for selecting consultants (See Chapter 10 and Chapter 15 of the Caltrans Local Assistance Procedures Manual). Eligible expenditures include:

- Real property acquisition, and
- Construction and construction management costs associated with conducting an eligible activity.

BCIP funds are not to be used for planning, environmental phase, environmental compliance/mitigation, design, and/or developer obligations.

BCIP project activities utilize public funds. These funds are to be used for facilities that are in public ownership for public use. Improvements to private property and commercial facilities are not eligible, even though they may include properties for public use or those owned by a public not-for-profit corporation.

LOCAL MATCH REQUIREMENT

A minimum local match of twelve (12) percent of each project phase cost is required for each grant application. The match may consist of local dollars, state dollars, non-transportation federal dollars, or private funding. Federal transportation funds are not an eligible match.

Overmatch. Local agencies may provide an “overmatch” for the project; that is, they can contribute additional match dollars beyond the 12 percent match requirement. Local agencies will receive additional points in the evaluation process for providing matching funds above the minimum requirement. Additionally, administering agencies must commit to cover any cost overruns. Any work not eligible for federal CMAQ reimbursement must be funded through other means by the administering local agency and will not count as part of the match requirement. These non-federally eligible items should be included in the grant application.

Reimbursements. The BCIP uses federal CMAQ program funds that are reimbursable through FHWA via Caltrans. Local agencies are expected to finance their projects as they proceed. Eligible expenditures — based on the local match rate/percentage provided for each phase and up to the ceiling of the federal funding share — will be reimbursed in arrears with an acceptable invoice based on the match rate proposed in the original grant application.

Soft-Match Provisions. “Soft-match” and “in-kind match” refers to instances where the values of activities accomplished not verifiable or directly related to the project are credited towards the non-federal share (match) of the project (an example of these are administrative costs). Soft-match or in-kind match are not eligible for the BCIP.

Scope Reductions and Cost Savings. If the local agency reduces the scope of an approved project or the project phase experiences cost savings, a reduction in BCIP funds must be applied proportionally to maintain the approved local match percentage.

MINIMUM REQUIREMENTS AND EVALUATION CRITERIA (Screening Criteria)

BCIP grant applications will be screened before they are reviewed and scored in order to determine their project eligibility (See Part 3 of the BCIP grant application). Local agencies should consider the following elements when submitting their proposals. Each BCIP project nomination can receive a maximum of 100 points. (See summary of point distribution in the BCIP grant application.)

- A. **State and Federal Compliance.** Projects must comply with CMAQ, NEPA, federal, state, and OCTA requirements. Projects must be consistent (or not inconsistent) with federal, state, regional or local land use policies and regional transportation plans, goals, and other policies. Projects must also conform to the Americans with Disabilities Act and Buy America Provisions in MAP-21 and FAST.
- B. **Financial Viability and Technical Capacity.** The local agency must have the ability to meet financial processing requirements, have sufficient levels of funding to provide an adequate cash flow for the project, and be able to provide adequate personnel and technical capacity to manage and administer the project. Additionally, the administering agency must follow the federal procurement and federal contract administration requirements which will be included in the cooperative agreement signed by OCTA and the administering agency.
- C. **Air Quality.** Projects must demonstrate a measurable improvement in air quality. Local agencies must provide air quality measures with their application using the California Air Resource Board South Coast Methods Program software. A summary page must be attached to the application. The software can be found here: <http://www.arb.ca.gov/planning/tsaq/eval/eval.htm>. Projects will be scored on a pass or fail basis. The burden to explain the air quality calculations and measures will be the responsibility of the applicant agency.
- D. **Coordination.** Projects must be in an adopted plan or the OCTA Commuter Bikeway Strategic Plan (CBSP). Examples of plans that demonstrate coordination include, but are not limited to, the Orange County Master Plan of Trails, local agency bicycle plan, OCTA Regional Bike Plans, and Safe Routes to Schools Plans. Additional consideration will be given to projects prioritized as part of a multi-jurisdictional collaborative strategy or similar effort.
- E. **Connectivity, Relationships, and Priority.** Projects must have at least one direct relationship to streets, pedestrian facilities, and/or the transit system in order to demonstrate a direct relationship to surface transportation. This relationship may be one of function, proximity, or impact.

Projects should enhance regional connectivity which is defined by the following activities: connecting existing bicycle and pedestrian commuter corridor facilities through gap closures or contributing to discontinuous segments, creating access, improving bicycle mobility, and increasing connections to employment and activity centers. In addition, bicycle projects that also include improvements to pedestrian mobility are encouraged. For a map of existing bikeways, please see Appendix 1.

Projects will be ranked and scored based on the Bikeway Priority Index Ranking (BPIR) after application submittal. The BPIR is an internal OCTA model that analyzes factors

that may attract or discourage potential bike usage. Factors include population density, employment density, and certain conditions or uses (such as geographic features, schools, transit stops, etc. near the proposed project). Submittal of a Geographic Information System (GIS) shape file, detailed map, and exact project location are required for OCTA to process the project through the BPIR. For more information, please see Appendix 2.

- F. **Project Readiness.** Priority will be given to projects that can or will meet federal ready-to-list requirements for construction. This includes completion of National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) requirements, and right-of-way certification. NEPA, CEQA, and the right-of-way certification must be completed before E-76 for construction will be approved. Secondary projects include projects applications for right-of-way activities. For more information on the E-76 submittal, please see the Caltrans Local Assistance Procedures Manual.
- G. **Cost Effectiveness.** Cost effectiveness will be measured using the Caltrans Active Transportation Program Cost Benefit Analysis Tool. Projects will be tiered and scored by the cost effectiveness score provided by the Caltrans tool. A link to the tool can be found here: <http://www.dot.ca.gov/hq/tpp/offices/eab/atp.html>
- H. **Safety Enhancements.** Projects should increase bicycle safety. Agencies are required to provide a map and data of injuries and fatalities within one mile of the project area. The Transportation Injury Mapping System (TIMS), Statewide Integrated Traffic Records System (SWITRS), or local law enforcement systems are acceptable databases for supporting documentation.
- I. **Public Participation and Agency Support.** The project should receive input and support from members of the public, stakeholders, and local agencies. Outreach activities and public meetings should be listed with appropriate back up documentation. Support from members of the public and stakeholders should be submitted in letter format from organizations, businesses, coalitions, business improvement districts, neighborhood organizations, etc. that will be affected by the project. Letters of support from individual members of the public will not be accepted.

MINIMUM INFORMATION FOR APPLICATION

The following information, including the BCIP grant application form is required by OCTA to evaluate and select projects. Grant applications submitted with incomplete information or lacking the required number of copies will not be evaluated.

Grant Application:

- A. Cover Letter
- B. Table of Contents (page-numbered)
- C. An **unbound, single sided original grant application, five copies** (total of six applications), and an electronic copy provided via a compact disk. Supporting documentation must be included where requested.

Part 1: General Project Information, including description, scope, and schedule.

Part 2: Funding

Part 3: Evaluation Criteria

Part 4: BCIP Agency Resolution (must be provided no later than April 30, 2016)

Part 5: Assurances

Part 6: Cooperative Agreement Concurrence

Exhibits:

- A. Environmental documentation
- B. Photos of the existing project site
- C. Project design or concept drawings
- D. Precise maps showing the proposed site(s) for the project and an Electronic GIS shape file
- E. Project completion schedule
- F. Right-of-Way map
- G. Right-of-Way Lease Agreement or Purchase Agreement (if applicable)
- H. Caltrans Active Transportation Program Cost Benefit Analysis Tool – Complete Microsoft file must be included on compact disk.
<http://www.dot.ca.gov/hq/tpp/offices/eab/atp.html>
- I. Bicycle and Pedestrians Injuries and Fatalities Map and Data
- J. Air Quality Calculations – Complete Access file must be included in compact disk.

Note: Part 1 through 6 may not exceed 30 pages. All pages must be numbered and printed on 8 1/2 x 11 sheets of white paper. Maps and drawings can be included on 11 x 17 inch sheets, folded into the proposal. **The original proposal should be left unbound for reproduction purposes.**

IMPLEMENTATION TIMELINE

Applications must be received by OCTA no later than 4:00 PM on Monday, April 1, 2016. OCTA is seeking applications for projects that can begin right-of-way acquisition or construction (whichever phase the BCIP funding would be applied to) no later than February 1, 2018. For the 2016 call, the program funds will be available for programming in Fiscal Year (FY) 2016-17 through 2017-2018.

Applications are due April 1, 2016 by 4:00 PM. After the applications are reviewed by OCTA for overall compliance, an advisory panel will review and rank projects. A recommended priority list of projects will be forwarded to the OCTA Board of Directors for approval in June 2016.

The estimated timeline for the 2016 BCIP list below is subject to change.

Call for Projects Open	February 9, 2016
Call for Projects Close / Application Due Date	April 1, 2016
Evaluation Panel Application Review	April 1, 2016 – May 15, 2016
Regional Planning and Highways Committee Approval of Projects	July 8, 2016
Board of Directors Approval of Projects	July 11, 2016

PROVISIONS OF USE

CMAQ

The BCIP and this call for projects is subject to the federal transportation act MAP-21 and FAST, a future extension, or passage of a new federal transportation authorization act. Projects awarded CMAQ funding through the call for projects will follow the FHWA process. Some of the requirements are outlined below.

For projects awarded funding, the process is as follows:

- Project must be programmed in the Federal Transportation Improvement Program (FTIP). The administering agency should consult with OCTA staff regarding modifications and amendments to the FTIP needed for the project.
- Execute the Cooperative Agreement between OCTA and the local administering agency.
- Environmental documentation (preliminary environmental study) must be submitted to Caltrans by November 1 of the program fiscal year or the administering agency risks losing project funding.
- Obtain NEPA and CEQA approval prior to January 1 of the program fiscal year.
- Air quality analysis must be submitted as part of the application and to Caltrans.
- Authorization to Proceed (E-76 request) must be submitted to Caltrans District 12 and copied to OCTA by February 1 of the program fiscal year.
- Once E-76 is approved the agency has nine (9) months to award a contract.
- Invoices for BCIP are submitted to and paid by Caltrans.
- If no expenditures are invoiced within a six (6) month period, the project may risk losing its funds.
- Administering agency must submit semi-annual progress reports to OCTA by the 30th day of January and July for the prior 6 months through December and June

respectively. An example of the required report is provided in Appendix 3. (Note: OCTA may require additional information for compliance with MAP-21 Performance Measure.)

- If a right-of-way is funded, the agency must award a construction contract by the 10th fiscal year following the year of the right-of-way authorization to proceed or risk returning the funds to FHWA.

TIMELY USE OF FUNDS

BCIP projects funded through FHWA must be obligated by May 1 of the program fiscal year. If OCTA has not received proof of submittal of the E-76 to Caltrans by February 1 of the program fiscal year, or it is determined that the project cannot proceed, or has not received an approved time extension, the funding for the project will be **cancelled**.

Projects that are committed Transportation Control Measures (TCM) and are cancelled will require substitution of a similar project that provides the same benefits at the expense of the local agency.

TIME EXTENSIONS

Time extension will be considered on a case-by-case basis and are contingent on OCTA Board approval. An agency may request a standard one-year time extensions and scope changes in letter format. Extension requests beyond the standard one-year delay will be considered for projects with significant issues and may be granted on a case-by-case basis. All request must include an explanation of the issues and actions the agency has taken to correct the issues.

SUBMITTAL INFORMATION AND CONTACTS

Applications are due April 1, 2016 by 4:00 PM. Completed applications and questions regarding these procedures and criteria should be directed to Louis Zhao of OCTA at:

Mail:

Louis Zhao
Senior Transportation Funding Analyst
Orange County Transportation Authority
550 S. Main Street
Orange, CA 92863-1584

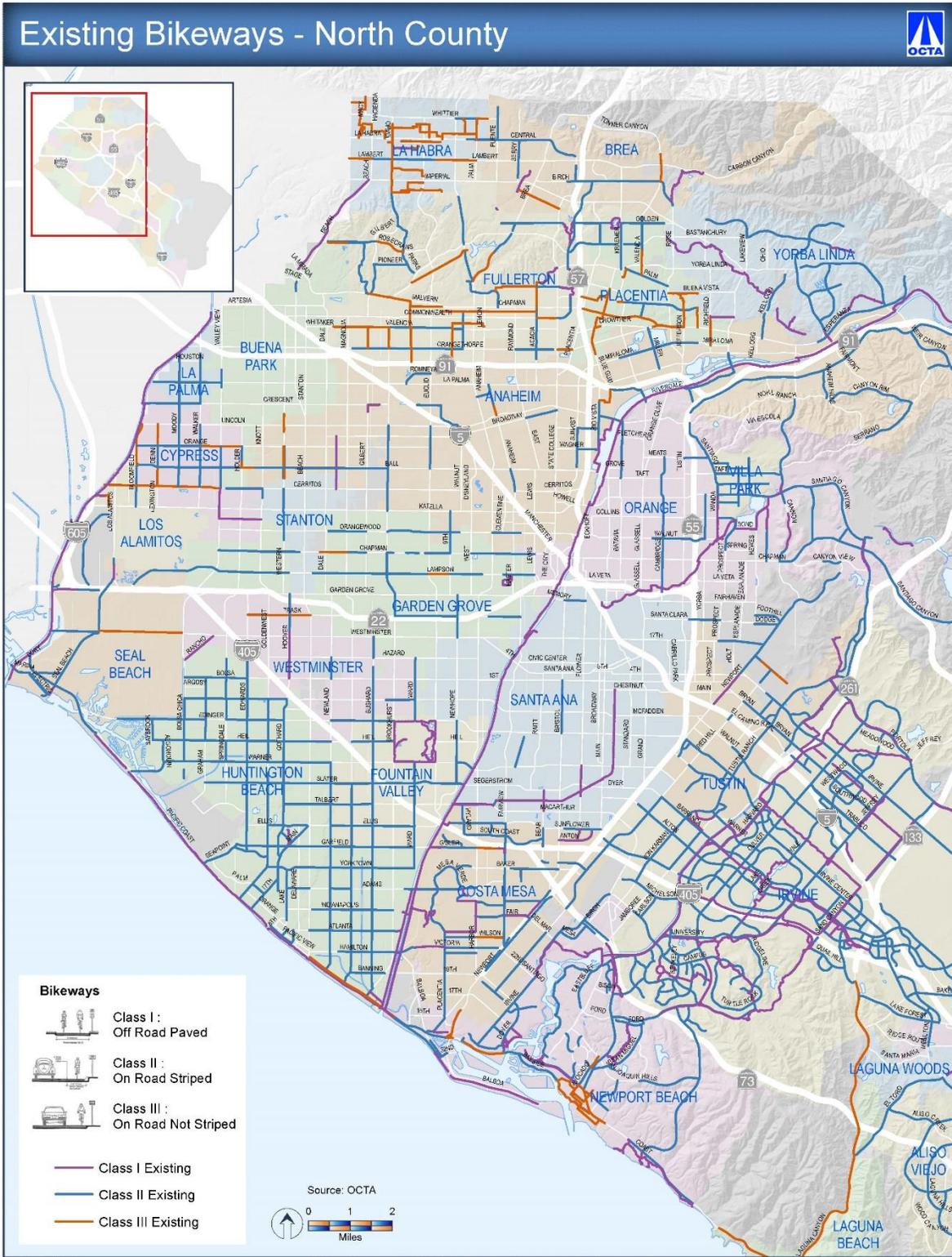
Tel: (714) 560-5494

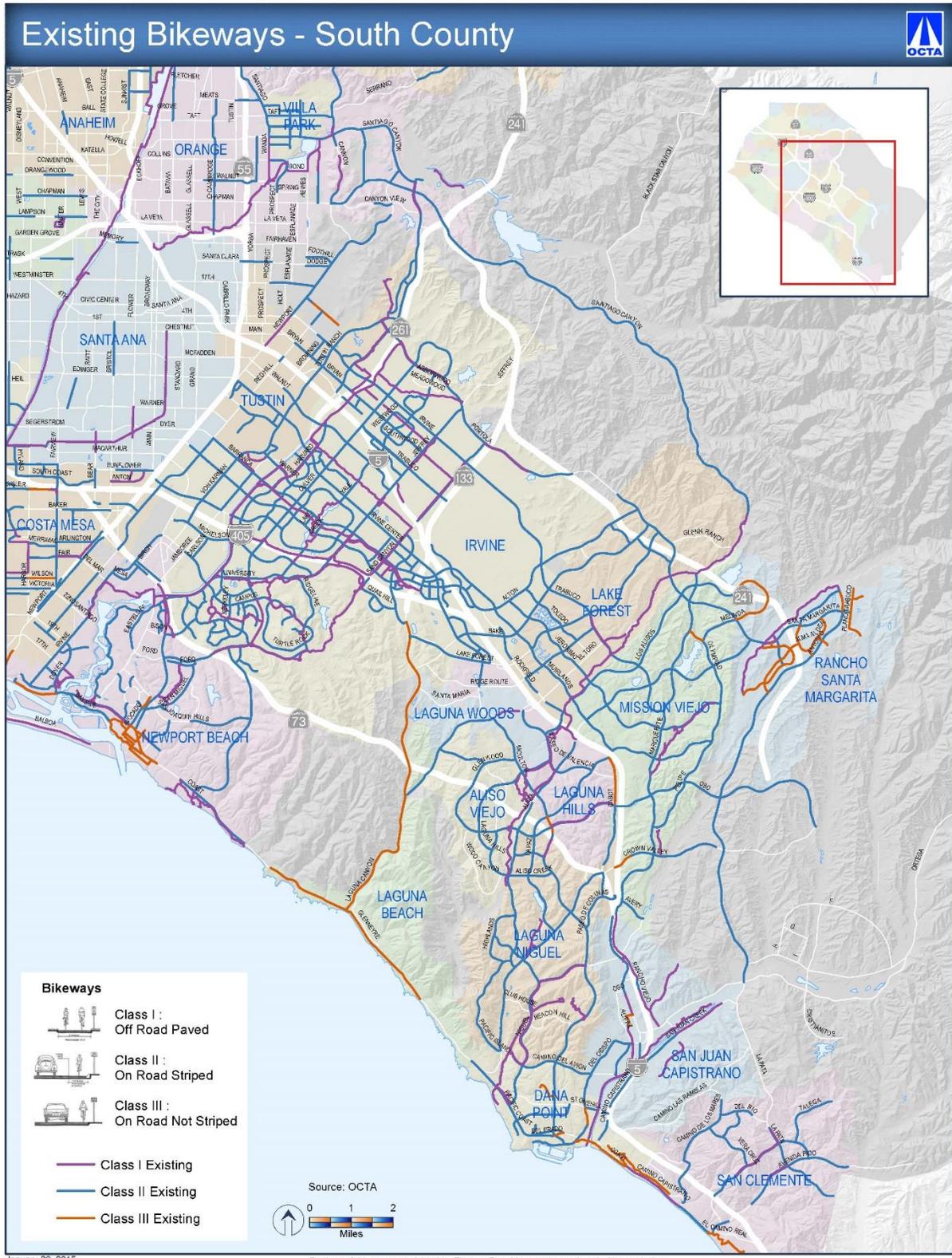
Fax: (714) 560-5794

Drop Off:

Orange County Transportation Authority
600 S. Main Street
Orange, CA 92863-1584

APPENDIX 1: EXISTING BIKEWAYS MAP





APPENDIX 2: BIKEWAYS PRIORITY INDEX RANKING CRITERIA

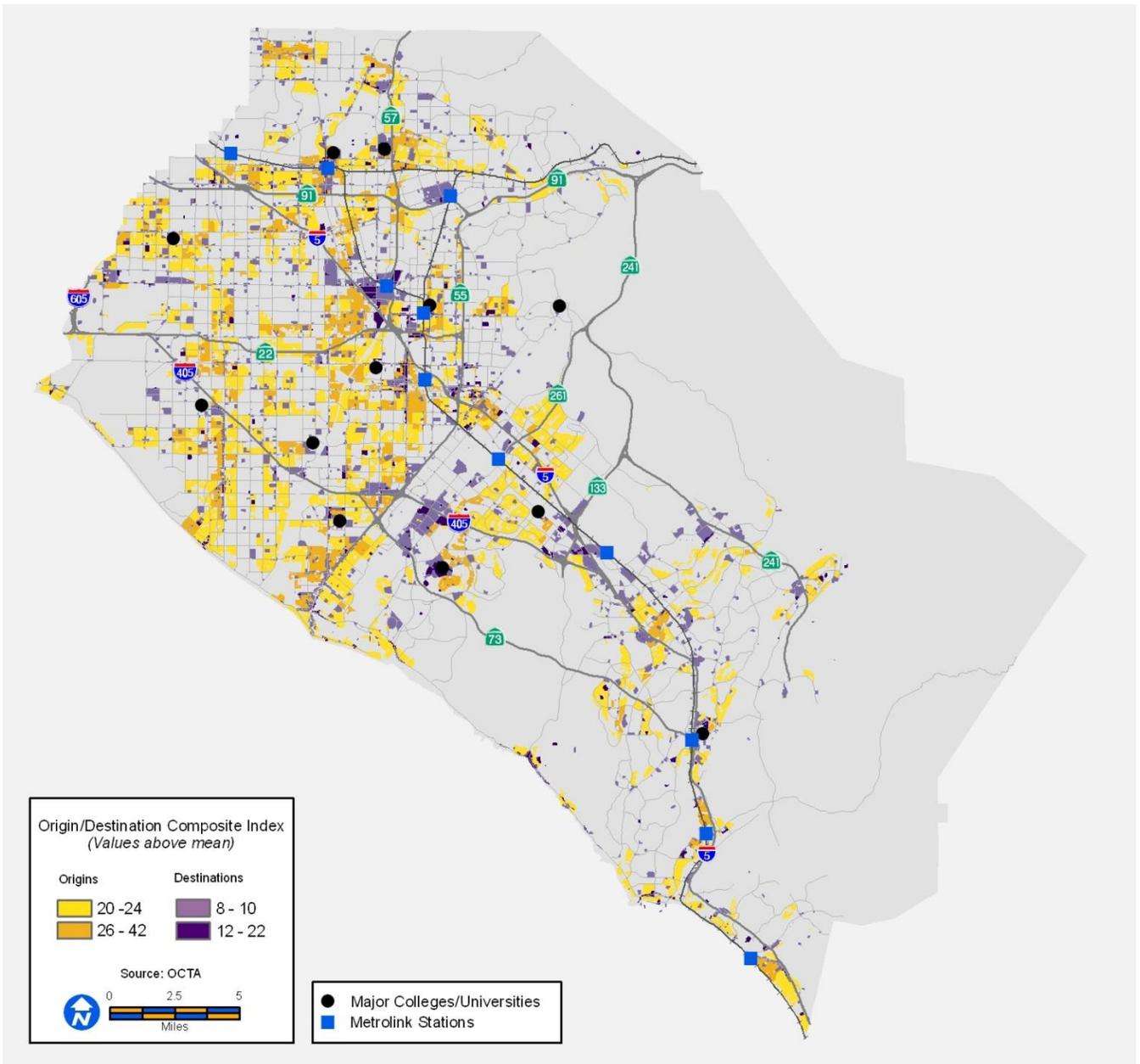
The following is a list of criteria used to evaluate projects in the Bikeways Priority Index Ranking (BPIR). The BPIR sums criteria from origins and destinations. Origins include major residential areas with high population or high density. Destinations include major areas of employment and activity centers.

ORIGINS

FACTOR	MAX VALUE
Population Density (Base)	10
Population Growth (2035)	8
Population Density less than 18 years old (US CENSUS ACS)	8
Land-Use Mix	8
Bicycle to Work (US CENSUS ACS)	8
Bicycle Network Proximity (Existing)	8

DESTINATIONS

FACTOR	MAX VALUE
Employment Density (Base)	8
Employment Growth (2035)	8
Universities/Colleges (Enrollment)	8
Metrolink Rail Stations (AM Alightings)	8
Schools (Elementary, Middle, High School)	8
Parks, Local Retail/Public Services	4
Bus Stops (PM Trips)	6



APPENDIX 3: SEMI-ANNUAL REPORT FORM

Project Title: _____

Agency: _____ Date: _____

Schedule	Original Completion Date	Current Completion Date
Draft Environmental Document		
Final Environmental Document		
Start Design / Engineering		
Complete Design / Engineering		
Start Right-of-Way Acquisition		
Right-of-Way Certification		
Submit Request for Authorization for Construction (E-76)		
Ready to Advertise		
Award Construction		
Project Completion (open for use)		

Funding Table:

Right-of-Way (\$000's)

Fund Source	Fiscal Year	Planned Obligation	Current Estimates	Actual Expended	Remaining Allocation

Construction (\$000's)

Fund Source	Fiscal Year	Planned Obligation	Revised Allocation	Actual Expended	Remaining Allocation

Major Activities:

Status:

Issues:

Name/Title:

Phone: _____ Email: _____

Note: OCTA may require additional information on performance of the project related to either air quality or transportation usage.

Bicycle Corridor Improvement Program (BCIP) Application Form

PART ONE: GENERAL PROJECT INFORMATION **Applications are due no later than April 1, 2016 at 4:00 PM**

PROJECT TITLE: _____
 AGENCY: _____

Phases of work this application is applying for:

- Right-of-Way
- Construction

AGENCY INFORMATION Agency: Mailing Address:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">BCIP/CMAQ FUNDS REQUESTED</td> <td style="width: 20%; text-align: right;">\$ -</td> </tr> <tr> <td>LOCAL MATCH</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>TOTAL BCIP PROJECT COST</td> <td style="text-align: right;">\$ -</td> </tr> </table> <p><input type="checkbox"/> Project is a stand alone project.</p> <p><input type="checkbox"/> Project is part of a larger project. Total Project Cost (if part of a larger project; round dollars to nearest thousands) _____</p>	BCIP/CMAQ FUNDS REQUESTED	\$ -	LOCAL MATCH	\$ -	TOTAL BCIP PROJECT COST	\$ -
BCIP/CMAQ FUNDS REQUESTED	\$ -						
LOCAL MATCH	\$ -						
TOTAL BCIP PROJECT COST	\$ -						

AGENCY CONTACT (Name, title, agency, address, phone, email) Name / Title: Agency: Mailing Address: Phone: Email:	PARTNER(S) (Name, title, agency, address, phone, email) Name / Title: Agency: Address: Phone: Email:
---	---

PROPOSED SCHEDULE:	<p align="center"><u>Date</u></p> <p>_____</p>
--------------------	---

PART ONE: GENERAL PROJECT INFORMATION (cont.)

SCOPE AND LOCATION OF PROPOSED PROJECT

Describe the project's scope, location, limits of work, size, etc. (*Do not* include the justification or benefits).

PURPOSE, NEED, BENEFITS, AND FUNDING JUSTIFICATION OF PROPOSED PROJECT

Provide the purpose, need, benefits, and funding justification for the proposed project.

PROJECT IS ON PUBLIC RIGHT-OF-WAY

If yes, list corridor. If no, list corridor, property owner, and status of right-of-way agreement?

Yes
(explain): _____

No (explain):

PART TWO: FUNDING

PROJECT COMPONENT COSTS

RIGHT-OF-WAY PHASE (ACQUISITION):

Capital
Support Costs
TOTAL RIGHT-OF-WAY

Fiscal Year	BCIP Request	Match (12% or more)	Total	Percent Match
	\$ -	\$ -	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%

CONSTRUCTION PHASE:

Construction Contract Items
Contingencies
Construction Engineering
TOTAL CONSTRUCTION

Fiscal Year	BCIP Request	Match (12% or more)	Total	Percent Match
	\$ -	\$ -	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%

TOTAL	\$ -	\$ -	\$ -	\$ -
--------------	------	------	------	------

TOTAL BCIP REQUEST: \$ -

**Preliminary engineering excludes environmental document*

ELIGIBLE SOURCE(S) OF MATCH

(spell out; no acronyms)

Right-of-Way	
Construction	

Federal transportation funds may not be eligible source of match.

MAINTENANCE (The project must be maintained in a functional and operational manner as its intended purpose for the expected life cycle for the type of project. If it is not maintained in such a manner, reimbursement of all or a portion of the BCIP funds may be required. With the exception of funds required for establishing landscaping, maintenance costs are ineligible for CMAQ funds and must be funded locally.)

Who will maintain? _____

What is the source of maintenance funds? _____

If project is within Caltrans Right-of-Way application, must be signed by Deputy District Director, Maintenance

DDD Maintenance _____ Date: _____

PART THREE: EVALUATION CRITERIA

PASS/FAIL CRITERIA

Use a separate sheet of paper if necessary. If any of the criteria below are not met, the proposal will not be ranked or evaluated. A "no" answer to any of the following questions immediately disqualifies the proposal. A "yes" still requires supporting evidence in order for the project to be considered for funding.

1 State and Federal Compliance

- a. Is the project consistent with CMAQ, federal, state, regional or local requirements, guidelines and policies? (CMAQ requirements can be found here:

http://www.dot.ca.gov/hq/transprog/federal/cmaq/Official_CMAQ_Web_Page.htm)

Yes No

- b. Is the project, as proposed, in compliance with the Americans with Disabilities Act? What evidence is there to support this claim?

Yes No Not Applicable

- c. Is this project in compliance with Buy America requirements?

Yes No Not Applicable

2 Financial Viability and Technical Capacity

- a. Is the project financially viable? (The local agency must have the ability to meet financial processing requirements, must have a sufficient level of funding to provide cash flow for the project, and provide adequate personnel to manage and administer the project. Please describe any evidence supporting this conclusion. The governing body is required to submit a resolution to this effect along with the application.)

Yes No

3 Air Quality

Does the project provide an air quality benefit? (CMAQ projects must have a measureable and quantifiable air quality improvement. Please provide the improvements to the following air quality resources using the Southern California Air Quality Resources Board's (SCAQMD) South Coast Methods software. Results must be attached as part of the application package. The SCAQMD South Coast Methods software can be found here: <http://www.arb.ca.gov/planning/tsaq/eval/eval.htm>.)

Yes No

AIR QUALITY DATA

The following material is provided by the Southern California Air Quality Management District (SCAQMD).

Local agencies will need the following materials to complete this requirement:

1. South Coast Methods Program
2. South Coast Emissions Factors Tables

The software, instructions, and data tables can be found here: <http://www.arb.ca.gov/planning/tsaq/eval/eval.htm>.

The data tables can be found here: <http://www.arb.ca.gov/planning/tsaq/eval/sc-emftables.pdf>

PART THREE: EVALUATION CRITERIA (continued)

WEIGHTED CRITERIA

1 Matching Funds (15 points)

Minimum match of 12-13% (0 pts); 14-15% (1 pt); 16-17% (2 pts); 18-19% (3 pts); 20-21% (4 pts); 22-23% (5 pts); 24-25% (6 pts); 26-27% (7 pts); 28-29% (8 pts); 30-31% (9 pts); 32-33% (10 pts); 34-35% (11 pts); 36-37% (12 pts); 38-39% (13 pts); 40-41% (14 pts); 42% match or more receives 15 points.

What is the percent match being provided? _____ pts

2 Coordination (15 points)

a. List the plans that include the project. (examples: OCTA Commuter Bikeways Strategic Plan (CBSP), Safe Routes to Schools Plans, Local City Plan, etc.) 1 point per plan (10 points maximum).

_____ pts.

b. Is the project prioritized as part of a multi-jurisdictional collaborative strategy or similar effort? List below. (5 points)

_____ pts.

3 Connectivity, Relationships, and Priority (20 points)

For **bicycle facility** projects, item 3a will be completed by OCTA. Use the box provided in 3b to describe the direct relationship to streets, bicycle facilities, pedestrian facilities, transit systems, employment centers, and activity centers. A Geographic Information Systems (GIS) Shape File, detailed map, and exact location must be provided.

a. Bikeway Priority Index Ranking

The Bikeway Priority Index Ranking (BPIR) generates a score for each project. Points will be assigned by score. 0-99 (0 pts); 100-199 (1 pts); 200-299 (2 pts); 300-399 (3 pts); 400-499 (4 pts); 500-599 (5 pts); 600-699 (6 pts); 700-799 (7 pts); 800-899 (8 pts); 900-999 (9 pts); 1,000 + (10 pts).

_____ pts.

BPIR SCORE (to be filled in by OCTA)

b. List the project's direct relationships to streets, bicycle facilities, pedestrian facilities, transit systems, employment centers and activity centers. Also include additional important information not noted in this application. (10 points maximum).

4 Project Readiness (20 points total)

If item is not complete, mark "N/A" under Document Type and Date Approved/Completed.

a. Is preliminary engineering complete*? (5)

b. Is the signed CEQA documentation complete? (5)

c. Is the signed NEPA documentation complete? (5)

d. Is ROW possession complete? (5)

* Complete PE = 30% or more engineering drawings

Document Type	Date Approved/Completed

_____ pts.

_____ pts.

_____ pts.

_____ pts.

5 Cost-benefit (10 points total)

Fill out the cost-benefit from the Caltrans Active Transportation Program Benefit Cost Tool. Back-up must be provided as part of the applicatoin. Scoring will be ranked once all project applications have been received. A link to the tool can be found here: <http://www.dot.ca.gov/hq/tpp/offices/eab/atp.html>

Projects will be ranked by tiers. Tier 1 (10 points). Tier 2 (8 points). Tier 3 (6 points). Tier 4 (4 points), Tier 5 (2 points), Tier 6 (0 points)

COST

Total Points Page 6 _____ pts.

PART THREE: EVALUATION CRITERIA (continued)

WEIGHTED CRITERIA (CONTINUED)

6 Safety Enhancements (15 points maximum)

a. Provide the number of pedestrian and bicycle injuries and fatalities within one mile of the proposed project area in the last five years. Map and details of accidents are required. Transportation Mapping Injury and Mapping System (TIMS), Statewide Integrated Traffic Record System (SWITRS), and/or local law enforcement reports are acceptable databases for supporting documentation. (5 points maximum) _____ pts.

--

b. Does the project also service pedestrians? Examples include multi-use facilities or Class I Bikeways facilities. If yes, please describe. (5 points maximum) _____ pts.

--

c. List and describe the improvements that will be made to increase bicycle safety and reduce bicycle related accidents at and around the project area. Eligible improvements include but are not limited to: bicycle boxes, bicycle parking, bicycle detection at signals. (1 point for each safety improvement and amenity - 5 points maximum)

1		_____ pts.
2		_____ pts.
3		_____ pts.
4		_____ pts.
5		_____ pts.

7 Public Participation and Agency Support (5 points maximum)

a. Describe the public participation process and dates of public meetings. How did the agency consider comments and responses from meetings when designing the project? (2 points maximum)

--

b. Provide a list of organizations and agencies that have or will provide letters of support for the project. Letters should be attached to the application or may be sent directly to OCTA. (1 point for each public organization or agency letter - 3 points maximum)

List of Supporting Organizations and Agencies		
1		_____ pts.
2		_____ pts.
3		_____ pts.
4		_____ pts.
5		_____ pts.

Total Points Page 6 _____ - pts.
Total Points Page 7 _____ pts.
Total Points: _____ pts.

PART FOUR: BCIP AGENCY RESOLUTION

***SAMPLE AGENCY RESOLUTION REQUESTING FUNDS FOR APPROVED PROJECT
RESOLUTION MUST BE RECEIVED BY OCTA NO LATER THAN THE APRIL 30, 2015.***

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL/BOARD OF DIRECTORS OF THE CITY/COUNTY OF _____ AUTHORIZING APPLICATION FOR FUNDS FOR THE BICYCLE CORRIDOR IMPROVEMENT PROGRAM FUNDED WITH CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT PROGRAM FUNDING UNDER THE MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY AND FIXING AMERICAS SURFACE TRANSPORTATION FEDERAL TRANSPORTATION ACT FOR (NAME OF PROPOSAL) PROJECT.

WHEREAS, the United State Congress enacted the Moving Ahead for Progress in the 21st Century (MAP-21) Federal Transportation Act on July 6, 2012 and Fixing America's Surface Transportation (FAST) Federal Transportation Act on December 4, 2015, which makes Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds available to the Orange County Transportation Authority (OCTA); and

WHEREAS, OCTA has established the procedures and criteria for reviewing proposals; and

WHEREAS, (ADMINISTERING AGENCY) possesses authority to nominate bicycle projects funded using Congestion Mitigation and Air Quality Improvement Program funding and to finance, acquire, and construct the

WHEREAS, by formal action the (GOVERNING BODY) authorizes the nomination of (NAME OF PROPOSAL), including all understanding and assurances contained therein, and authorizes the person identified as the official representative of the (ADMINISTERING AGENCY) to act in connection with the nomination and to provide such additional information as may be required; and

WHEREAS, the (ADMINISTERING AGENCY) will maintain and operate the property acquired, developed, rehabilitated, or restored for the life of the resultant facility(ies) or activity; and

WHEREAS, with the approval of the California Department of Transportation (Caltrans) and/or OCTA, the (ADMINISTERING AGENCY) or its successors in interest in the property may transfer the responsibility to maintain and operate the property; and

WHEREAS, the (ADMINISTERING AGENCY) will give Caltrans and/or OCTA's representatives access to and the right to examine all records, books, papers or documents related to the bicycle project; and

WHEREAS, the (ADMINISTERING AGENCY) will cause project work to commence within six months following notification from the State or OCTA that funds have been authorized to proceed by the Federal Highway Administration or Federal Transit Administration and that the project will be carried to completion with reasonable diligence; and

WHEREAS, the (ADMINISTERING AGENCY) commits (MATCH DOLLAR VALUE) of (MATCHING FUND SOURCE) and will provide (PERCENT LOCAL AGENCY MATCH) of the total project cost as match to the requested (REQUESTED CMAQ DOLLAR VALUE) in OCTA CMAQ funds for a total project cost estimated to be (TOTAL PROJECT COST).

WHEREAS, the (ADMINISTERING AGENCY) will comply where applicable with provisions of the California Environmental Quality Act, the National Environmental Policy Act, the American with Disabilities Act, Federal Title VI, Buy America provision, and any other federal, state, and/or local laws, rules and/or regulations; and

WHEREAS, the (ADMINISTERING AGENCY)'s (GOVERNING BODY) authorize the execution of any necessary cooperative agreements between the (ADMINISTERING AGENCY) and OCTA to facilitate the delivery of the project; and

PART FOUR: BCIP AGENCY RESOLUTION (continued)

SAMPLE AGENCY RESOLUTION REQUESTING FUNDS FOR APPROVED PROJECT

WHEREAS, (ADMINISTERING AGENCY) will amend the agency Capital Improvement Program (CIP) to include the project if selected for funding; and

NOW, THEREFORE, BE IT RESOLVED that the City/County of _____, hereby authorizes (NAME OF AGENCY REPRESENTATIVE) as the official representative of the (ADMINISTERING AGENCY) to apply for the Congestion Mitigation and Air Quality funding under the Moving Ahead for Progress in the 21st Century Federal Transportation Act and Fixing Americas Surface Transportation Act for (NAME OF PROPOSAL).

BE IT FURTHER RESOLVED, that the City/County of _____ agrees to fund its share of the project costs and any additional costs over the identified programmed amount.

Signed _____ Date _____
Mayor

Printed (Name and Title) _____

Signed _____ Date _____
Clerk Recorder

Printed (Name and Title) _____

PART FIVE: ASSURANCES

This page must be signed in order for the project to be considered for funding.

(APPLICANT AGENCY) possesses legal authority to nominate this bicycle project and to finance, acquire, and construct the proposed project; and by formal action (e.g., a resolution) the Implementing Agency’s governing body authorizes the nomination of the bicycle project, including all understanding and assurances contained therein, and authorizes the person identified as the official representative of the Implementing Agency to act in connection with the nomination and to provide such additional information as may be required.

(APPLICANT AGENCY) will maintain and operate the property acquired, developed, rehabilitated, or restored for the life of the resultant facility(ies) or activity. With the approval of the OCTA, California Department of Transportation, the Implementing Agency or its successors in interest in the property may transfer the responsibility to maintain and operate the property.

(APPLICANT AGENCY) will give the OCTA or California Department of Transportation’s representative access to and the right to examine all records, books, papers, or documents related to the transportation enhancement activity.

(APPLICANT AGENCY) will comply where applicable with provisions of the California Environmental Quality Act, the National Environmental Policy Act, the Americans with Disabilities Act, Buy America provision, the Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation, CTC Guidelines, if applicable, FHWA Congestion Mitigation and Air Quality Guidance, Caltrans Local Assistance Procedures Manual, if applicable, any other federal, state, and/or local laws, rules and/or regulations.

If Congestion Mitigation and Air Quality funds or projects are used for other than the intended purposes as defined by federal or state guidelines, the implementing agency may be required to remit all state and federal funds back to the OCTA.

I certify that the information contained in this Bicycle Corridor Improvement Program application, including required attachments, is accurate and that I have read and understand the important information and agree to the assurances on this form.

Signed _____
(Administering Agency Representative)

Date _____

Printed (Name and Title) _____

Administering Agency _____

PART SIX: COOPERATIVE AGREEMENT CONCURRENCE

This page must be signed in order for the project to be considered for funding.

Project Implementing Agency has reviewed the attached draft Bicycle Corridor Improvement Program cooperative agreement template and has determined that the cooperative agreement is:

Sufficient and meets the expectations of the Project Implementing Agency. No further changes necessary.

Sufficient, with the suggested modifications:

Please list and explain:

Bicycle Corridor Improvement Program cooperative agreement will be finalized and executed between Project Implementing Agency and OCTA if the project is selected for funding.

I certify that the information contained in this Bicycle Corridor Improvement Program application, including required attachments, is accurate and that I have read and understood the important information and agree to the assurances on this form.

Signed _____

Date _____

(Administering Agency Representative)

Printed (Name and Title) _____

Administering Agency _____

CHECK LIST AND EVALUATION CRITERIA

Check list of Application Items (check all items included in this package)

- Application (Part 1 - 3)
- Cover Letter
- Table of Contents
- Unbound, original single sided copy
- 5 Copies
- PART 1 - General Project Information
- PART 2 - Funding
- PART 3 - Evaluation Criteria
- Draft Resolution (PART 4)
- Signed Final Resolution (when available)
- Assurances (PART 5)
- Cooperative Agreement Concurrence (PART 6)
- Environmental Documentation
- Project Site Photos
- Design / Concept Drawing
- Project Maps
 - GIS Map and Shape File
 - Project Site Maps
- Right of Way
 - Right of Way Map
 - Right of Way Certification (if applicable)
- Caltrans Active Transportation Program Cost Benefit Analysis Tool
- TIMS, SWITRS, or Other Injury/Fatalities Map and Data
- Air Quality Calculations

Evaluation Criteria and Point Distribution

Weighted Criteria	Points	Percentage
Matching Funds	15	15%
Coordination	15	15%
Connectivity, Relationships and Priority	20	20%
Project Readiness	20	20%
Cost Benefit	10	10%
Safety Enhancements	15	15%
Public Participation and Agency Support	5	5%
Total	100	100%

Pass/Fail Criteria

State and Federal Compliance
 Financial Viability
 Air Quality

**Bicycle Corridor Improvement Program 2016 Call for Projects
Summary of Changes**

The Bicycle Corridor Improvement Program (BCIP) 2016 Call for Projects (call) includes changes to the guidelines and procedures (guidelines) and application. Changes include alignment of questions and data sources with the California Active Transportation Program (ATP), and reformatting the guidelines and application for consistency. Details of the changes are provided below.

Guidelines and Procedures Changes

The major changes from the BCIP 2014 Application Guidelines and Procedures (Guidelines) to the BCIP 2016 Guidelines are summarized below.

- The BCIP 2016 Guidelines have been reformatted to provide better organization and flow.
- The dates in the implementation timeline have been changed to reflect the BCIP 2016 call.
- The BCIP 2016 call is funded only with federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds. The Transportation Alternatives Program (TAP) funds administered by the State through the California ATP and Federal Transit Administration funds are not included in the BCIP 2016 call, consistent with the Capital Programming Guidelines.
- A list of BCIP-eligible projects is provided. Examples of eligible projects include, but are not limited to the following:
 - New bicycle (Class I, Class II, Class III) or multi-use facilities
 - Bicycle boulevard and sharrows
 - Bicycle racks, lockers, and parking
 - Bicycle crossings and associated traffic control devices necessary for the function of the bicycle facility, consistent with CMAQ requirements
 - Improvements on existing bicycle facilities
 - Pedestrian improvements when constructed with bicycle facilities
- The BCIP 2016 Guidelines clarify that capital construction projects must be constructed on public right-of-way or include a lease agreement with a minimum of 20 years from the property owner. License agreements are not valid.
- In 2014 BCIP call, cost effectiveness for bicycle facility projects was measured by analyzing the total of direct expenditures and the total project length. In BCIP 2016 call cost effectiveness will be measured using the Caltrans Active Transportation Program Cost Benefit Analysis Tool at

<http://www.dot.ca.gov/hq/tpp/offices/eab/atp.html>. Projects will be tiered and scored by the cost effectiveness score provided by the Caltrans tool.

- In the BCIP 2016 call, additional data will be required for measuring increase in bicycle safety. Agencies are required to provide a map and data of injuries and fatalities within one mile of the project area. The Transportation Injury Mapping System (TIMS), Statewide Integrated Traffic Records System (SWITRS), or local law enforcement systems are acceptable databases for supporting documentation. The use of the data better aligns with the California ATP, allowing interchangeability of data.
- Additional exhibits are required in the BCIP 2016 call including:
 - Right-of-Way map
 - Right-of-Way Lease Agreement or Purchase Agreement (if applicable)
 - Caltrans Active Transportation Program Cost Benefit Analysis Tool – Complete Microsoft file must be included on compact disk.
<http://www.dot.ca.gov/hq/tpp/offices/eab/atp.html>
 - Bicycle and Pedestrians Injuries and Fatalities Map and Data
- In the BCIP 2016 call, projects that are committed Transportation Control Measures (TCM) and are cancelled will require substitution of a similar project that provides the same benefits at the expense of the local agency.
- In the BCIP 2016 call, the allowance for consideration of time extension is added on a case-by-case basis and contingent on OCTA Board approval. An agency may request a standard one-year time extensions and scope changes in letter format. Extension requests beyond the standard one-year delay will be considered for projects with significant issues and may be granted on a case-by-case basis. All request must include an explanation of the issues and actions the agency has taken to correct the issues.

Application Changes

Application was revised to align with California ATP questions. Doing so will allow transfer of information between applications. A summary of the changes by page are listed below.

- The BCIP 2016 Application have been reformatted to provide better organization and flow consistent with the Guidelines.
- Restructure point scale and priorities for the following questions
 - Increase question 2 “Coordination” points from 10 to 15 points.
 - Increase question 3 “Connectivity, Relationships, and Priority” points from 20 to 23 points.

ATTACHMENT C

- Revise point scale on question 3 “Connectivity, Relationships, and Priority” to create more tiers.
 - Revise question 6 “Safety Enhancements and Amenities.” Change to “Safety Enhancements.” Include pedestrian element as a separate question and increase from one point to five points.
 - Revise question 7 “Public Participation and Agency Support,” and increase total points from five to eight.
-
- Update language on resolution and include the federal Fixing Americas Surface Transportation (FAST) Act.