

2025 CALL FOR PROJECTS

OCFundtracker Training Manual



Table of Contents

Introduction	2
OCFundtracker	2
SECTION 1: Step by Step Guide	3
Creating a New User Account	3
Existing User Login.....	4
Database Menu	5
Main Menu.....	6
Creating New Application	7
Project Information Page	8
Project Information Page – Clearing Errors	11
Marking Project on the Map.....	12
Entering Scoring Data	13
Project Information Page – TSSP	17
Entering Scoring Data – TSSP	20
Projects In Progress	23
Verifying Submittal of Applications	25
SECTION 2: Call Information.....	26
Call Schedule	26
Call Questions / Contact.....	26

Introduction

OCFundtracker

Orange County's Comprehensive Transportation Funding Programs (CTFP) management system was produced and released in January 2009. OCFundtracker offers a comprehensive project and programming system that can be accessed via the internet. This guide explains the basic steps involved in accessing the database and submitting a project application in response to the Regional Capacity Program (Project O) and the Regional Traffic Signal Synchronization Program (Project P) Call for Projects.

To access the OCFundtracker, visit: OCFundtracker.octa.net. Existing registered users log in with their Username and Password. The sign in page includes a link for new users to request login credentials. Instructions are provided in Section 1 of this Manual.

Please address questions or comments to OCTA at smooney@octa.net or by calling Stephanie Mooney at (714) 560-5312.

SECTION 1: STEP BY STEP GUIDE

Creating a New User Account

MAIN MENU CHANGE PASSWORD | LOGOUT | OCTA | SCAG

OCTA Orange County Transportation Authority

Existing OCFundTracker users
Enter your username and password to sign in

USERNAME:

PASSWORD:

Remember my username on this computer

LOGIN

NEW TO OCFundTracker? FORGOT YOUR PASSWORD? [CLICK HERE](#)

CONTACT OCTA 16,772.98s EMAIL OCFUNDTRACKERHELP@ECOINTERACTIVE.COM

Step 1 – Access the OCFundtracker Webpage

- Direct your browser to: <http://OCFundtracker.octa.net>
- If you are a new user authorized to complete an application on behalf of a local agency, click the “Click Here” link located under the “Existing OCFundtracker users” box.

Step 2 – Creating a New User

- Fill in the appropriate contact information – Please fill this information out as thoroughly as possible, it is important for OCTA staff to contact users during the call process.
- Make sure you hold onto your username and password information. You will need this every time you log in.
- Please use your name, or a combination of your name and last name as your username.

Step 3 – Approval E-mail

Once you have submitted your request, OCTA staff will review and approve or deny access to the OCFundtracker. If approved, you will receive an e-mail noting your account approval.

To ensure consistency, please do not share user accounts.

Existing User Login

The screenshot shows the login interface for existing users. At the top, there is a navigation bar with links for 'MAIN MENU', 'CHANGE PASSWORD', 'LOGOUT', 'OCTA', and 'SCAG'. Below this is the OCTA logo and the text 'Orange County Transportation Authority'. The main content area features a blue header with the OCTA logo and text. Below the header is a white box with an orange background containing the login form. The form is titled 'Existing OCFundTracker users' and asks the user to 'Enter your username and password to sign in'. It includes fields for 'USERNAME:' and 'PASSWORD:', a checkbox for 'Remember my username on this computer', and a 'LOGIN' button. Below the form, there are links for 'NEW TO OCFundTracker?', 'FORGOT YOUR PASSWORD?', and 'CLICK HERE'. At the bottom of the page, there is a footer with 'CONTACT OCTA', a timestamp '16,772.98s', and an email address 'EMAIL OCFUNDTRACKERHELP@ECOINTERACTIVE.COM'. Two callout boxes are present: one pointing to the username field labeled 'Enter Login information' and another pointing to the 'CLICK HERE' link labeled 'Help with Username or Password'.

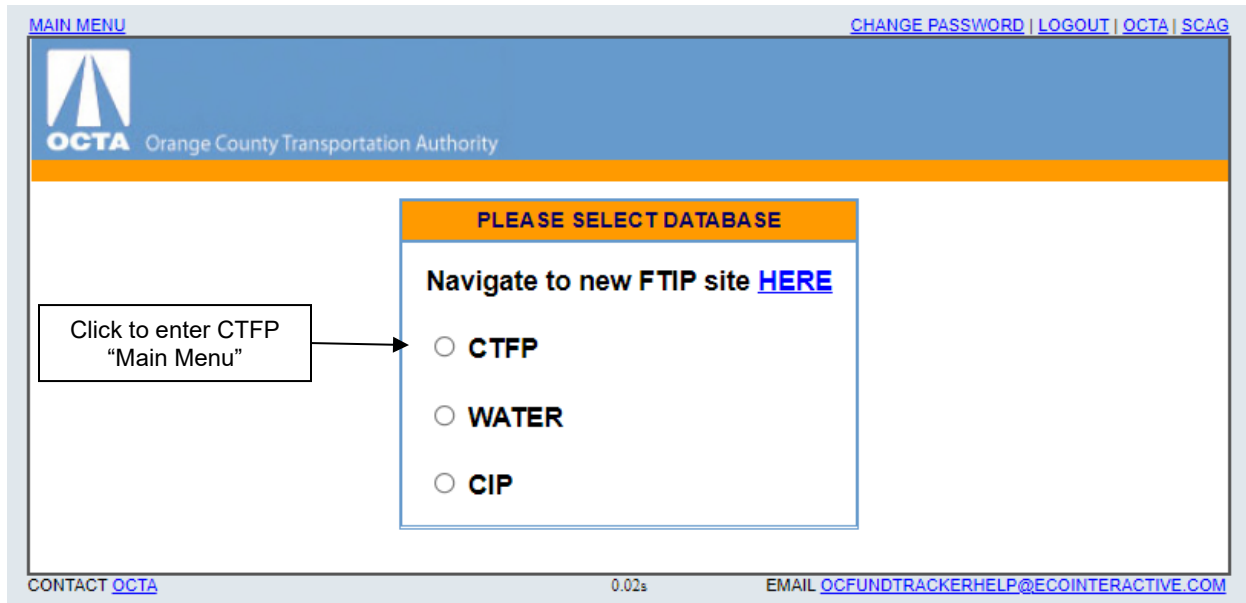
Step 1 – Access the OCFundtracker Webpage

- Direct your browser to: <http://OCFundtracker.octa.net>

Step 2 – Enter User Information

- Fill in your assigned username and password information.
- If it has been a while since your last login, and you have forgotten either your username or password, click on the link for assistance.

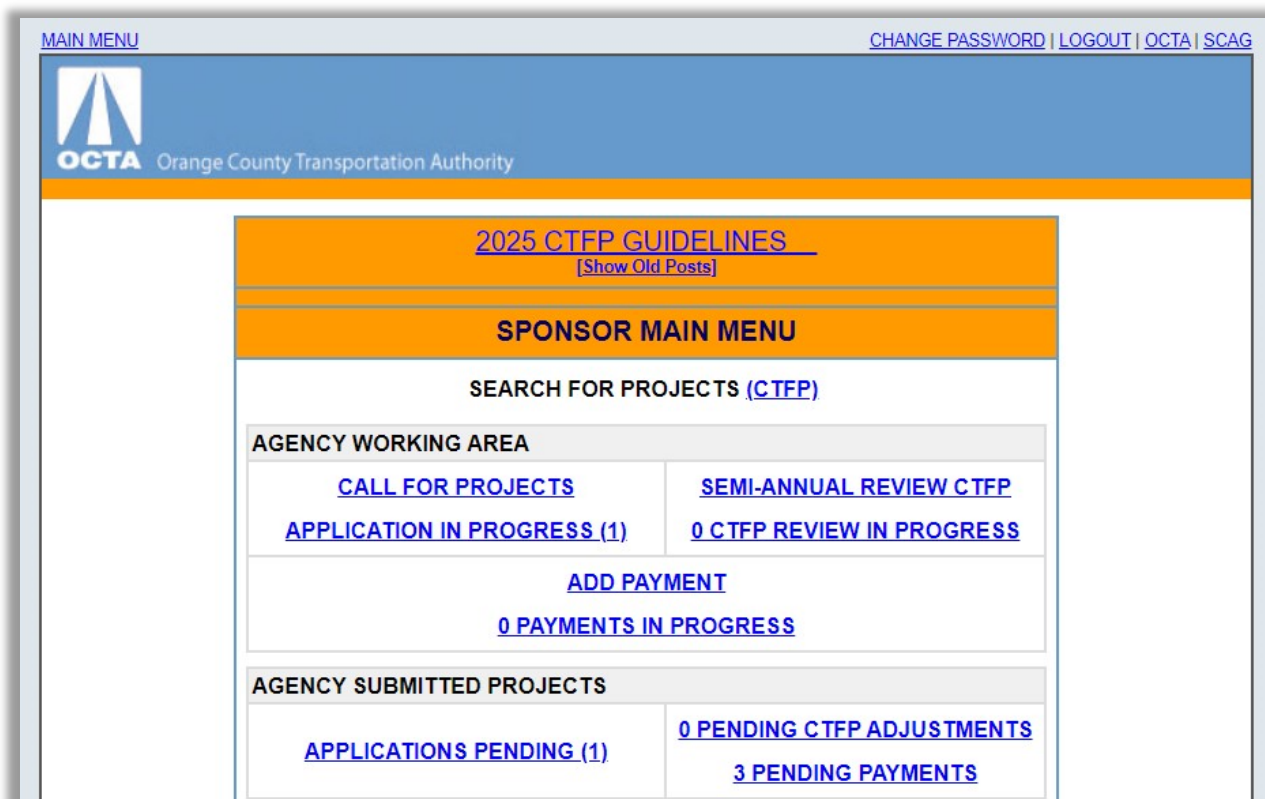
Database Menu



OCFundtracker is a portal that enables tracking and input for a variety of grant programs. Depending on your roles, responsibilities, and system rights, you may see one or more of the options shown above.

Select "CTFP" to create, review, edit, and submit your project application.

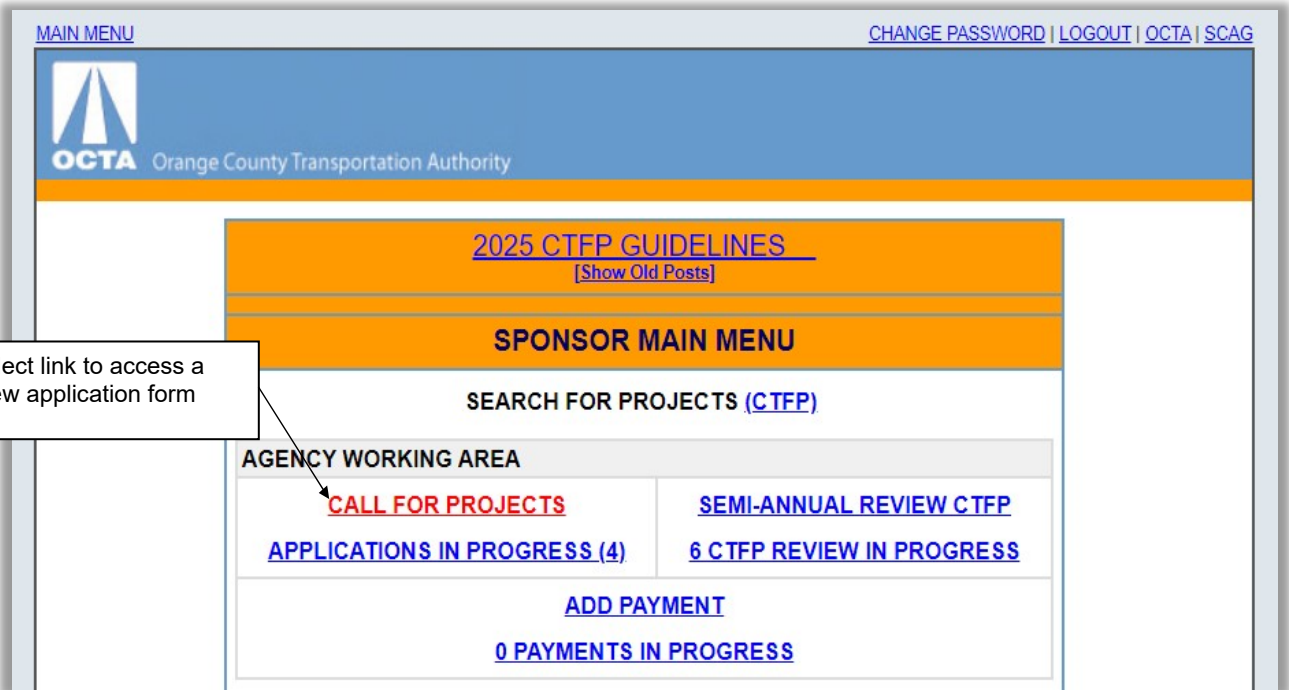
Main Menu



The Main Menu is where all call application related access is found. The applicable links are:

- “**CALL FOR PROJECTS**” – This link will enable you to begin the creation of a new project application submittal.
- “**APPLICATIONS IN PROGRESS (1)**” – This denotes how many applications are currently being worked on by the local agency. This link will take you to a listing of the applications in process so that they can be accessed and the work continued.
- “**APPLICATIONS PENDING (1)**” – This denotes how many applications have been completed and submitted to OCTA for review. Once an application is submitted, it can no longer be accessed by the local agency.
- “**CTFP GUIDELINES**” – Link goes to the latest Board approved version of the guidelines.

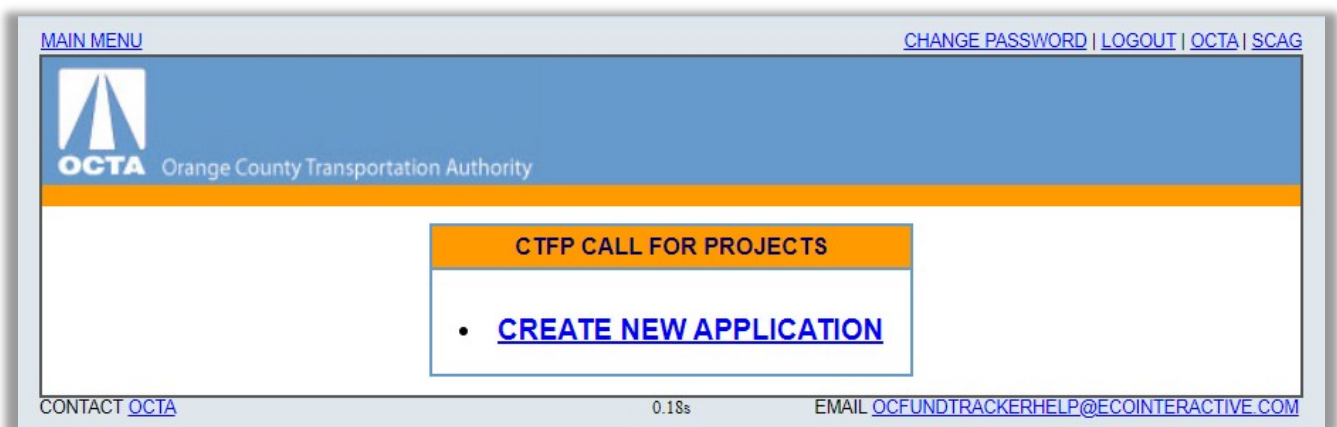
Creating a New Application



Step 1 – Access the Agency Working Area

- Click on the “CALL FOR PROJECTS” link.

----- NEW PAGE -----



Step 2 – Access New Application Form

- Click on the “CREATE NEW APPLICATION” link.

----- NEW PAGE -----

Project Information Page

The screenshot shows the 'Project Information Page' for adding a new CTFP project. The page includes a header with the OCTA logo and navigation links. A callout box labeled 'Upload supporting documents' points to the 'UPLOAD PROJECT DOCUMENTS' link. Below this is the 'ADMINISTRATIVE EDIT' section with fields for 'SCAG MODELING#' and 'IS_MODELIN'. A callout box labeled 'Select funding program' points to the 'IMPROVEMENT TYPE' dropdown menu. Another callout box labeled 'Link to approved CTFP Guidelines' points to the 'PROJECT DESCRIPTION - GUIDELINES' link. The 'PROJECT INFORMATION' section contains fields for 'CONG DISTRICT', 'SUP DISTRICT', 'SENATE DISTRICT', 'ASSEMBLY DISTRICT', 'PROJECT TITLE', 'PROJECT DESCRIPTION - GUIDELINES', 'IMPLEMENTING AGENCY', 'PROJECT MANAGER', 'PHONE (10-DIGIT)', and 'EMAIL'. A callout box labeled 'Provide description of work to be performed.' points to the 'PROJECT DESCRIPTION - GUIDELINES' text area. At the bottom, there are fields for 'SYSTEM', 'ROUTE', 'INTERSECTION', 'LOCAL STREET NAME', 'FROM', and 'TO'. A callout box labeled 'Enter project limits' points to the 'FROM' and 'TO' fields.

Step 3 – Enter in Corresponding Project Information

- Select the improvement type (funding program) from the drop-down box. The choices for this call for projects are ACE, ICE, FAST, or TSSP.
- Enter information into all fields that are applicable.
- Enter the congressional and supervisorial district information, at minimum.
- Ensure that a detailed scope of work is included.
- Ensure accurate project limits are entered.
- A link to the latest guidelines is provided if any questions arise.
- Upload project documents – refer to application Checklists in the CTFP Manual.
- Provide Performance Measures data by clicking the link for all projects requesting construction phase funding. The link will appear after saving the application.

Project Information Page – ACE, ICE, FAST (Part 1)

LANES INFORMATION				
		Left Turn	# of Lanes Through	Right Turn
Existing	NorthBound	<input type="text"/>	<input type="text"/>	<input type="text"/>
	SouthBound	<input type="text"/>	<input type="text"/>	<input type="text"/>
With Application	NorthBound	<input type="text"/>	<input type="text"/>	<input type="text"/>
	SouthBound	<input type="text"/>	<input type="text"/>	<input type="text"/>
Existing	EastBound	<input type="text"/>	<input type="text"/>	<input type="text"/>
	WestBound	<input type="text"/>	<input type="text"/>	<input type="text"/>
With Application	EastBound	<input type="text"/>	<input type="text"/>	<input type="text"/>
	WestBound	<input type="text"/>	<input type="text"/>	<input type="text"/>

Provide lane information. Local agencies must also attach turning movement counts with each ICE and FAST application.

GENERAL QUESTIONS	
CTFP QUESTIONS	
Is this application on your current approved measure M2 CIP?	<input type="text"/>
Has your agency previously received CTFP funding for this Application?	<input type="text"/>
If Yes, When? If No, Type N/A	<input type="text"/>
Project ID?	<input type="text"/>
MATCH RATE DISCOUNT	
Has your agency adopted and is in conformance with the Traffic Signal Synchronization Master Plan?	<input type="text"/>
Is your agency using fairshare funding as a match for this project?	<input type="text"/>
Does your agency have a PCI over 75 or has your agency had a measurable improvement of PCI from previous reporting period to current reporting period?	<input type="text"/>

Local agencies are eligible to receive up to a 25% discount. All eligible discounts are subject to verification.

Step 4 – Enter Lane Information

- Provide line information as applicable
- Also provide turning movement counts as appropriate with each application.

Step 5 – Enter General Information

- Answer all questions provided.
- Pay special attention to questions related to the match rate reductions.

Project Information Page – ACE, ICE, FAST (Part 2)

Local Minimum Match Requirement

Actual Match Rate

Agency entered dollar values in appropriate phase

Enter scheduled start and completion information for all project phases

Make sure to save to your work

PLEASE CLICK SAVE AND THEN GO TO THE NEXT SCREEN TO ENTER SCORING DATA BEFORE SUBMITTING

Save for Later Reset Form

CONTACT [OCTA](#) 1.14s EMAIL OCFUNDTRACKERHELP@ECOINTERACTIVE.COM

Step 6 – Enter Funding Information

- Select the fiscal year of the appropriate phase. [Note: Prior funded and/or phases underway should not be included.]
- Select the type of funds.
- Enter dollar value into the phase.
- System automatically will calculate a match rate based on information provided.
- Minimum Match Requirement and actual Agency Match based upon information provided in Match Rate Discount section and Programming section.

Step 7 – Enter Schedule Information


- Enter schedule data for all project phases.
- Include completed and in process phases.
- Indicate the status of each phase in the Justification field, whether “Planned”, “Started”, “Pending”, or “Complete”. OCTA staff will update the status if project is approved for programming.

Step 8 – Save Application Information

- Once all project, funding, and schedule information has been entered, click “**Save for Later**”.

Project Information Page – Clearing Errors

MAIN MENU CHANGE PASSWORD | LOGOUT | OCTA | SCAG



OCTA Orange County Transportation Authority

YOUR PROJECT HAS NOT BEEN SAVED. PLEASE PROVIDE THE FOLLOWING FIELDS TO SAVE PROJECT TO "IN PROGRESS."

- PROJECT TITLE
- STATUS FOR CON CANNOT BE NOT APPLICABLE SINCE THERE IS FUNDING IN CON PHASE

BEFORE SUBMITTING TO OCTA, PLEASE RESOLVE THE FOLLOWING ERRORS:

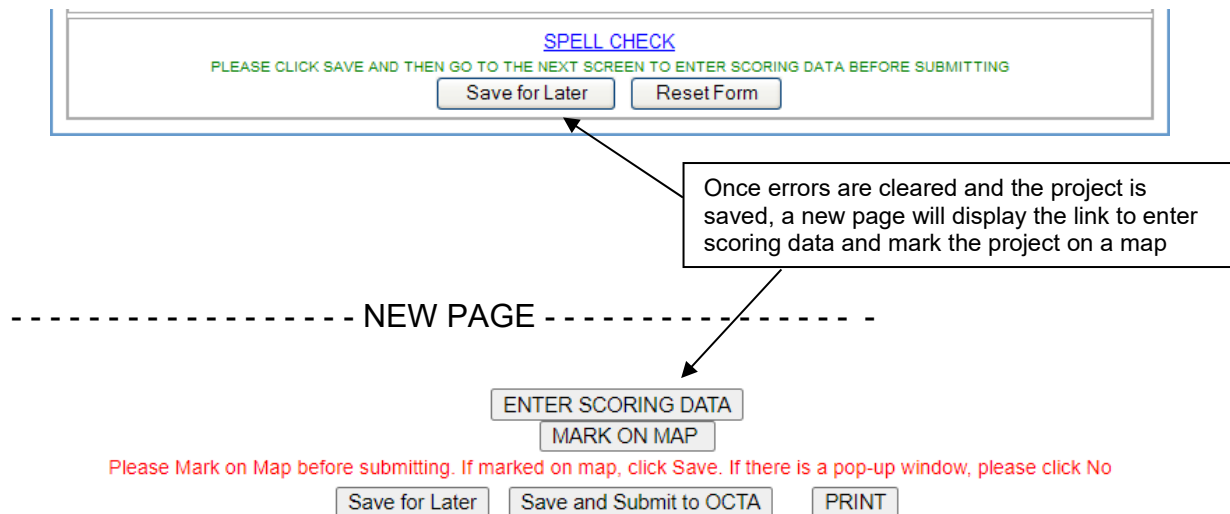
- PROJECT MANAGER IS REQUIRED
- ONE OF THE GENERAL QUESTIONS IS BLANKED AND IT IS REQUIRED
- DISTRICT IS REQUIRED
- PROJECT MANAGER'S PHONE NUMBER IS REQUIRED
- PROJECT MANAGER'S EMAIL ADDRESS IS REQUIRED
- PROJECT DESCRIPTION IS REQUIRED
- IMPROVEMENT TYPE IS REQUIRED
- PLEASE ENTER FAST, ICE, ACE, or TSSP FUNDING BEFORE SUBMITTING

[VIEW PREVIOUS VERSIONS OF THIS PROJECT](#)
 [LATEST VERSION PDF](#)
 [PROJECT SUMMARY \(XLS\)](#)
 [UPLOAD PROJECT DOCUMENTS](#)

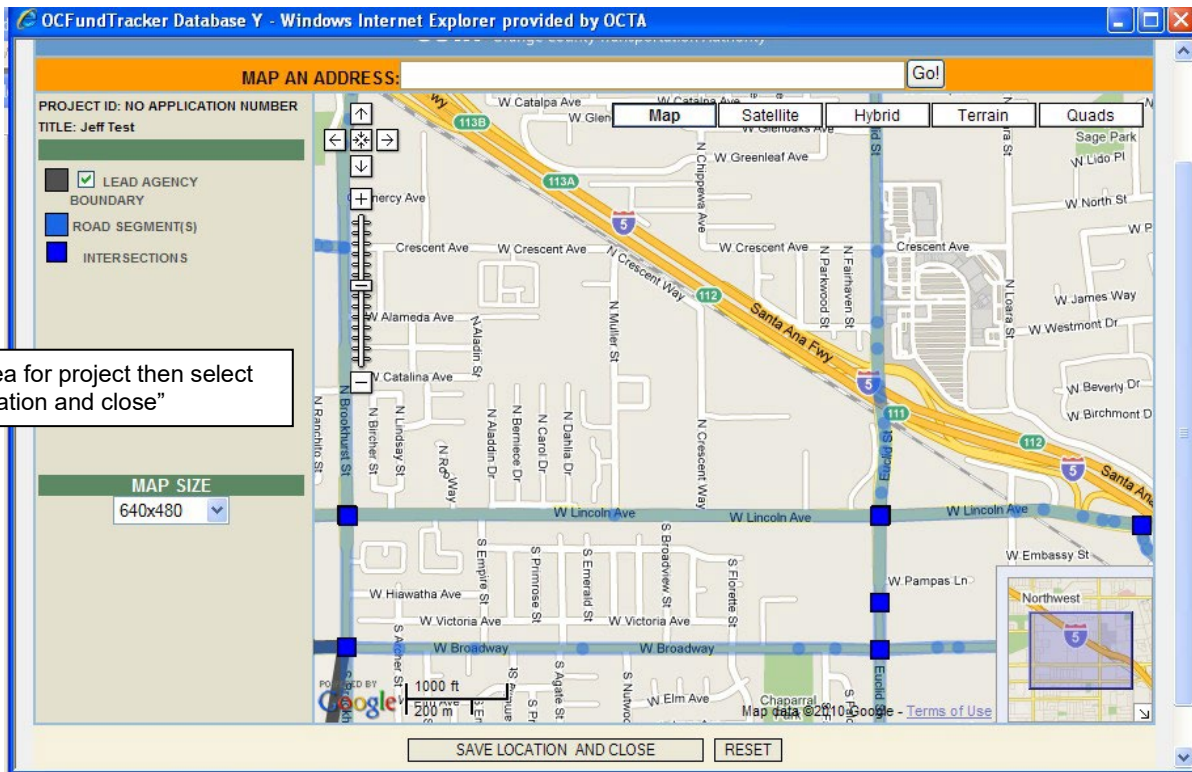
APPLICATION NUMBER:	CTFP TOTAL ALLOCATIONS: \$23,300.00	TOTAL PROJECT COST: \$23,300.00
PROJECT ID: CP--2826	CTFP TOTAL PAYMENTS: \$0.00	ACTUAL MATCH RATE: 0.00
VERSION: 1	STATUS: Planned	

Step 9 – Resolve System Errors

- The OCFundtracker system will not allow you to continue with the “Save for Later” function until all errors have been addressed.
- Once errors have been cleared, the system will save the application as “In Progress”.



Marking Project on the Map



Step 1 – Enter Mapping Data

- Select the area for the project.
- Click on the nodes that indicate the boundaries.
- **Take the time to ensure that accurate segments/nodes are selected.**
- Click on "SAVE LOCATION AND CLOSE".

Entering Scoring Data (Part 1)

		POINT(S)
Facility Usage		
Existing ADT	35000	6
VMT	19000	5
Current Project Readiness	<input type="checkbox"/> Environmental Approvals <input type="checkbox"/> Preliminary Design (35%) <input type="checkbox"/> Right of Way (All offers issued) <input type="checkbox"/> Final Design (PS&E) <input type="checkbox"/> Right of Way (All easement and titles)	0
Economic Effectiveness		
Cost Benefit	1000000 (Total Project Cost) / 35000 (ADT) = 29	10
Funding Over-Match	25% (City Match) - 25% (Required) = 0%	0

Step 1 – Enter Facility Usage Data

- Enter in the existing average daily trips. Project ADT for opening year may be permitted where counts are less than 12 months old.
 - ADT for ICE applications is based upon the average of north/south leg PLUS average of east/west leg.
- Enter in the existing vehicles mile traveled.
- Check off the current state of the project readiness.

Step 2 – Verify Economic Effectiveness

- Cost benefit and funding over-match are calculated by the system.
- For cost benefit, verify that total project cost and ADT are stated correctly.
- For funding over-match, verify that city match percentage is stated correctly.

Entering Scoring Data (Part 2)

The screenshot shows a form titled "Facility Importance" with three main sections: "Transportation Significance", "Operational Attributes", and a "Bonus" section. The "Transportation Significance" section has a drop-down menu and a score of 0. The "Operational Attributes" section has a list of checkboxes with a score of 4. The "Bonus" section has a drop-down menu and a score of 0. Callouts point to the drop-down menu in the "Transportation Significance" section and the checkboxes in the "Operational Attributes" section. A separate box explains the bonus points.

Select facility significance

Facility Importance

Transportation Significance 0

Operational Attributes Active Transit Route(s)
 Active Transportation Focused Plan Elements
 Bus Turnouts
 Median (raised)
 Other
 Sustainability Elements
 Safety Improvements
 Bike Facilities (new)
 Meets MPAH Configs.
 Pedestrian Facilities (New) 4

Bonus: Details and qualitative Analysis provided for Class II/IV bike facilities 0

Check off the appropriate operational attributes

For projects with bike improvements complementary to the MPAH project, there is an opportunity for bonus points if further details and analysis describing the benefits to the MPAH are included in the application. Select YES or NO if optional information is provided.

Step 3 – Enter Facility Importance

- Select from the drop-down menu the facility significance.
- Check off operational attributes that will be provided by the project.
- Available attributes differ between ACE, ICE and FAST. Attributes shown are for the ACE program.

Entering Scoring Data (Part 3)

ACE

Benefit			
Improvement Characteristics	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Select improvement characteristic from menu </div> → <div style="border: 1px solid gray; padding: 2px; display: inline-block;"> Adds Capacity </div>		6
Existing LOS - Starting Point		1.01	5
LOS - After Project		.82	
LOS Improvement		0.19	4
		TOTAL =	20

Enter in the existing Level of Service

Enter in the Level of Service after taking into account the project improvements

The system will calculate the level of service improvement and assign a score

Step 4 – Project Benefits – ACE / FAST

- Select from the drop down menu the improvement characteristics.
- Enter the existing or pre-project projected LOS.
- Enter the projected LOS after the improvements. **DO NOT** enter in the LOS reduction.
- The system will calculate the total LOS improvement and score the project accordingly.

ICE

Benefit			
Existing LOS - Starting Point - (Peak Hour)		1.05	5
LOS - After Project - (Peak Hour)		.87	
LOS Improvement		0.18	4
		TOTAL =	20

Enter in the existing Level of Service for Peak Hour

Enter in the Level of Service after taking into account the project improvements

The system will calculate the level of service improvement and assign a score

Step 4 – Project Benefits – ICE

- Enter the existing or pre-project projected LOS for peak hour (AM or PM).
- Enter the projected LOS after the improvements. **DO NOT** enter in the LOS reduction.
- The system will calculate the total LOS improvement and score the project accordingly.

FAST

Benefit	
Existing LOS - Starting Point - (Peak Hour)	1.05 8
LOS - After Project - (Peak Hour)	.84
LOS Improvement	0.21 10
TOTAL =	18
Improvement Characteristics	New Facility (partial interchange) 8

Enter in the existing Level of Service for Peak Hour

Enter in the Level of Service after taking into account the project improvements

The system will calculate the level of service improvement and assign a score

Step 4 – Project Benefits – FAST

- Enter the existing or pre-project projected LOS for peak hour. Use LOS data for arterial-centric segments or ICU data for ramp intersection scope.
- Enter the projected LOS after the improvements. **DO NOT** enter in the LOS reduction.
- The system will calculate the total LOS improvement and score the project accordingly.
- Select from the drop-down menu the improvement characteristics.

<input type="button" value="SAVE RANKING"/> <input type="button" value="CLOSE WINDOW"/> <input type="button" value="PRINT"/>	TOTAL POINTS: 58
--	------------------

Save the scoring information by clicking here

Step 5 – Save and Print

- Save the scoring information by clicking “**SAVE RANKING**”. This is very important. The system does not automatically save the information.
- Print out a copy of the score sheet for inclusion with the hard copy applications.
- Close the window.

Project Information Page – TSSP (Part 1)

The screenshot shows the 'Project Information' page in the OC Fund Tracker system. At the top, there is a summary bar with application details: Application Number CP--3610, Project ID 1, CTFP Total Allocations of \$750,000.00, CTFP Total Payments of \$0.00, Status 'Planned', Total Project Cost of \$1,000,000.00, Match Rate of 0.00, and Board Approval Date. Below this is the 'ADMINISTRATIVE EDIT - READ-ONLY' section with fields for 'CALL FOR PROJECTS' (08-09-21.1 - CTFP), 'PROJECT NUMBER', 'IFAS', 'CONTRACT #', 'MATCH RATE', and 'CA'. The 'PROJECT INFORMATION' section includes 'IMPROVEMENT TYPE' (ACE - Arterial Capacity Enhancement), 'IMPLEMENTING AGENCY' (Orange County Transportation Authority (OCTA)), and various district dropdowns. A 'PROJECT TITLE' field is present, with a callout 'Link to current approved Guidelines' pointing to a blue link labeled 'PROJECT DESCRIPTION - GUIDELINES'. The 'SYSTEM' dropdown is set to 'Local Street', 'ROUTE' is empty, 'INTERSECTION' is 'NO', and 'LOCAL STREET NAME' is 'Main Street'. 'FROM' is 'First' and 'TO' is 'Second'. A 'MAP' button is next to the 'TO' field. Callouts from external boxes point to: 'Performance Measures' (top right), 'Select funding program' (Project Number field), 'Select Implementing agency' (Implementing Agency dropdown), 'Link to current approved Guidelines' (PROJECT DESCRIPTION - GUIDELINES link), 'Provide description of work to be performed.' (Project Description field), and 'Enter project limits' (FROM and TO fields).

Step 1 – Enter in Corresponding Project Information

- Select the improvement type (TSSP) from the drop-down box.
- Enter information into all fields that are applicable.
- Ensure that a detailed scope of work is included.
- Ensure accurate project limits are entered.
- A link to the latest CTFP guidelines is provided if any questions arise.
- Upload project documents – refer to application Checklists in the CTFP Guidelines.
- Provide Performance Measures data by clicking the link – Additional guidance provided in next section.

Project information Page – TSSP (Part 2)

Answer all general project information questions provided

GENERAL QUESTIONS

CTFP QUESTIONS

Is this application on your current approved measure M2 CIP?

Has your agency previously received CTFP funding for this Application?

If Yes, When?

Project ID?

Is this on agency's LOCAL SYNCHRONIZATION PLAN?

OCFundtracker number

Has this project been previously funded by M2

TSSP PROGRAM RULES:
If Project is TSSP Program, it should be 20% MINIMUM Match
TSSP Program can not be programmed in ROW Phase.

Program rules in red are very important.

Step 2 – General Questions

- Answer all questions provided.
- Pay special attention to program rules indicated in red.

Project information Page – TSSP (Part 3)

PROGRAMMING INFORMATION (\$0)

Please enter all funding required for the total project for all years. Note: This 2014 Call for Projects will allocate M funds for FY12/13, FY13/14, FY14/15
 ** Minimum match for local funds is 20% ** ** Actual Local Agency Match Rate is NaN% **

FED FISCAL YR	FUND TYPE	PRIMARY IMPLEMENTATION	ROW (DISABLED)	MAINTENANCE & MONITORING	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
Update Subtotals					GRAND TOTAL
					\$0
					\$0
					\$0

SCHEDULE INFORMATION

PLAN	SCHEDULED START		SCHEDULED COMPLETION		STATUS	ACTUAL COMPLETION	FINAL REPORT SUBMITT
	MONTH	YEAR	MONTH	YEAR			
PRIMARY IMPLEMENTATION							
ROW							
MAINTENANCE & MONITORING							

Step 3 – Enter Funding Information

- Select the fiscal year of the fund type.
- Enter dollar value into the either implementation or operations and maintenance.
- Show O & M for each year it is planned for.
- System automatically will calculate a match rate based on information provided.

Step 4 – Enter Schedule Information

- Enter schedule data for all project phases.
- Indicate the status of each phase
 - “Planned”: requesting for funding or funded, but not started
 - “Started”: project has started, meaning a contract has been executed
 - “Pending”: phase is complete, pending final report and/or payment
 - “Complete”: phase allocation has been paid

Step 5 – Save Application Information

- Once all project, funding, and schedule information have been entered, click “**Save for Later**”.

Entering Scoring Data – TSSP (Part 1)

A new button to “Enter Scoring Data” will appear after saving the application. Use information from Appendix C of the Supplemental Application to fill out this section.

<u>TSSP - Traffic Signal Synchronization Program</u>		<u>POINT(S)</u>
Transportation Significance		
Vehicle Miles Traveled (VMT)	<input type="text"/>	0
Percent Inclusion of Offset Signals Within 2700'	<input type="text"/>	0
<u>Transportation Significance Score</u>		0
Jurisdictions		
Total Number of Involved Jurisdictions	<input type="text"/>	0
<u>Jurisdictions Score</u>		0
Project Scale		
Percent of Main Corridor Signals Being Retimed	<input type="text"/>	0
Number of Signals on Main Corridor Being Retimed	<input type="text"/>	0
<u>Project Scale Score</u>		0

Step 1 – Enter Facility Usage Data

- Enter in the VMT based upon average daily trips for each segment.
- Enter the percentage of offset signals included. It is **highly recommended** that applicants consult with OCTA for offset signal data prior to submittal.

Step 2 – Enter Local Jurisdiction Information

- Enter the total number of jurisdictions participating in the project. Do not include OCTA. Caltrans can only be counted if all participating agencies with Caltrans signals agree to execute a cooperative agreement with Caltrans.

Step 3 – Enter Project Scale

- Enter percentage of the main corridor signals being retimed as part of the project.
- Enter the number of signals on the main corridor being retimed.

Entering Scoring Data – TSSP (Part 2)

Economic Effectiveness		
Total Project Cost/MT	4170000 (Total Project Cost) / (ADT) = Infinity	10
Economic Effectiveness Score		10
Project Characteristics		
Project Average Improvement Score Range	<input type="text"/>	0
Project Characteristics Score		0
Current Project Status		
Project Status	Re-timing 75% of previous project <input type="checkbox"/> Timing of 75% of new eligible project <input type="checkbox"/>	0
Current Project Status Score		0
Funding Match		
Funding Match		1
Funding Match Score		1

Step 4 – Enter Project Characteristics

- Enter in the project average improvement score calculated through the Supplemental Application.
- Refer to Supplemental Application Appendix B.3 – Table III: Project Average Improvement Scores. For further details and guidance, see the [2025 Call for Projects Supplemental Application Guide](#).

Step 5 – Enter Project Status

- Check off current status of the project development, if applicable. Only one option can be selected.
- The system will determine the funding over-match (if any) and assign points.

SAVE RANKING
CLOSE WINDOW
PRINT

TOTAL POINTS: 59

Save the scoring information by clicking here

Step 6 – Save and Print

- Save the scoring information by clicking **“SAVE RANKING”**. This is very important. The system does not automatically save the information.
- Print out a copy of the score sheet for inclusion with the hard copy applications.
- Close the window.

Performance Measures

[VIEW PREVIOUS VERSIONS OF THIS PROJECT](#)
[PROJECT SUMMARY \(XLS\)](#) [UPLOAD PROJECT DOCUMENTS](#)

APPLICATION NUMBER:		CTFP TOTAL ALLOCATIONS:	\$0.00	TOTAL PROJECT COST:	\$0.00
PROJECT ID:	CP-3610	CTFP TOTAL PAYMENT:	\$0.00	MATCH RATE:	0.00
VERSION:	1	STATUS:	Planned	BOARD APPROVAL DATE:	

LAST MODIFIED BY: [Amy Tran \(8/9/2021\)](#)
 APPROVED BY: N/A
 [HISTORY](#)

Click here to enter Performance Measures

Step 1 – Enter Project Information

- Enter number of signals that will be synchronized on this project.
- Enter the length of the project.

TSSP

Total Number of Proposed Signals for Project: Number

Total Number of Proposed Corridor Miles for Project: Decimal

Enter # of signals

Enter length of project

Step 2 – Corridor Input

- Enter the name of the main corridor.
- Under “Streets”, enter the limits (i.e., From Street A to Street B).
- Select all checkboxes that apply to this project.

Corridor Input

Corridor Name	Street	Signal Synchronized Within Last Seven (7) Years	Adding Advanced Transportation Controllers	Adding Fiber Optic Communications	Adding Closed-Circuit Television	Adding Vehicle and/or Pedestrian Detection
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter Limits

Select all that apply

Step 3 – Save

- Click “Save”
- Click “Project Information” at the top of the page, under the orange header to return to the previous page.

Mark on Map: refer to page 12 for instructions

Projects in Progress

The screenshot shows the OCTA website interface. At the top, there are navigation links: [MAIN MENU](#), [CHANGE PASSWORD](#), [LOGOUT](#), [OCTA](#), and [SCAG](#). The OCTA logo and name 'Orange County Transportation Authority' are displayed. Below this is a blue header with the text '2025 CTFP GUIDELINES' and a sub-link '[Show Old Posts]'. The main content area is titled 'SPONSOR MAIN MENU' and includes a search bar for projects. It is divided into two sections: 'AGENCY WORKING AREA' and 'AGENCY SUBMITTED PROJECTS'. The 'AGENCY WORKING AREA' contains links for 'CALL FOR PROJECTS', 'SEMI-ANNUAL REVIEW CTFP', 'APPLICATIONS IN PROGRESS (1)', and '0 CTFP REVIEW IN PROGRESS'. Below these are 'ADD PAYMENT' and '0 PAYMENTS IN PROGRESS'. The 'AGENCY SUBMITTED PROJECTS' section contains 'APPLICATIONS PENDING (1)', '0 PENDING CTFP ADJUSTMENTS', and '3 PENDING PAYMENTS'. A callout box with an arrow pointing to the 'APPLICATIONS IN PROGRESS (1)' link contains the text: 'Select link to edit previously entered information of saved applications'.

Step 1 – Editing Applications in Progress

- To edit previously submitted applications, or to submit completed applications to OCTA, click on the “**APPLICATIONS IN PROGRESS (1)**” link.

Projects in Progress (Part 2)

CTFP CALL FOR PROJECT IN PROGRESS								
APPLICATION NUMBER	PROJECT TITLE	AGENCY	PROJECT STATUS	FUNDING PROGRAM	RANKING PROGRAM	TOTAL ALLOCATION	TOTAL PAYMENTS	
[NO APPLICATION NUMBER]	G	(OCTA)	In Progress - Programmed		Street Widening	\$1,000	\$	[DELETE] [SUBMIT TO OCTA]
[NO APPLICATION NUMBER]	TEST JEFF	(OCTA)	Pending		Intersection Improvement	\$10,000	\$	[DELETE] [SUBMIT TO OCTA]
[NO APPLICATION NUMBER]	TEST	(OCTA)	Pending		TSSP	\$50	\$	[DELETE] [SUBMIT TO OCTA]
[NO APPLICATION NUMBER]	JEFF TEST	(OCTA)	Planned		TSSP	\$23,300	\$	[DELETE] [SUBMIT TO OCTA]
[NO APPLICATION NUMBER]	TEST	(OCTA)	Planned		Street Widening	\$30,000	\$	[DELETE] [SUBMIT TO OCTA]
[NO APPLICATION NUMBER]	Q	(OCTA)	Planned		TSSP	\$	\$	[DELETE] [SUBMIT TO OCTA]
[NO APPLICATION NUMBER]	TSSP - TEST - 10.20.10 - PAUL	(OCTA)	In Progress - Programmed		TSSP	\$50,000	\$	[DELETE] [SUBMIT TO OCTA]
[NO APPLICATION NUMBER]	TRAFFIC SIGNAL SYNCHRONIZATION OF THE ENTIRE COUNTY OF ORANGE	(OCTA)	Started		TSSP	\$	\$	[DELETE] [SUBMIT TO OCTA]

PLEASE ENTER SCORING BEFORE SUBMITTING

PLEASE MARK ON MAP BEFORE SUBMITTING

PLEASE ENTER

Complete and ready for submittal to OCTA

Application incomplete and therefore cannot be submitted

Step 2 – Selecting Incomplete Applications

- The system will indicate if an application is complete and ready to be submitted to OCTA.
- To edit previously submitted applications, or add additional information, click on the **[NO APPLICATION NUMBER]** link.

Step 3 – Submitting Complete Applications

- Once an application is complete, the **[SUBMIT TO OCTA]** link will become active.
- Once an application is submitted **no further changes can be made!**
- Ensure that an application is complete/correct before submission. This includes upload of relevant supporting materials.

Verifying Submittal of Applications

The screenshot shows the OCTA website interface. At the top, there are navigation links: [MAIN MENU](#), [CHANGE PASSWORD](#), [LOGOUT](#), [OCTA](#), and [SCAG](#). The OCTA logo and name 'Orange County Transportation Authority' are displayed. The main content area features a '2025 CTFP GUIDELINES' link with a '[Show Old Posts]' sub-link. Below this is the 'SPONSOR MAIN MENU' section, which includes a 'SEARCH FOR PROJECTS (CTFP)' link. The menu is divided into three main categories: 'AGENCY WORKING AREA', 'AGENCY SUBMITTED PROJECTS', and 'OTHER'. Under 'AGENCY WORKING AREA', there are links for 'CALL FOR PROJECTS' (with 'APPLICATION IN PROGRESS (1)') and 'SEMI-ANNUAL REVIEW CTFP' (with '0 CTFP REVIEW IN PROGRESS'). There is also an 'ADD PAYMENT' link with '0 PAYMENTS IN PROGRESS'. Under 'AGENCY SUBMITTED PROJECTS', there are links for 'APPLICATIONS PENDING (1)' and '0 PENDING' (with '3 PEN' partially visible). A callout box with an arrow pointing to the 'APPLICATIONS PENDING (1)' link contains the text: 'Indicates number of applications that have been submitted for review by OCTA'.

Final Step – Application Verification

- Once an application is submitted to OCTA, it will appear in the “**APPLICATIONS PENDING (1)**” link total.
- This link can be clicked to review previously submitted applications, but no changes can be made at this point.

SECTION 2: CALL INFORMATION

Call Schedule

Below is a tentative schedule of the call for projects:

Call Released/Board Approval for Issuance	August 12, 2024
Virtual Application Workshop and Q&A Session	September 4, 2024
Local Agency One-on-One application Discussions	Upon Request
Modeling/New facility Request Deadline	September 12, 2024
Deadline to request OCTA to lead RTSSP	N/A for 2025 Call
Draft “Route” Applications Due to OCTA	September 26, 2024
Applications Due to OCTA (by 5:00 p.m.)	October 24, 2024
Local Agency’s Executed Governing Board Resolution	January, 2025
Technical Steering/Technical Advisory Committee review	February/March 2025
OCTA Board or Directors approval of recommended projects	Spring, 2025
2025 Project O & P Funds Allocated*	July 1, 2025
*This is the earliest date projects can be programmed for the 2025 call	

Call Questions / Contact

If at any point during the call process, questions arise regarding the guidelines or the OCFundtracker database, application or scoring criteria, please contact OCTA at smooney@octa.net. Please direct **all** questions to this email address.