



AGENDA

Technical Advisory Committee

Committee Members

Mark Trestik, Vice Chair
Shaun Pelletier
Rudy Emami
Michael Ho
Mina Mikhael
Raja Sethuraman
Doug Dancs
Matthew Kunk
Temo Galvez
David Grantham
Dan Candelaria
Chau Vu
Kerwin Lau
Albert Mendoza
Andy Ramirez
Joe Ames
Jacki Scott
Gerald Tom
Doug Erdman
Chris Kelley
Mark Chagnon
Jim Houlihan
Christopher Cash
Christopher Tanio
Joe Parco
David Rebensdorf
Tom Toman
Nabil Saba
Iris Lee
Cesar Rangel
Eric Johnson
Mahrooz Ilkhanipour
Jake Ngo
Rick Yee
Robert McLean
Jonathan Lawhead

City of Laguna Beach
City of Aliso Viejo
City of Anaheim
City of Brea
City of Buena Park
City of Costa Mesa
City of Cypress
City of Dana Point
City of Fountain Valley
City of Fullerton
City of Garden Grove
City of Huntington Beach
City of Irvine
City of La Habra
City of La Palma
City of Laguna Hills
City of Laguna Niguel
City of Laguna Woods
City of Lake Forest
City of Los Alamitos
City of Mission Viejo
City of Newport Beach
City of Orange
City of Placentia
City of Rancho Santa Margarita
City of San Clemente
City of San Juan Capistrano
City of Santa Ana
City of Seal Beach
City of Stanton
City of Tustin
City of Villa Park
City of Westminster
City of Yorba Linda
County of Orange
Caltrans Ex-Officio

Orange County Transportation Authority
550 South Main Street, Room 08 & 09
Orange, California
June 26, 2024, 1:30 p.m.

Teleconference Site

City of Dana Point - Public Works
33282 Golden Lantern, Suite 212
Dana Point, California

Any person with a disability who requires a modification or accommodation to participate in this meeting should contact the Orange County Transportation Authority (OCTA) Measure M2 Local Programs section, telephone (714) 560-5372, 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

Technical Advisory Committee

Agenda Descriptions

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.

Public Availability of Agenda Materials

All documents relative to the items referenced in this agenda are available for public inspection at www.octa.net or through the Clerk of the Board's office at: OCTA Headquarters, 600 South Main Street, Orange, California.

In-Person Comment

Members of the public may attend in-person and address the Committee regarding any item within the subject matter jurisdiction of the Orange County Transportation Authority. Speakers will be recognized by the Chair at the time the agenda item is to be considered.

Written Comment

Written public comments may also be submitted by emailing them to kmartinez@octa.net, and must be sent at least 90 minutes prior to the start time of the meeting. If you wish to comment on a specific agenda item, please identify the item number in your email. All public comments that are timely received will be part of the public record and distributed to the Committee. Public comments will be made available to the public upon request.



Call to Order

Self-Introductions

1. Approval of Minutes

Approval of Technical Advisory Committee regular meeting minutes from the April 24, 2024 meeting.

Special Item

2. Internal Audit Updates – Janet Sutter

Regular Items

3. Measure M2 Comprehensive Transportation Funding Programs (CTFP) – Proposed Guidelines Modifications for the 2025 Call for Projects – Charvalen Alacar

Overview

Measure M2 allocates net revenues for the development of various competitive programs which provide funding for transit, environmental cleanup, and local streets and roads projects. Funding for local streets and roads projects is anticipated to be made available, subject to Board of Directors approval, through a 2025 call for projects for the Regional Capacity Program and Regional Traffic Signal Synchronization Program. Staff has updated the Comprehensive Transportation Funding Programs Guidelines and is seeking direction to advance these proposed revisions to the Orange County Transportation Authority's Board of Directors for consideration and approval.

Recommendation

Recommend to the Board of Directors, approval of proposed updates to the Comprehensive Transportation Funding Programs Guidelines for a 2025 call for projects.

Discussion Items

4. Quick-Build Projects – Southern California Association of Governments (SCAG)

5. Correspondence

OCTA Board Items of Interest – Please see Attachment A.

Announcements by Email – Please see Attachment B.



AGENDA

Technical Advisory Committee

6. Committee Comments

7. Staff Comments

- FY 2024-25 Local Streets and Roads Initial Funding– Denise Sifford
- Orange County Complete Streets Program Update – Denise Sifford
- Enhanced Mobility for Seniors and Disabled Call for Projects Update – Denise Sifford
- Local Programs Updates – Charvalen Alacar
- March 2024 CTFP Semi-Annual Review Update – Cynthia Morales
- M2 Eligibility Deadlines – Stephanie Mooney

8. Items for Future Agendas

9. Caltrans Local Assistance Update

10. Public Comments

11. Adjournment

The Technical Advisory Committee is scheduled to convene on the fourth Wednesday of each month, at 1:30 p.m., at OCTA Headquarters.



AGENDA

Technical Advisory Committee

Item #1

April 24, 2024 Minutes



AGENDA

Technical Advisory Committee

Item #1

Voting Representatives Present:

Carlos Castellanos	City of Anaheim
Mina Mikhael	City of Buena Park
Matthew Kunk	City of Dana Point
Temo Galvez	City of Fountain Valley
David Grantham	City of Fullerton
Chau Vu	City of Huntington Beach
Kerwin Lau	City of Irvine
Mark Trestik	City of Laguna Beach
Joe Ames	City of Laguna Hills
Jacki Scott	City of Laguna Niguel
Tom Wheeler	City of Lake Forest
Mark Chagnon	City of Mission Viejo
David Webb	City of Newport Beach
Christopher Cash	City of Orange
Christopher Tanio	City of Placentia
Wilson Leung	City of Rancho Santa Margarita
Zak Ponsen	City of San Clemente
Tom Toman	City of San Juan Capistrano
Zdenek Kekula	City of Santa Ana
Cesar Rangel	City of Stanton
Krys Saldivar	City of Tustin
Mahrooz Ilkhanipour	City of Villa Park
Jake Ngo	City of Westminster
Jamie Lai	City of Yorba Linda
Robert McLean	County of Orange

Orange County Transportation Authority
550 S. Main Street, Room 09
Orange, California

April 24, 2024, 1:30 p.m.

Staff Present:

Kia Mortazavi
Adriann Cardoso
Louis Zhao
Charvalen Alacar
Peter Sotherland
Francesca Ching
Alicia Yang
Amy Tran
Melanie Masud
Cynthia Morales
Adrian Salazar
Stephanie Mooney
Nylinne Nguyen
Kristopher Martinez
Dulce Mejicanos

Voting Representatives Absent:

Shaun Pelletier	City of Aliso Viejo
Michael Ho	City of Brea
Raja Sethuraman	City of Costa Mesa
Doug Dancs	City of Cypress
Dan Candelaria	City of Garden Grove
Albert Mendoza	City of La Habra
Andy Ramirez	City of La Palma
Gerald Tom	City of Laguna Woods
Chris Kelley	City of Los Alamitos
Iris Lee	City of Seal Beach

Guests Present:

Nichole Squirrell	City of Dana Point
Jonathan Lawhead	Caltrans
Kathleen Nguyen	Caltrans



AGENDA

Technical Advisory Committee

Item #1

This meeting was called to order by Chair Lai at 1:30pm.

Self-Introductions

Consent Calendar

1. Approval of Minutes

Mr. Wheeler motioned to approve the Minutes of the March 27, 2024 Technical Advisory Committee regular meeting

Ms. Vu seconded the motion.

The Minutes were approved with no further discussion.

Regular Items

2. Comprehensive Transportation Funding Programs Semi-Annual Review – March 2024 – Cynthia Morales

Ms. Morales explained stated that twice per year, OCTA conducts a Measure M2 (M2) Comprehensive Transportation Funding Programs (CTFP) Semi-Annual Review, which provides an opportunity for local agencies and OCTA to review the status of every active CTFP project.

Ms. Morales added that the goals of each semi-annual review are to determine the continued viability and delivery of projects, address local agency concerns, confirm availability of local match funds, and ensure adherence to overall M2 Ordinance No. 3 (Ordinance) requirements.

Ms. Morales stated that throughout this process, local agencies and OCTA discuss project delivery and collaborate to make course corrections through six project adjustments, as needed. Local agencies can make any of six project adjustments requests which include: delays, timely use of funds extensions, scope changes, transfers of savings, cancellations, and advances.

Ms. Morales explained that the March 2024 Semi-Annual Review opened in February and closed on March 15, 2024, and that staff has completed the review of over 270 active project phases and worked with the agencies on the 128 project adjustment requests being recommended for the TAC's approval.

Ms. Morales reported that the proposed adjustments included seven delays, where agencies experienced procurement process delays and the need to address



AGENDA

Technical Advisory Committee

Item #1

construction cost increases. Five timely use of funds extensions for signal synchronization projects due to prolonged impacts from the pandemic, as well as construction coordination delays. 27 timely use of funds extensions for Local Fair Share funds, 76 timely use of funds extensions for Senior Mobility Program funds, and seven funds extension requests from the City of Brea for Project X (Environmental Cleanup Program) grants with in-kind operations and maintenance (O&M) match commitments.

Ms. Morales explained that for older Project X Tier 1 awards, ongoing maintenance could be pledged as an agency's local match for a maximum of ten years. She stated that the extension requests submitted by the City of Brea request to go beyond the traditional ten years due to a variety of unforeseen circumstances such as the pandemic, drought conditions, and a cyber-attack that led to the loss of project records.

Ms. Morales stated that staff is proposing an exception to the ten-year maximum timeframe due to the obstacles that impacted the City's ability to meet the in-kind O&M deadlines for seven of their projects.

Ms. Morales added that there were also three requests for scope changes this cycle, one for an OCTA-led signal sync project and two for agency-led Project V (Community Based Transit) services.

Ms. Morales explained that for the signal synchronization project, the scope change involves switching out and modifying proposed equipment installations, and that the Project V scope changes entail service schedule modifications as requested by the cities of San Clemente and San Juan Capistrano for their seasonal trolley services.

Ms. Morales stated that finally, there was one transfer of savings request, and two technical corrections that were requested to adjust previously approved transfer requests from prior review cycles.

Ms. Morales stated that the approval of all 128 project adjustments identified in the staff report are requested from the Technical Advisory Committee (TAC).

Ms. Morales added that staff believes the adjustments are appropriate and necessary from a CTFP administration perspective and that upon the TAC's approval, the recommendations will be advanced to the OCTA Board of Directors (Board) for their final review and consideration in June.



AGENDA

Technical Advisory Committee

Item #1

Mr. Ponsen provided clarification on the City of San Clemente's Project V scope change request, stating that the table which read "Saturday and Sunday" was correct but that the text on Attachment B should be revised to read "Saturday and Sunday" instead of "Friday and Saturday."

Mr. Wheeler asked for more information on the City of Brea's project adjustments.

Ms. Morales explained that the City of Brea was unable to meet their O&M requirements in part due to the pandemic, drought conditions, and a cyber-attack which led to data being deleted, causing the city to start over again. She reported that the City of Brea pledged a match of \$1.9 million compared to other agencies that pledged an average of \$200,000. Ms. Morales concluded that some of the City of Brea projects will meet the O&M match requirement by the next semi-annual review cycle and others are not expected to meet their requirement until 2037.

Mr. Wheeler asked why the extension could not be limited to another ten years, if there will be minimum paybacks, and if the match commitment will ever be paid back.

Ms. Cardoso responded that eventually the City of Brea will need to replace the equipment and that could become a part of the O&M that they committed to.

Mr. Wheeler raised concerns that the City of Brea got their projects for free with no match, and when they replace the equipment, if ever, the O&M requirement will be satisfied.

Ms. Cardoso stated that the City of Brea would continue to pay for ongoing maintenance as a part of their O&M requirement, and acknowledged that the in-kind match has been a challenge under Project X and is part of the reason why it is no longer offered under Project X.

Mr. Wheeler asked if the City of Brea is restricted from receiving project funds under Project X before their O&M commitment is paid or if there are any caveats.

Ms. Alacar responded stating that for the 100-200 catch basin locations, the City of Brea will not be able to request improvements through the Tier 1 or Tier 2 program until their match requirement is met.

Ms. Alacar reiterated that until the city meets their requirements, they will be responsible for any maintenance or improvements that need to take place on all those locations and that some of the city's projects will be paid off within the next six months.



AGENDA

Technical Advisory Committee

Item #1

Ms. Alacar added that two of their eight Tier 1 grants that have O&M commitments have already received a 24-month extension in the past and they are now coming back to ask for another extension.

Ms. Alacar explained that OCTA's recommendation would reduce the number of times extensions would have to be requested from the TAC and the Board

Ms. Alacar shared that based off conversations with the City of Brea, they have improved their reporting procedures, updated their technical infrastructure, and have been working with their internal departments to meet this requirement faster than what was previously estimated at 20 years. The City of Brea has made improvements to meet their O&M requirements as soon as possible, which OCTA now estimates to be within 12 years.

Mr. Wheeler asked if a 12-year extension could be recommended instead of an indefinite extension, stating that he would feel more comfortable with a 12-year extension rather than an indefinite extension.

Ms. Alacar stated that OCTA is able to and would update the request before it goes to the Board to reflect a 12-year extension based on OCTA staff's estimates.

Mr. McLean asked if time value of adjustments plays a role when extensions are granted or if there are there adjustments to what the expected match or contributions was that goes with inflation or discount.

Ms. Alacar stated that there was not a discount, and it was not reflective of inflation per the Ordinance and the guidelines, thus the match rate will remain the same until the commitment is met.

Mr. McLean stated that to the point of having a longer extension, the City of Brea is essentially buying down their match rate commitment with lower costs in the future.

Mr. McLean added that if the city is only held to whatever the match was for the original amount, there is a discount.

Ms. Alacar responded stating that because of situations like these, OCTA no longer accepts in kind match commitments towards projects anymore for Tier 1.

Mr. Wheeler motioned to approve a 12-year extension instead of an indefinite extension.



Ms. Lai asked the TAC for any additional comments or questions.

Mr. Ames asked if the maximum grant amount for these Tier 1 projects was \$200,000 or if it was more than that.

Mr. Ames asked for clarification on if the match commitment was just to gain more points on the application and added that he did not believe that the City of Brea offered more O&M to receive a larger grant amount.

Ms. Alacar confirmed that Mr. Ames was correct, it was to get more points through the competitive process but not additional M2 funding.

Mr. Ames asked if the City of Brea overestimated their match amounts to develop more competitive applications.

Ms. Alacar confirmed that Mr. Ames was correct.

Ms. Lai asked the TAC for any additional comments or questions.

Ms. Lai clarified that the TAC was requesting for the indefinite extension to be modified to a 12-year extension and that the staff report and Attachment B should be updated as noted by Mr. Ponsen.

Mr. Wheeler motioned to approve the item.

Mr. Webb seconded the motion.

The item was passed with no further discussion.

Discussion Items

3. Orange County E-bike Safety Study – Peter Sotherland

Mr. Sotherland stated that he would be going over the conversation around E-bikes, discussing what is being done locally, what is being proposed and what can be done in the future about E-bike safety.

Mr. Sotherland's report included:

- The Orange County E-bike Safety Study is a gap analysis in available safety resources and strategies, and specifically non-infrastructure.



AGENDA

Technical Advisory Committee

Item #1

- OCTA aims to engage with community members, provide education and receive feedback from the community to provide recommendations.
- There has been a substantial increase in the use of E-bikes around the County with teenagers as the early adopters of E-bikes.
- Children are using E-bikes to replace short trips which are typically done on normal bikes, on foot, or their parents' cars.
- In terms of behavior, E-bike behavior and teenage behavior are distinct and not all riders are performing wheelies on E-bikes, it is mainly the teenage category.
- There has been an increase in ridership for commuter and major use, where E-bikes have facilitated making those medium-length trips.
- E-bikes also provide an added mobility option for the aging population.
- Regardless of the attitudes towards E-bikes, E-bikes are not likely to face a ban.
- Improvements in technology and lower prices make it easy and convenient to use an E-bike.
- There are incentive programs from the regional and state level like tax rebates for E-bike purchases.

Mr. Sotherland explained that it is difficult to obtain active transportation data because E-bikes are newer technology and the appropriate reporting mechanisms have not caught up yet.

Mr. Sotherland reported that from a safety perspective, the number of crashes has increased, but clarified that the data only counts crashes that resulted in towed E-bikes. These crashes are logged by law enforcement and represent E-bikes that have been crashed beyond the point of being operable. Working with enforcement agencies and local jurisdictions, this has been a good metric for crashes.

Mr. Sotherland reported that the tabulation of data, and finding uniform data across hospitals is difficult to find for E-bikes. but it reflected in the previous slide that these are the different age groups that we've looked at. Trauma patient data showed an increase in the number of E-bike related injuries for different age ranges, demonstrating a significant increase in injuries for riders 17 and under and tapering off in the older age groups. This data reinforces what is known about the use of E-bikes, and where E-bike safety efforts need to be centered.

Mr. Sotherland started by sharing the gross E-bike counts at locations with a dot density map. As described, the counts project was not geared towards E-bikes to start with, and E-bikes are becoming more difficult to count because they have become more and more similar looking to non-E-bikes.



AGENDA

Technical Advisory Committee

Item #1

Mr. Sotherland explained that OCTA takes counts once per year on the weekdays and once on the weekends, attempting to capture a good geographic distribution. The initial goal was to get a countywide flow map to capture bike volumes across most roadways across the county. The presented maps offer an idea of where E-bikes are most used across the county and provide an idea of the proliferation of E-bikes.

Mr. Sotherland reported that as part of a survey completed in 2023, virtually everybody who participated stated that they had seen E-bike ridership grown substantially or moderately. The survey was completed by OCTA's municipal partners and asked a wide range of questions. In response to the question of what resources are needed to help issues, 44 percent (44%) of the respondents said educational encouragement is the focus with which OCTA is tailoring its strategies going forward. Mr. Sotherland shared that enforcement came up as another potential need.

Mr. Sotherland stated that regarding the infrastructure needs, there was an even split between the need for Class I and Class IV bikeways, coming ahead of bike parking and charging, as well as Class II and Class III bikeways. One of the things that came up was the need to have a consistent and connected infrastructure.

Mr. Sotherland stated that OCTA conducted interviews, and in conversations with schools, one thing that came up was the participation of parents. OCTA offered education modules; school officials really highlighted the need for parent participation.

Mr. Sotherland shared that from the retail perspective there is a generational shift in attitudes towards mobility devices that includes a movement away from bikes or obtaining a driver's license, given the ability to utilize rideshare services instead of having the responsibility of a car.

Mr. Sotherland restated that from an educational perspective, the focus tends to be on safe E-bike operations and handling. OCTA has been encouraging riders to be courteous operators of E-bikes and to be courteous to the people around them while on the road.

Mr. Sotherland stated that there is an enforcement aspect in two forms – an education and permitting model at schools and “soft enforcement.”

Mr. Sotherland explained that this is difficult as police officers are not typically policing bike behavior, so with the influx of E-bikes there have been more requests for that to take place. OCTA is exploring what the role of enforcement agencies should be. Law enforcement has already been doing things like writing warnings or finding opportunities for education as opposed to writing a citation. There has also been



AGENDA

Technical Advisory Committee

Item #1

enforcement in the form of impound and parent engagement initiatives which have been successful.

Mr. Sotherland highlighted the City of Costa Mesa's E-bike education campaign with their schools on developing a curriculum to do educational modules.

Mr. Sotherland referenced the City of Newport Beach where a school with a student population of 1,000 students has 700-800 students riding bikes to school every day.

Mr. Sotherland added that before the pandemic, students primarily rode beach cruisers and since then, almost all the students who ride bikes are riding E-bikes.

Mr. Sotherland stated that some of these schools offer a permitting system. The permitting system is an educational program as a part of orientation week and upon completion, students earn a sticker allowing them to park their bike at the school. This is an effective model to at least ensure that the kids have taken the module.

Mr. Sotherland added that OCTA is developing print materials such as stickers and bike hangers, with OCTA's E-bike safety message and a link to OCTA's E-bike page, as well as a series of videos geared towards the teenage audience.

Mr. Sotherland explained that OCTA holds a quarterly E-bike meeting to collaborate on planning goals, enforcement issues, and educational campaigns.

Mr. Sotherland shared that OCTA will be hosting E-bike rodeos on May 18, 2024, at Niguel Hills Middle School and on June 1, 2024, at Pier Plaza in Huntington Beach.

Mr. Sotherland stated that there has been legislative action from the state such as safety training, licensing requirements, age restrictions and class restrictions. He explained that there is not much of an appetite for licensing requirements from the state, but things like safety training and a training module have been implemented.

Mr. Sotherland stated that in summary, OCTA is now in the process of proposing recommendations based on what has been found. The three main areas being data collection and evaluation, education resources and programming, and partnership and collaboration. OCTA is also looking to obtain a better idea of what is happening to make more informed decisions.

Mr. Sotherland stated that regarding partnerships, one of the most valuable things that OCTA has had is the ability to share the lessons learned and the issues that have



AGENDA

Technical Advisory Committee

Item #1

arisen. OCTA aims to continue to build on the collaboration and cooperation with the main local partners: cities, schools, hospitals, enforcement agencies, and retailers.

Mr. Sotherland reported that OCTA has found traction with retailers who depend on E-bike sales. Retailers want to develop partnerships and participate in E-bike safety related activities as their business model depends on it.

Mr. Sotherland stated that the greatest impact moving forward will be from obtaining quality data, developing a comprehensive and unified education approach, and developing effective messaging.

Mr. Sotherland explained that from a big picture perspective, transportation equity will be a growing component as the cost of E-bikes decreases and become a more viable transportation option. E-bikes have an expanding role in active transportation in planning and how plans are developed and how bikes are seen in planning documents.

Mr. Sotherland concluded by stating that E-bikes and the generational attitudes towards them will inform future OCTA approaches on planning and safety education.

Mr. Ames asked how many retailers participated in the retailer survey.

Mr. Sotherland stated that an estimated five to ten retailers participated in the survey.

Mr. Ames asked if the data on the last slide regarding nationwide trips by distance was regarding all modes of transportation or E-bikes specifically

Mr. Sotherland clarified that the data was representative of all modes of transportation.

Mr. Ames asked when the bike rodeo at Niguel Hills Middle School would take place.

Mr. Sotherland replied that it would be May 18, 2024.

Ms. Saldivar asked when the counts will be done.

Mr. Sotherland clarified that OCTA is in the process of identifying 450 locations instead of the usual 100 locations. OCTA has reached out to cities for locations that they would like bicycle counts to be conducted at. He added that the bike counts will be conducted in the late May to early June timeframe before schools go into summer vacation.



AGENDA

Technical Advisory Committee

Item #1

Mr. Wheeler asked which departments within cities are typically conducting outreach to schools.

Mr. Sotherland responded that outreach is typically done by law enforcement. He added that in the future there may be more outreach from planning or public works departments as those are the people pursuing grants.

Mr. Sotherland reiterated that there will be a final report done by the end of the year which will provide recommendations.

Mr. Ponsen asked for statistics regarding electric motorcycles without pedals versus E-bikes.

Mr. Sotherland stated that electric motorcycles are becoming an issue since they look like E-bikes and can be mistaken for E-bikes. He explained that there is education available for parents or those who might buy electric motorcycles without knowing what they are buying.

Mr. Sotherland added that electric motorcycles and modified E-bikes are not bicycles and may be subject to registration requirements.

Mr. Ponsen stated that the distinction between E-bikes and electric motorcycles is critical for education and enforcement.

Mr. Sotherland mentioned that the current count data recognizes E-bikes from other modes of transportation but does not distinguish motorized bicycles.

Mr. Sotherland reiterated that because of modifications it is becoming increasingly difficult to tell E-bikes and motorized bicycles apart.

Ms. Lai thanked Mr. Sotherland and asked if it would be possible to get a legislative update regarding E-bikes quarterly to the TAC.

Mr. Sotherland explained that Government Relations tracks legislative updates regarding E-bikes and compiles them into a matrix, and that OCTA would be able to share that information with the TAC.

Ms. Lai asked how many people in the survey participated.

Mr. Sotherland responded that the survey was sent to approximately 70 city partners with about 45 responses received and added that it was not a comprehensive survey.



AGENDA

Technical Advisory Committee

Item #1

Ms. Lai commented that the presentation showed that the greatest infrastructure need was for Class I and Class IV bikeways.

Mr. Sotherland clarified the distinction between Class I bikeways and Class I with E-bikes and acknowledged that Class I and Class IV bikeways represented the greatest infrastructure need reported from the Orange County E-bike Safety Study.

4. Correspondence

5. Committee Comments

Ms. Vu asked if OCTA is gearing up for the Olympics Transportation Plan and about cities involvement and potential meetings.

Ms. Cardoso responded that OCTA is working to become a part of the planning efforts in coordination with the LA Metro. Right now, Mr. Mortazavi and Government Relations staff are working with LA Metro to become more involved in the planning for the Olympics. OCTA is operating through LA Metro but there is also a larger community in Los Angeles.

Ms. Vu stated that she has heard about meetings taking place but has yet to receive an invitation.

Mr. Castellanos added that there are conversations happening with City Managers and Mayors, and that it would be worthwhile to find out if those individuals have been corresponded with. Meetings with LA Metro have been very high level and have not directly involved Orange County.

Mr. Chagnon asked about the status of the Project P grant applications and when cities may hear back.

Mr. Chagnon asked, since the Measure M2 Eligibility Packet is entirely electronic, why do grant applications still require a printed copy.

Ms. Alacar stated that a Project P update will be provided as a part of the Local Programs Update under Staff Comments.

Ms. Alacar added that regarding the electronic submissions for the grant applications, OCTA is considering removing the hard copy requirement to assist with streamlining the application process.



6. Staff Comments

Mr. Zhao provided a brief update on discretionary grant programs that are set to close over the next six months such as the Senate Bill 1, Sea Level Rise Adaptation Planning Grant, and added that some of the coastal cities may be interested in this. There are multiple avenues to apply for funding, there is both a planning and implementation component. Other grants are meant for transit agencies such as the Transit and Intercity Rail Capital Program (TIRCP).

Mr. Zhao added that in terms of OCTA grants, OCTA has awarded about \$250 million in non-measure funding over the last few years

Mr. Zhao reported that the Complete Streets call for projects (call) was recently released and partially awarded. Also, within the next month OCTA plans to release the Enhanced Mobility for Seniors and Individuals with Disabilities (EMSD) grant program. This grant program is typically meant for nonprofit organizations to provide specialized transit services. OCTA has hosted workshops and will host additional workshops over the next few months.

Mr. Zhao offered to have one-on-one conversations with any local agencies who are interested in applying.

Mr. Zhao shared that OCTA offers letters of support, and while not guaranteed, OCTA will review the project to ensure compliance with OCTA's planning documents and to address any potential conflicts with Orange County bus services. Also, OCTA applies for grants as well and does not offer letters of support for applications that compete with OCTA's own application.

Mr. Zhao encouraged cities to share any information with OCTA and explained that the internal review process requires executive authorization which takes some time to be approved.

Mr. Zhao stated that the last slide in the presentation provided contact information and resources that are available, including grants.gov, the California Grants Portal, the Department of Transportation Discretionary Grants Dashboard, and the Bipartisan Infrastructure Law Key Notices of Funding Opportunity.

Ms. Lai asked for clarification on the Arterial Pavement Management Program.



AGENDA

Technical Advisory Committee

Item #1

Mr. Zhao stated that every few years, if there are funds available, OCTA offers a pavement management or rehabilitation program and that the Arterial Pavement Management Program is an older version of that program.

Ms. Lai asked if OCTA plans on doing something similar again.

Mr. Zhao clarified that there is high demand but that it depends on fund availability. He added that the most recent program was in 2021 as a part of the Pavement Management Relief Funding (PMRF) Program.

Ms. Alacar presented a report in response to a request from the March TAC meeting for more information on how OCTA makes projections on future regional capacity funding needs. OCTA looks to the agencies and the Capital Improvement Programs (CIP) from the most recent eligibility submittal packages. Information is collected based on what is submitted by the cities and by project types.

Ms. Alacar explained how an interchange project could be potentially eligible under the Freeway Arterial/Streets Transition (FAST) program, an intersection project could be eligible under the Intersection Capacity Enhancement (ICE) program, and how extension and widening projects may be eligible under the Arterial Capacity Enhancement (ACE) program.

Ms. Alacar stated that before each call, local agencies will hear from OCTA through Consultant, Paul Rodriguez, to review CIP submissions and reach out regarding projects that are expected to be a part of the call.

Ms. Alacar reported that based on the last version of CIPs from the cities, there is an estimated funding need of \$575 million from fiscal year (FY) 2024 to FY 2030.

Ms. Alacar added that OCTA collects this information from project applications that M2 has funded, typically from the engineering or plans, specifications, and estimates (PS&E) phase. Each city is required to provide the complete project cost from design to construction for each project. The report does not list amounts in FY 2024 or FY 2025 because the projects would have already been confirmed through the 2023 or 2024 call.

Ms. Alacar stated that based on these M2 funded projects, this represents another \$385 million over the next seven years that could require Regional Capacity Program (RCP) funds.



AGENDA

Technical Advisory Committee

Item #1

Ms. Alacar addressed potential demand, stating that OCTA summed the totals from the CIP tables and from projects from previous calls, for a total of \$961 million in project costs.

Ms. Alacar added that assuming agencies are eligible for a maximum reduction of 25 percent (25%), is where the \$720 million figure comes from to determine the anticipated RCP funding needs.

Mr. Wheeler asked about possible double counting in the tables that were presented, how the costs for Los Patrones were included, and for clarification on the \$229 million noted in FY 2030.

Ms. Alacar clarified that the projects Mr. Wheeler was referring to were projects where the funding source is unknown or funded by local agencies. Anything not tied to ACE, ICE or FAST is included in the CIP table. The \$229 million figure is a combination of other projects, and that Los Patrones would not be counted there as the PS&E phase has already been funded.

Mr. Chagnon commented about the Los Patrones and Ortega Highway projects being funded by Caltrans and through the State Climate Resilience Improvement Plan (SCRIPT) and expressed concerns about Los Patrones being funded by OCTA. He expressed concern that the projects should be evaluated carefully for other ways to be funded.

Mr. Chagnon requested that the group make a formal request to the County for the status of the SCRIPT agreement funds.

Mr. Chagnon recognized that the agreement allows funds to be used for other projects that are not listed and would like to see SCRIPT funds go towards the Ortega Highway before any M2 funds.

Ms. Cardoso mentioned that OCTA can investigate this further but acknowledged there may be state funds intended for the Ortega Highway project as well.

Mr. Webb asked about projects where the city has not identified a funding source for yet and asked about how much of the gas tax is going towards the projects.

Ms. Alacar responded that if the project was not listed in the CIP, then it was not reflected in the reported summary. She acknowledged that there could be more funding need that is not included.



AGENDA

Technical Advisory Committee

Item #1

Ms. Lai asked the TAC if they would share if there are projects such as roadways that the cities have not applied for yet.

Mr. Webb suggested asking cities about what projects are out there without being specific. There are projects that cannot be brought forward and provided the example of not wanting to list a project going through eminent domain as a part of a plan.

Ms. Cardoso stated that OCTA does not normally ask the cities for interest in projects unless there is a funding program behind it. There is concern that if a request was sent out that there would then be an expectation that there is a new funding program.

Ms. Cardoso added that Mr. Rodriguez looks through the CIPs and asks the agencies for what projects they may be submitting but that OCTA would consider reaching out to all agencies.

Mr. Ames supported making the list more accurate and asked if the funding needs analysis would be done again since M2 eligibility packages are due for half the cities in June.

Ms. Alacar affirmed that the RCP future funding needs analysis is typically done in preparation for a call, with the next one anticipated in preparation for the 2025 call.

A little later in the meeting, Mr. McLean asked where the RCP costs for Los Patrones came from as they were not consistent with the County's CIP going to the Board in June. He also shared that the County is using SCRIPT and Gas Tax funds for the project approval and environmental document (PA/ED) phase.

Ms. Alacar stated that the numbers came from what was provided as a part of the application and that they have not been escalated.

Ms. Alacar concluded the discussion on future potential RCP funding needs and began the Local Programs update presentation.

Ms. Alacar reported that the 2024 Project X Tier 1 and Tier 2 calls for projects were issued earlier in the year in mid-February. The deadline for Tier 1 applications is tomorrow. For Tier 2 projects, the application deadline is on May 16, 2024, at 5:00pm. She encouraged staff to review the updated Tier 2 guidelines and reminded local agencies that they are required to enter the technical project information into the OC Stormwater tool.



AGENDA

Technical Advisory Committee

Item #1

Ms. Alacar provided a reminder regarding the FY 2025 M2 eligibility requirements. The Board approved the guidelines on March 11, 2024, starting the new eligibility cycle, with phase one submittals due in about two months on the last Friday in June. She encouraged staff to reach out to Stephanie Mooney with any questions.

Ms. Alacar stated that if cities plan on or anticipate any indirect/overhead expenses, please work with your respective Finance Director and staff to ensure the city has a reasonable methodology as to how the city comes up with the indirect expense shares and calculations. This has been a more frequent problem that has had negative impacts on eligibility status.

Ms. Alacar stated that for the Project V 2024 call, OCTA is in the process of reviewing the applications and was targeting a June board approval date but may be pushed back to July or August. OCTA is reviewing existing services that have grant terms that end on June 30, 2024 or any exhaustive funding. Due to the volume and complexity of the review process, it is taking longer to evaluate and make final recommendations.

Ms. Cardoso requested that cities submit any invoices for existing Project V services through at least December 2023 to understand the costs for existing services and determine how much to allocate for those services. OCTA will likely require submittal of invoices before going to the Board with recommendations to confirm how much funding is needed for existing services and how much might be available for new services.

Ms. Alacar reported that cities should expect to hear from the consultants who are helping OCTA with the streamlining process. There will be a survey link within the next week or so asking about experience with the payment process. The goal is to understand everything from the user end. It will be sent out to the project managers. Please update the contact information if anything has changed.

Ms. Alacar stated that the survey would be open for ten days and asked staff to complete the survey as soon as possible.

Mr. Castellanos requested the survey to be sent to the public works directors and city engineers, adding that there are issues beyond the project managers.

Ms. Scott supported this request.

Ms. Cardoso agreed to do so but also explained that the consultant group is scheduling interviews with higher level city staff from approximately ten agencies that



volunteered previously. The information they can provide is expected to be different than what the survey could provide.

7. Items for Future Agendas – No comment

8. Caltrans Local Assistance Update

Mr. Lawhead stated that the deadlines to submit allocations and time extensions to District Local Assistance are April 29, 2024, for the June 2024 California Transportation Commission (CTC) Meeting and June 17, 2024, for the August 2024 CTC Meeting.

Mr. Lawhead stated that the deadline to submit inactive invoices for this quarter was on May 23, 2024, and the new inactive quarter began on April 1, 2024.

Mr. Lawhead stated that reminders would be sent to agencies with inactive quarters once headquarters provides a new active list and that inactivity may prevent E-76s from being processed. He encouraged local agencies to contact their area engineer or planner with questions or issues submitting invoices.

Mr. Lawhead stated that the Active Transportation Program (ATP) Cycle 7 call was March 21 and 22, 2024, with a June 17, 2024, application deadline.

Mr. Lawhead added that there will be an HSIP Cycle 12 webinar taking place on May 21, 2024, and cycle 12 funds will be either state or federally funded.

Mr. Lawhead stated that the Clean California Local Grant Program, Cycle 1 delivery deadline is June 30, 2024, without an extension. He added that if an extension will be required, city staff should reach out to their assigned Local Assistance Area Engineer as soon as possible.

Mr. Lawhead stated that the Quality Assurance Program (QAP) forms need to be updated and approved every five years as DBE and QAP forms are needed to process E-76s and receive federal funding. He added that annual forms 9A, 9B, 9C will need to be on file and current in order to have requests for authorization processed. He directed local agencies to their area engineer or planner with questions or issues submitting DBE and QAP forms.

Mr. Lawhead stated that there is a new process to request extensions for project end dates (PED). The new process is entirely online and replaces the old E-76 system. He explained that it is important to request a PED extension because work done after a



AGENDA

Technical Advisory Committee

Item #1

PED cannot be reimbursed. Mr. Lawhead provided resources containing more information and a report listing upcoming PED expirations.

Mr. Lawhead presented an update regarding CRRSAA/PMRF funding for unobligated projects. He stated that last June there was a rescission of CRRSAA funds and in December there was a decision for projects to receive state funds.

Mr. Lawhead reminded staff that the state funded projects must submit allocations requests by the end of April. Area engineers should have been in correspondence regarding this matter.

Mr. Lawhead presented available training opportunities materials

Mr. Lawhead reminded everyone that any project using federal funds must adhere to Title VI requirements.

Mr. Lawhead shared the updated Caltrans staffing chart.

Mr. Ames stated that he had just submitted his CRRSAA documentation and thanked Caltrans for their correspondence.

Mr. Ngo asked when projects would be available to bid

Mr. Lawhead thanked staff for their patience and explained that once the formal allocation approval is received, cities may start advertising projects.

Mr. Ngo asked when the authorization can be expected by.

Mr. Lawhead stated that typical turnaround times have been two to three weeks.

9. Public comments – None

10. The meeting was adjourned at 3:42 p.m.



AGENDA

Technical Advisory Committee

Item #3

Measure M2 CTFP Guidelines Proposed Modifications – 2025 Call for Projects



June 26, 2024

To: Technical Advisory Committee

From: Orange County Transportation Authority Staff

Subject: Measure M2 Comprehensive Transportation Funding Programs – Proposed Guideline Modifications for the 2025 Call for Projects

Overview

Measure M2 allocates net revenues for the development of various competitive programs which provide funding for transit, environmental cleanup, and local streets and roads projects. Funding for local streets and roads projects is anticipated to be made available, subject to Board of Directors approval, through a 2025 call for projects for the Regional Capacity Program and Regional Traffic Signal Synchronization Program. Staff has updated the Comprehensive Transportation Funding Programs Guidelines and is seeking approval to advance these proposed revisions to the Orange County Transportation Authority's Board of Directors for consideration and approval.

Recommendation

Approve the proposed updates to the Comprehensive Transportation Funding Programs Guidelines for advancement to the Board of Directors.

Background

The Regional Capacity Program (RCP) provides Measure M2 (M2) Project O funding for improvements to the Orange County Master Plan of Arterial Highways (MPAH). The program also provides funding for intersection improvements and other projects to help improve street operations and reduce congestion.

The Regional Traffic Signal Synchronization Program (RTSSP) provides M2 Project P funding for multi-agency, corridor-based signal synchronization throughout Orange County to support efficient operation of existing arterials.

These programs allocate funds through a competitive process and target projects that improve traffic flow by considering factors such as degree of congestion relief, cost effectiveness, and project readiness.

The Comprehensive Transportation Funding Programs (CTFP) serves as the mechanism through which the Orange County Transportation Authority (OCTA) staff administer the RCP and RTSSP, as well as other competitive transit (Projects S, T, and V) and environmental cleanup (Project X) programs.

The CTFP Guidelines (Guidelines) identify procedures and requirements that local agencies must satisfy in order to apply for M2 funding and how project applications are evaluated. The Guidelines also define how local agencies can seek reimbursement once funds are awarded. The Guidelines were first approved by the OCTA Board of Directors (Board) on March 22, 2010 and were recently updated for Off-Cycle Guidelines Revisions in May 2024. The off-cycle edits addressed a variety of areas including clarifications to timely use of funds, scope changes, and streamlining of the CTFP payment process.

Discussion

As part of the original Guidelines approval in 2010, the Board made provisions to modify and adjust the guidelines as needed. In anticipation of Board approval of the 2025 RCP and RTSSP annual call for projects (call) later this year, staff has reviewed the Guidelines and is recommending updates.

A summary of the more significant recommended modifications is provided below. For a more detailed summary, see Attachment A, which provides a table of the 50 proposed changes, as well as Attachment B, which provides a red-lined version of all proposed Guidelines changes. It should also be noted that for simplicity, proposed changes that were deemed to be non-substantive (i.e., wording/grammatical, streamlining, and clarifications) are generally not identified.

Guidelines updates for this call cycle include date changes to reflect a 2025 call cycle, expanded eligibility for pavement rehabilitation and bike facilities incidental to roadway improvements, bonus points for added improvement description and analysis of Class II and Class IV facilities, clarifying guidance for “route” project applications, removal of points for implementation within 12 months, added points to incentive multi-jurisdictional signal synchronization projects, and other minor clarifications, where appropriate. The most significant of the proposed revisions are listed below:

Regional Capacity Program

- Clarify that for applications with final engineering underway, the final design plans must be submitted prior to encumbrance/contract award.

- For Current Project Readiness, clarify that points are earned for the highest qualifying designation at the time of application submittal.
- Allow for rehabilitation and/or resurfacing of incidental pavement area within the proposed project limits on a case-by-case basis.
- Clarify that additional right-of-way (ROW) and construction (CON) eligibility to accommodate pedestrian or bike improvements as a complementary feature to the MPAH project includes Class IV bike paths, in addition to Class II bike lanes.
- Add language that construction of eligible bike facilities shall not exceed 25 percent (25%) of M2 construction grant.
- Update bike improvement eligibility to include Class IV, in addition to Class II, if included in an approved transportation plan or circulation element.
- Specify that Class I bike facilities are not eligible and that all proposed bike facilities must be Class II or Class IV improvements to be funded with up to 25% of the grant, subject to match requirements.
- Class II and Class IV bike facilities may score up to five bonus points for providing additional description and quantitative analysis, but this is not required to be considered for funding.

Regional Traffic Signal Synchronization Program

- Noted that OCTA-led projects are not available for this call cycle.
- For “grid” and “route” projects, allow for more than 50 signalized intersections.
- Update guidance for “route” projects with the following items: Clarify that per the Regional Traffic Signal Synchronization Master Plan, Project P projects are corridor-based. Route projects that include more than two corridors must provide actual vehicle counts and a qualitative depiction of the route, highlighting Origin-Destination points to demonstrate the interconnected and coherent route. Specify that routes should not break up eligible and/or previously synchronized corridors. State that route projects must submit a draft application at least four weeks prior to the application deadline or will be automatically disqualified.
- Clarify that project characteristic improvements and requirements apply to signalized intersections that are part of the application including offset signal improvements for eligible applications.
- Increase points for multi-jurisdictional involvement.
- Remove points for completing primary implementation within 12 months.

Requests have been made by the TSC and TAC to consider changes related to the eligibility of Class I bike paths, Class IV bike lanes, and pavement

rehabilitation. Edits have been incorporated to allow for additional pavement rehabilitation within the project limits and to allow for RCP funds to be used to support Class IV bike lanes. However, for now, OCTA staff is recommending that Class I bike paths continue to be considered ineligible and be reflected in the CTFP guidelines as such, until more study can be done to justify the benefit of Class I facilities to the MPAH. These types of facilities may be reconsidered for eligibility in the future.

Any additional comments or discussion provided at the TAC will be considered for the Guidelines, and if all agree, would be included prior to being recommended to the Board in August 2024.

Next Steps

If the recommended changes in this report are approved by the TAC, they will be advanced to the OCTA Regional Transportation Planning (RTP) Committee and to the Board for review and approval in August. Board approval in August would initiate the 2025 RCP and RTSSP call. The call timeline is anticipated to proceed as follows:

- Board consideration of guidelines and authorization to issue call: August 12, 2024
- Application submittal deadline: October 24, 2024
- TSC/TAC review of recommended project awards: February/March 2025
- RTP Committee/Board consideration of recommended project awards: April/May 2025

Summary

The CTFP Guidelines serve as the mechanism to administer the RCP and RTSSP, as well as other competitive funding programs. In anticipation of a potential 2025 annual call for the RCP and RTSSP programs, staff is seeking approval of proposed modifications to these guidelines. If approved by the TAC, these recommended updates will be submitted to the OCTA Board for review and final approval as part of a 2025 call authorization request later this year.

Attachments

- A. 2025 CTFP Guidelines (Projects O and P) – Proposed Changes List
- B. Comprehensive Transportation Funding Programs, Guidelines Excerpt, Proposed Revisions

2025 CTFP Guidelines (Project O and P) – Proposed Changes List

No.	Chapter	Section	Page No.	Proposed Change
1	III	Definitions/Encumbrance	x	Clarify that for projects considered for an administrative delay, entering into the procurement process with proof of advertising may be considered an encumbrance of funds.
2	III	Definitions/Final Design	xii	Add "final design" as a term defined as 100 percent (100%) completion of project design plans. The term "final design" to be used synonymously with "Plans, Specifications, and Estimates" or "PS&E."
3	V	Precepts	xx	Clarify that 10 percent (10%) contingency applies to right-of-way activity based on current practice.
4	V	Precepts	xx	Clarify that funds not encumbered within the fiscal year (FY) the funds are programmed will be result in the grant being cancelled unless a delay has been approved by OCTA, either through Board of Directors action or administrative delay.
5	7	Applications	7-3	Update three-year programming cycle to FY 25/26 - 27/28 and application due date to October 24, 2024, by 5:00 p.m.
6	7	Exhibit 7-1 to 7-3 Application Checklist Guide	7-5, 7-6, 7-7	Clarify that if final engineering is underway, final design (100% PS&E) plans must be submitted prior to encumbrance/contract award.
7	7	Project Cost Estimate Form	7-8	Clarify easements as relevant information to include in ROW cost estimate form.
8	7	Additional Information	7-11	Clarify that traffic counts taken no more than 36 months prior to the application date may be accepted. No substantive change from existing guidelines.
9	7	Application Review Process	7-14	Update tentative schedule for a 2025 call as follows: <ul style="list-style-type: none"> • Board authorization to issue call: August 12, 2024 • Application submittal deadline: October 24, 2024 • TSC/TAC Review: February/March 2025 • Committee/Board approval: April/May 2025
10	7	Funding	7-14	Add language that OCTA is available to review elements of the project design at any time throughout the duration of the M2 grant to ensure that local agencies are aware of ineligible activities and/or potentially ineligible elements within a funded project. Specify that OCTA highly recommends that local agencies with funded projects request this design review prior to initiating project implementation activities such as commencing ROW acquisitions or entering into a construction contract in order to allow for design changes by the grantees, as needed.
11	7	Eligible Activities	7-15, 7-33, 7-44	Move rehabilitation and/or resurfacing of existing pavement when necessitated by proposed improvement (such as change in profile and cross section) to Eligible Activities section from Potentially Eligible Items section.
12	7	Potentially Eligible Items	7-16, 7-33, 7-45	Add rehabilitation and/or resurfacing of incidental pavement areas within the proposed project limits is eligible, up to a maximum of ten percent (10%) of the M2 construction grant, subject to match requirement. Applicant should identify incidental pavement with application, separating incidental pavement costs from the proposed improvement pavement costs. Cost must be incidental/insubstantial to the project.
13	7	Potentially Eligible Items	7-16, 7-33, 7-45	Clarify that additional ROW and CON to accommodate pedestrian or bike improvements as a complementary feature to the MPAH project is eligible, and that this includes Class IV bike lanes, in addition to Class II bike facilities which are currently eligible. Limits construction of eligible bike facilities to 25 percent (25%) of the M2 construction grant.
14	7	Ineligible Expenditures	7-18, 7-34	Specify Class I bike facilities as an example of an ineligible expenditure when improvements are greater than the typical ROW width for the applicable MPAH Roadway Classification.
15	7	Ineligible Expenditures	7-18, 7-34, 7-47	Specify that ROW and/or CON for Class I bike facilities is not eligible.
16	7	Selection Criteria, New Facilities,	7-23, 7-26, 7-38, 7-50	Update 2025 call deadline for OCTAM modeling requests to September 12, 2024, which is six (6) weeks prior to the application submittal deadline.

2025 CTFP Guidelines (Project O and P) – Proposed Changes List

No.	Chapter	Section	Page No.	Proposed Change
17	7	Selection Criteria/ Current Project Readiness	7-23, 7-36, 7-48	For Current Project Readiness, clarify that points are earned based on the highest qualifying designation at the time applications are submitted.
18	7	Selection Criteria/ Operational Attributes	7-24, 7-37, 7-48 to 7-49	Replace references to bike improvements to "bike <u>facilities</u> " from "bike <u>lanes</u> ." For Bike Facilities, update bike improvement eligibility to include Class IV, in addition to Class II which is currently eligible, and emphasize that bike facilities must be a complementary feature to an MPAH project. Specify that: Class I is not eligible. All bike facilities must be included in an approved transportation plan or circulation element. For roadway projects that include Class II and Class IV features, providing supplementary description and quantitative analysis that describe how the bike improvements will help improve street operations and reduce congestion may result in applications receiving up to five (5) bonus points.
19	7	Table 7-1/ Street Widening Selection Criteria Table 7-3/ Intersection Improvement Selection Criteria Table 7-5/ Interchange Improvement Selection Criteria	7-30, 7-43, 7-54	Add bonus points for a maximum of five (5) points for additional details and quantitative analysis accepted for Class II or Class IV bike facilities that are included as a complementary feature of the MPAH roadway project application. Maximum possible points will remain unchanged at 100, inclusive of bonus points.
20	7	Table 7-2/ Street Widening Point Breakdown Table 7-4/ Intersection Widening Point Breakdown	7-31, 7-45	For Operations Attributes, replace reference to bike improvements to "Bike <u>Facilities</u> " from "Bike <u>Lanes</u> ." Add bonus points for a maximum of five (5) points for additional details and quantitative analysis accepted for Class II or Class IV bike facilities that are included as a complementary feature of the MPAH roadway project application. Maximum possible points will remain unchanged at 100, inclusive of bonus points.
21	7	Table 7-2/ Street Widening Point Breakdown Table 7-4/ Intersection Widening Point Breakdown	7-33, 7-45	In accordance with prior edit, change text from "bike lanes" to "bike facilities". No effect on points.
22	7	Selection Criteria/ Current Project Readiness	7-36	For Final Design, clarify that final design is equivalent to 100 percent (100%) PS&E.
23	7	Caltrans Coordination	7-51	Clarify that only eligible cities or the County of Orange may submit applications and receive funds.
24	7	Table 7-6/ Interchange Improvement Point Breakdown	7-55	For Operational Attributes, add "Bike Facilities (New)" as an improvement feature with a score of four (4) points. Add bonus points for a maximum of five (5) points for additional details and quantitative analysis accepted for Class II or Class IV bike facilities that are included as a complementary feature of the MPAH roadway project application. Maximum possible points will remain unchanged at 100, inclusive of bonus points.
25	8	Overview	8-1	Update references to the Traffic Signal Synchronization Master Plan to reflect the formally accepted title of "Regional Traffic Signal Synchronization Master Plan" or RTSSMP.
26	8	2025 Call for Projects, Application Process	8-2, 8-4	For "grid" and "route" projects, allow for more than fifty (50) signalized intersections to provide agencies with option to include number of signals as needed and not break up corridors that may impact future applications. Removes limitation of 50 total number of signalized intersections.
27	8	2025 Call for Projects	8-3	Clarify that final reports are needed for both primary implementation (PI) and operations and maintenance (O&M) phases before reapplying for funding. Clarify that the data collection and timing waiver is only available to applicants that have full Baseline Project participation. Caltrans has declined to participate, but we are allowing applicants to claim full participation even if they have Caltrans as a participating agency on the application.
28	8	Applications	8-3	Update application due date to October 24, 2024 by 5:00 p.m.
29	8	Application Process	8-4	Clarify that complete photographic field review (including cabinet interiors and communication facilities) is needed for all projects that request OCTA to lead.
30	8	Lead Agency	8-6	Update that OCTA Lead is not available for the 2025 call for projects.
31	8	Application Review and Program Adoption	8-7	Update tentative schedule for a 2025 call as follows: <ul style="list-style-type: none"> • Board authorization to issue call: August 12, 2024 • Application submittal deadline: October 24, 2024 • TSC/TAC Review: February/March 2025 • Committee/Board approval: April/May 2025

2025 CTFP Guidelines (Project O and P) – Proposed Changes List

No.	Chapter	Section	Page No.	Proposed Change
32	8	Project Definition	8-8	Clarify that projects previously awarded RTSSP funding must be complete with a Final Report for both phases primary implementation (PI) and operations and maintenance (O&M) phases in order to reapply.
33	8	Project Definition	8-8	Clarify that Caltrans is excluded from Baseline Project participation requirement for data collection and timing waiver. Clarify that offset signal improvements are only available to applications that have full Baseline Project participation, excluding Caltrans.
34	8	Project Definition	8-8	Update guideline information for "route" projects with the following items: <ul style="list-style-type: none"> Clarify that per the RTSSMP, Project P projects are corridor-based. Specify that route projects that include more than two corridors must provide current Origin-Destination (OD) count data (field or third-party crowdsourcing accepted) and a qualitative depiction of the route, clearly highlighting the OD points in order to demonstrate how the route offers a coherent, interconnected, and logical path. Specify that routes should not break up eligible and/or previously synchronized corridors. Specify that route projects must submit a draft application for review to OCTA at least four weeks prior to the submission deadline, no later than September 26, 2024, to ensure projects align with Project P objectives. Failure to do so will automatically disqualify the application from consideration.
35	8	Eligible Activities	8-9	Clarify that signal synchronization timing parameters may be waived if ALL the applicants (excluding Caltrans) are participating in the Baseline Project. Reiterate that all data collection, timing development and implementation for Caltrans intersection(s) included in the project will be the responsibility of the applicant. And point out that funding/effort is allowed as part of the application.
36	8	Eligible Activities	8-9	Clarify that regardless of Baseline Project participation, as part of the closeout process, an O&M Report is required to document activities of the O&M phase.
37	8	Eligible Activities	8-9	Clarify that regardless of Baseline Project participation, the results of the "before" and "after" studies shall be included in the PI Report.
38	8	Eligible Activities	8-9	Reiterate the waiver for the development and implementation of timing will only be considered if ALL participating agencies are part of the Baseline Project, excluding Caltrans.
39	8	Selection Criteria	8-10	Specify that the applicant is encouraged to verify offset signal numbers with OCTA prior to submission as changes are not allowed after submission.
40	8	Project Characteristics	8-11	Add clarifying language that project characteristic improvements and requirements apply to signalized intersections that are part of the application including offset signal improvements for eligible applications.
41	8	Project Characteristics	8-14	Minor change to correct bullet formatting. <ul style="list-style-type: none"> High intensity Activated crosswalk signaling systems (HAWK) Pedestrian detection modules Bicycle detection modules, etc.
42	8	Project Characteristics	8-15	Add requirement that applicants shall include a breakdown of TMC/TOC improvements as an appendix to the Supplemental Application.
43	8	Project Scale	8-16	For routes, define the percent of signals being retimed will be calculated as the average of total project signals to total possible signals on each corridor that are part of the route.
44	8	Number of Jurisdictions	8-16	Increase points earned for including multiple local agencies as part of the project from 10 to 15 points to encourage multi-jurisdictional signal synchronization efforts.
45	8	Current Project Status	8-16	Specify that all corridors within a "route" or "grid" project must satisfy the 75% current project status requirement to qualify.
46	8	Current Project Status	8-16	Remove points for completing primary implementation (PI) within 12 months due to lack of utilization by applicants.
47	8	Table 8-1 Point Breakdown	8-18	Revise point breakdown for number of jurisdictions included in the project for a maximum of 15 points.
48	8	Table 8-1 Point Breakdown	8-18	For current project status remove points for implementation within 12 months.
49	8	Minimum Eligibility Requirements	8-19	Clarify that local agencies may participate in the RTSSP if they have met M2 eligibility requirements.
50	8	Matching Funds	8-20	Minor update to rename "Benefit to project" as "Description of work" to match the current supplemental application.

COMPREHENSIVE TRANSPORTATION FUNDING PROGRAMS GUIDELINES **EXCERPT** **PROPOSED REVISIONS**

2025 CALL FOR PROJECTS

Orange County Transportation Authority

TABLE OF CONTENTS

I. Overview	vi
Background	vi
Guidelines Overview	vi
II. Funding Sources	viii
Renewed Measure M.....	viii
State/Federal Programs	ix
Call for Projects	ix
III. Definitions	x
IV. Acronyms	xiv
V. Precepts	xix
Chapter 1 - Eligibility	1-1
Overview	1-1
MPAH Consistency Review and Amendment Process.....	1-1
Additional Information Regarding MPAH	1-2
Chapter 2 – Project Programming	2-3
Program Consolidation	2-3
Sequential Programming Process – RCP	2-3
Tiered Funding	2-4
Funding Projections – Call for Projects	2-4
Project Cost Escalation	2-4
Programming Adjustments.....	2-4
Project Readiness	2-5
Programming Policies	2-5
Schedule Change Requests.....	2-6
Timely Use of Funds.....	2-7

Project Advancements	2-7
Semi-Annual Review	2-7
Environmental Cleanup Program Operations and Maintenance Reporting	2-9
Chapter 3 – Safe Transit Stops (Project W).....	3-1
Purpose	3-1
Eligible Applicants.....	3-1
Application	3-1
Evaluation Criteria	3-2
Available Funding	3-2
Eligible Costs.....	3-2
Chapter 4 – Transit Extensions to Metrolink (Project S).....	4-1
Fixed Guideways	4-1
Bus and Station Vans	4-6
Chapter 5 – Metrolink Gateways (Project T)	5-1
Chapter 6 – Community-Based Transit/Circulators (Project V).....	6-1
Overview	6-1
2024 Call for Projects	6-3
Applications	6-3
Application Process.....	6-3
Application Guidelines	6-4
Scoring Criteria	6-5
Application Review and Program Adoption	6-7
Funding Information.....	6-8
Project Participation Categories.....	6-8
Ineligible Categories.....	6-11
Project Requirements	6-11
Agency Match Requirements	6-13

Eligibility Requirements.....	6-14
Reimbursements.....	6-15
Calculation of Payment.....	6-15
Project Cancellation.....	6-17
Audits.....	6-17
Chapter 7 – Regional Capacity Program (Project O).....	7-1
Overview.....	7-1
2025 Call for Projects.....	7-3
Applications.....	7-3
Attachments.....	7-8
Additional Information.....	7-9
Application Review Process.....	7-13
Funding.....	7-14
Arterial Capacity Enhancements (ACE).....	7-15
Intersection Capacity Enhancements (ICE).....	<u>7-32</u>
Freeway Arterial/Streets Transitions (FAST).....	<u>7-44</u>
Regional Grade Separation Program (RGSP).....	<u>7-56</u>
Chapter 8 – Regional Traffic Signal Synchronization Program (Project P).....	8-1
Overview.....	8-1
2025 Call for Projects.....	8-2
Applications.....	8-3
Application Review and Program Adoption.....	8-6
Chapter 9 – Reimbursements and Reporting.....	9-1
Procedures for Receiving Funds.....	9-1
Availability of Funds.....	9-2
Cancellation of Project.....	9-2
Project O - Regional Capacity Program Initial Payment.....	9-3
Project O - Regional Capacity Program Final Report and Payment Process.....	9-6

Project P - Regional Traffic Signal Synchronization Program Reimbursements and Reporting Requirements.....	9-12
Project X - Environmental Cleanup Program Reimbursements & Reporting Requirements.....	9-16
Chapter 10 – Audits	10-1
Chapter 11 – Environmental Cleanup Program (Project X).....	11-1
Tier 1 Grant Program.....	11-3
Tier 2 Grant Program	11-15
Exhibits	
Exhibit IV-1 Coastal Zone Boundary	xxiii
Exhibit 6-1 Point Breakdown & Application Checklist for Project V	6-15
Exhibit 6-2 Project V Sample Resolution.....	6-16
Exhibit 7-1 ACE CTFP Application Checklist Guide	7-5
Exhibit 7-2 ICE CTFP Application Checklist Guide.....	7-6
Exhibit 7-3 FAST CTFP Application Checklist Guide	7-7
Exhibit 7-4 Sample Resolution for CTFP Projects.....	7-11
Exhibit 7-5 Standard MPAH Cross Sections	7-18
Exhibit 8-1 RTSSP Project P Application Checklist.....	8-22
Exhibit 8-2 RTSSP Sample Resolution	8-23
Exhibit 11-1 ECP Tier 1 Scoring Criteria	11-8
Exhibit 11-2 ECP Tier 1 Sample Resolution	11-12
Exhibit 11-3 ECP Tier 2 Scoring Criteria	11-24
Exhibit 11-4 ECP Tier 2 Sample Resolution	11-25
Tables	
Table 4-1 Point Breakdown for Project S (Fixed Guideway).....	4-12
Table 4-2 Point Breakdown for Project S (Bus and Station Van).....	4-13
Table 5-1 Point Breakdown for Project T	5-7
Table 6-1 Maximum Annual Project V Funding Allocation	6-8

Table 6-2 Project V Scoring Criteria	6-18
Table 7-1 Street Widening Selection Criteria	7-28
Table 7-2 Street Widening Point Breakdown	7-29
Table 7-3 Intersection Widening Selection Criteria	7-39
Table 7-4 Intersection Widening Point Breakdown	7-40
Table 7-5 Interchange Improvement Selection Criteria	7-50
Table 7-6 Interchange Improvement Point Breakdown	7-51
Table 8-1 RTSSP Point Breakdown	8-16

I. Overview

On November 6, 1990, Orange County voters approved Measure M, a 20-year half-cent local transportation sales tax. All major transportation improvement projects and programs included in the original Measure M have been completed or are currently underway.

Expected growth demands in Orange County over the next 30 years will require agencies to continue to invest in transportation infrastructure projects. A collaborative effort between County leaders and the Orange County Transportation Authority (OCTA) identified additional projects to fund through an extension of the Measure M program. Voters approved Measure M2 (M2) on November 7, 2006. Ordinance No. 3 (Ordinance) outlines all programs.

Background

A robust freeway network, high occupancy vehicle & toll lanes, a Master Plan of Arterial Highways (MPAH), extensive fixed route and demand response bus service, commuter rail, and bicycle/pedestrian facilities comprise Orange County's transportation system. Future planning efforts are considering high speed rail service as part of a statewide system. Separate agencies manage and maintain each transportation component with a common purpose: mobility.

OCTA is responsible for planning and coordination of county regional transportation components. Local agencies generally oversee construction and maintenance of roadway improvements using a combination of regional and local funding sources derived from grants and formula distributions.

The Comprehensive Transportation Funding Programs (CTFP) represents a collection of competitive grant programs offered to local agencies. OCTA administers a variety of additional funding sources including M2, state/federal gas taxes, and Transportation Development Act (TDA) revenues.

Guidelines Overview

This document provides guidelines and procedures necessary for Orange County agencies to apply for funding of transportation projects contained within the CTFP through a simplified and consistent process. Each program has a specific objective, funding source and set of selection criteria detailed in separate chapters contained within these guidelines.

Guidelines are updated on a periodic basis in coordination with local agencies working through the Technical Steering Committee (TSC) and Technical Advisory Committee (TAC). Modifications to the guidelines are discussed in detail with the local agency

representatives during the TSC and TAC meetings held to review and approve the updated guidelines.

Additionally, OCTA may add, modify, or delete non-M2 programs over time to reflect legislative action and funding availability.

II. Funding Sources

Renewed Measure M

M2 is a 30-year, multibillion-dollar program extension of the original Measure M (approved in 1990) with a new slate of planned projects and programs. These include improvements to the County freeway system, streets and roads network, expansion of the Metrolink system, more transit services for seniors and the disabled as well as funding for the cleanup of roadway storm water runoff.

OCTA shall select projects through a competitive process for the Regional Capacity Program (RCP) (Project O), the Regional Traffic Signal Synchronization Program (RTSSP) (Project P), the various transit programs (Projects S, T, V and W), and the Environmental Cleanup Program (ECP) (Project X). Each program has a specific focus and evaluation criteria as outlined in the guidelines.

OCTA shall distribute Local Fair Share (LFS) Program (Project Q) funds on a formula basis to eligible local agencies. The program receives 18 percent (18%) of Net Revenues. The formula is based upon three components:

- Fifty percent (50%) based upon population
- Twenty-five percent (25%) based upon centerline miles on the existing MPAH
- Twenty-five percent (25%) based upon local agency's share of countywide taxable sales

Projects that are wholly funded by M2 LFS revenues and/or local sources are not subject to a competitive process. However, program expenditures must maintain certain criteria as outlined in the Ordinance and M2 Eligibility Guidelines. Local agencies must conform to annual eligibility requirements in order to receive LFS funding and participate in the CTFP funding process. Key requirements include:

- Timely use of funds (expend within three years of receipt)
- Meet maintenance of effort requirements
- Use of funding consistent with Article XIX of the California Constitution (Article XIX) unless otherwise allowed by the M2 Ordinance
- Include project in seven-year Capital Improvement Plan (CIP)
- Consistency with MPAH, Pavement Management Program, and Traffic Signal Synchronization Master Plan

As indicated above, M2 LFS revenues are subject to timely use of funds provisions (must be expended within three years of receipt). If an agency is unable to meet this provision, an extension of up to 24 months can be granted. Requests for extension for the timely use of M2 Fair Share revenues will be made as part of the Semi-Annual Review (SAR)

process. In addition to a written request, the agency will also submit an expenditure plan of how the funds will be expended.

State/Federal Programs

OCTA participates in state and federal transportation funding programs based on competitive and formula distributions. OCTA typically earmarks this funding for major regional transportation projects. From time to time, OCTA may set aside funding, where permitted, for use by local agencies through a competitive selection process. If state and federal funds are provided, the funds would not flow through OCTA, except in very rare circumstances, but would be allocated directly by the state or federal agency to the local agency.

Call for Projects

OCTA issues calls for projects annually or on an as needed basis. Secure revenue sources, such as M2, will provide funding opportunities on an annual basis. OCTA will update program guidelines and selection criteria periodically. OCTA may offer limited opportunity funding, such as a state-wide bond issuance or federal grants, consistent with funding source requirements. OCTA may conduct concurrent calls for projects when necessary. General funding availability, application submittal processes and due dates will be updated for each call for projects. Information required to participate in the call for projects will be included and updated in Section V of these guidelines.

III. Definitions

1. The term “agency,” “agencies,” “local agency,” “local jurisdiction” or any form thereof shall be described in Precept 2.
2. The term “construction support” includes construction engineering which is design carried out during construction, construction management, project management, materials testing, design support, and/or other specific activities that are carried out during construction and are related to but are not directly construction activities.
3. The term “construction” or “construction activities” typically means the building of something or may mean reconstruction of something and also includes any activities that directly allow for the building of something such as equipment mobilization, clearing a site including waste removal and other similar activities that make construction within an area possible. There may be multiple contracts and/or agency workforce involved in construction but there is usually one primary contract.
4. “Competitive funds” refers to funding grants received through the Comprehensive Transportation Funding Programs (CTFP).
5. The term “complete project” as in the entire project, is inclusive of environmental documents, preliminary engineering, final design/engineering, right-of-way (ROW) acquisition, construction, and construction support for infrastructure projects and may also mean the timeframe outlined in the grant for transit operations, or the acquisition and acceptance of equipment or vehicles which is then used for the intended transportation need.
6. The term “cost overrun” in reference to projects awarded through the CTFP shall refer to any and all costs beyond the original estimate that are necessary to complete the approved project scope.
7. The term “encumbrance,” or any variation thereof shall mean the execution of a contract or other action (e.g., entering into a cooperative agreement to carry out work, city council award of a contract, or issuance of a purchase order and/or Notice to Proceed [NTP]) or other acceptable documentation for work to be funded by Net Revenues. For purposes of consideration of an administrative delay only, entering into procurement may be considered “encumbrance”.
8. The term “escalation” or “escalate” is the inflationary adjustment, as determined by the Engineering News Record (ENR) Construction Cost Index (CCI) 20-city average, added to the application funding request (current year basis) for ROW and construction phases (see Precept 12).
9. The term “environmental mitigation” is the process by which project proponents apply measures to avoid, minimize, or compensate for the adverse effects and

environmental impacts resulting from their projects. Environmental mitigation may include environmental clean-up/preservation measures made as part of that project's environmental clearance and are typically included in the overall project scope of work. Environmental mitigation may be carried out as part of or immediately following construction phase.

10. For the purpose of these guidelines, the terms "excess right-of-way" and "surplus right-of-way" shall interchangeably refer to ROW acquired for a specific transportation purpose that is not needed for that purpose. ROW designation shall be acknowledged by applicant to OCTA within sixty (60) calendar days of designation. Furthermore, surplus property plan must also be provided to OCTA at time of designation.
11. The term "Fast Track" shall refer to projects that apply for both planning and implementation phase funding in a single competitive application/call for projects.
12. The term "Fully Burdened Labor Rates" include Workforce Labor Rate (WFLR) plus overhead (see Chapter 9).
13. The term "funding grant," "grant," "project funding," "competitive funds," or "project programming" shall refer to the total amount of funds approved by the Board through the CTFP competitive process.
14. The term "Gap Closure" shall refer to the construction of a roadway to its full MPAH build-out for the purpose of connecting two existing ends of that roadway by filling in a missing segment or for completing the terminus of an MPAH roadway. This applies to increased roadway capacity only as it relates to vehicular traffic.
15. The term "implementing agency" is the agency responsible for managing the scope, cost and schedule of the proposed project as defined in the grant application.
16. The term "lead agency" or "administering agency" shall refer to the agency responsible for the submission of the grant application.
17. The term "Master Funding Agreements" or any form thereof shall refer to cooperative funding agreements described in Precepts 3 and 4.
18. The term "match rate", "local match", "local matching funds", or any variation thereof, refers to the match funding that an agency is pledging through the competitive process and disposed of through procedures in Chapter 9. Unless otherwise specifically defined in program specific guidelines, this term refers to the cash contribution that is expected from the local agency in terms of dollars and cost share.
19. A "micro-purchase" is any purchase that does not exceed \$5,000. For the purposes of proof of payment, only an approved invoice is required.
20. The term "obligate", or any variation thereof shall refer to the process of encumbering funds.

21. "OCFundtracker" refers to the online grant application and payment system used by OCTA to administer the competitive programs awarded through the CTFP. Refer to <https://ocfundtracker.octa.net/>.
- 21.22. The term "final design," or "Plans, Specifications, and Estimates," or "PS&E," shall refer to 100 percent (100%) completion of project design plans.
- 22.23. "Primary Implementation (PI) Report" refers to the report required at the end of the PI phase for the Regional Traffic Signal Synchronization Program (RTSSP). It is a technical report that documents the work completed during the PI phase, which contains the Before and After Study. The PI Report is a separate report from the project final report required by the M2 Ordinance, Attachment B, Section III.A.9.
- 23.24. "Operations and Maintenance (O&M) Report" refers to the report required at the conclusion of the O&M phase for the RTSSP (Project P). It is a technical report that documents the work completed during the O&M phase. This is a separate report from the project final report required by the M2 Ordinance, Attachment B, Section III.A.9.
- 24.25. The term "project phase" or any form thereof shall refer to the three distinct project phases (engineering, right-of-way, and construction) for infrastructure projects that OCTA funds through the CTFP. Additionally, the "engineering phase" includes the preparation of environmental documents, preliminary engineering, final design or engineering and ROW engineering. The "ROW phase" includes ROW support, ROW acquisition, utility relocation and adjustment to private property as contained in the ROW agreements, private improvements taken, Temporary Construction Easements (TCE), severance damages, relocation costs that are the legal obligation of the agency, as well as loss of good will, fixtures and equipment including legal cost and may include ROW engineering work. The "construction phase" includes construction and construction support and may also include utility relocation if that is being carried out by the construction contractor. A fourth phase defined as "O&M" applies to select programs and is described more fully in the applicable program chapter. Programming for RCP (Project O) follows a sequential process related to Pre-construction elements as described more fully in Chapter 2. Pre-construction includes environmental evaluation, planning and engineering activities. The Implementation step includes ROW and construction activities.
- 25.26. The term "project phase completion" refers to the date that the local agency has paid the final contractor/consultant invoice (including retention) for work performed and any pending litigation has been adjudicated for the engineering phase or for the ROW phase, and all liens/claims have been settled for the construction phase. The date of project phase completion will begin the 180-day requirement for the submission of a project final report as required by the M2 Ordinance, Attachment B, Section III.A.9. For projects that include environmental mitigation there may be two project phase

completion dates. Either date may be used for the 180-day requirement for the submission of a final report.

- ~~26-27~~. The term “Public-Private Partnerships” is defined as direct financial contributions, sponsorships or ROW dedications for eligible program activities.
- ~~27-28~~. The term “reasonable” in reference to project phase costs shall refer to a cost that, in its nature and amount, does not exceed that which would normally be incurred under the circumstances prevailing at the time the decision was made to incur the cost. Factors that influence the reasonableness of costs: whether the cost is of a type generally recognized as ordinary and necessary for the completion of the work effort and market prices for comparable goods or services.
- ~~28-29~~. The term “savings” or “project savings” in reference to projects awarded through the CTFP are any grant funds remaining on a particular project phase after all eligible items within the approved project scope have been reimbursed.
- ~~29-30~~. The term “scope change” or “scope modification” is defined as a material change to the original project scope committed to by the local agency in the project application approved by the Board for M2 grant funding.
- ~~30-31~~. “Sustainability”, as it applies to capacity enhancing infrastructure projects, refers to project elements that support environmental benefits such as use of renewable or recycled resources.
- ~~31-32~~. The term “Workforce Labor Rates (WFLR)” include direct salaries plus direct fringe benefits.
- ~~32-33~~. The term “offset intersection” or “offset signal” refers to traffic signalized intersections on the MPAH that are within 2,700 feet from either direction of the project corridor (Project P Only).

IV. Acronyms

AADT – Average Annual Daily Traffic

ACE – Arterial Capacity Enhancements

ADA – Americans with Disabilities Act of 1990

ADT – Average Daily Trips

A/E – Architectural/Engineering

APIRI – Applications Programming Interface with Referenced Implementations

ATC – Advanced Transportation Controller

ATMS – Advanced Transportation Management System

BMP – Best Management Practices

B/RVH – Boardings Divided by the Revenue Vehicle Hours

C2C – Center-to-Center Communication

CASQA – California Stormwater Quality Association

CAPPM – Cost Accounting Policies and Procedures Manual

CCI – Construction Cost Index

CCTV – Closed Circuit Television

CDS – Continuous Deflection Separator

CFS – Climate Forecast System

CE – Categorical Exclusion

CEQA – California Environmental Quality Act

CIP – Capital Improvement Program

CPI – Catchment Prioritization Index

CS – Customer Satisfaction

CSPI – Corridor System Performance Index

CTC – California Transportation Commission

CTFP – Comprehensive Transportation Funding Programs

ECAC – Environmental Cleanup Allocation Committee

ECP – Environmental Cleanup Program

EIR – Environmental Impact Report

ENR – Engineering News Record
EVP – Emergency Vehicle Preempt
FAST – Freeway Arterial/Streets Transition
FTA – Federal Transit Administration
FY – Fiscal Year
GIS – Geographic Information System
GTFS – General Transit Feed Specification
GSRD – Gross Solid Removal Device
HAWK – High-Intensity Activated Crosswalk Signaling Systems
HCM – Highway Capacity Manual
ICE – Intersection Capacity Enhancements
ICU – Intersection Capacity Utilization
ID – Identification
IRWMP – Integrated Regional Water Management Plan
ITS – Intelligent Transportation System
LFS – Local Fair Share
LID – Low-Impact Development
LOS – Level of Service
M2 – Measure M2
MG/yr – Megagrams per Year
MPAH – Master Plan of Arterial Highways
MUTCD – Manual on Uniform Traffic Control Devices
ND – Negative Declaration
NDS – National Data & Surveying Services
NEPA – National Environmental Policy Act
NTP – Notice to Proceed
O&M – Operations and Maintenance
OCTA – Orange County Transportation Authority
OCTAM – Orange County Transportation Analysis Model

OTP – On-Time Performance
PA/ED – Project Approvals/Environmental Documentation
PCI – Pavement Condition Index
PI – Primary Implementation
PSR – Project Study Report
PS&E – Plans, Specifications and Estimates (100% Final Design)
PUC – Public Utilities Commission
RCP – Regional Capacity Program
RGSP – Regional Grade Separation Program
RTSSP – Regional Traffic Signal Synchronization Program
RTSSMP – Regional Traffic Signal Synchronization Master Plan
ROADS – Roadway Operations and Analysis Database System
ROW – Right-of-Way
RVH – Revenue Vehicle Hours
SAR – Semi-Annual Review
SBPAT – Structural BMP Prioritization Analysis Tool
SLPP – State-Local Partnership Program
TAC – Technical Advisory Committee
TCE – Temporary Construction Easement
TCIF – Trade Corridors Improvement Funds
TDA – Transportation Development Act
TMC – Traffic Management Center
TNC – Transportation Network Companies
TOC – Traffic Operations Center
TPC – Total Project Cost
TPI – Transportation Priority Index
TSC – Technical Steering Committee
TSP – Transit Signal Priority
UPS – Uninterruptible Power Supply

UTDF – Universal Traffic Data Format

v/c – Volume/Capacity

VMT – Vehicle Miles Traveled

WFLR – Workforce Labor Rates

WQLRI – Water Quality Load Reduction Index

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V. Precepts

The OCTA Board of Directors (Board) approved these guidelines on March 22, 2010. The guidelines subsequently have been amended and approved by the Board as needed. The purpose is to provide procedures that assist in the administration of the CTFP under M2 where other superseding documents lack specificity. OCTA, or an agent acting on the authority's behalf, shall enforce these guidelines.

1. All eligible Orange County cities and the County of Orange (County) may participate in the M2 competitive programs and federal funding programs included in the CTFP. Other agencies (e.g., California Department of Transportation [Caltrans] or local jurisdiction) may participate on a project; however, one local agency shall be designated as the implementing agency, shall be responsible for all funding requirements associated with the project, and shall be the recipient of funds through the program.
2. To participate in the CTFP, OCTA must declare that an agency is eligible to receive M2 Net Revenues which include LFS distributions. Failure to meet minimum eligibility requirements after programming of funds will result in deferral or cancellation of funding.
3. The lead agency must execute a Master Funding Agreement with OCTA. OCTA and lead agencies will periodically amend the agreement via letter to reflect funding changes through competitive calls for projects.
4. A separate cooperative funding agreement will be issued for Project V funded projects and any OCTA-led Project P (RTSSP) funded projects.
5. An agency must have a fully executed letter agreement prior to the obligation of funds. Local agencies may be granted pre-award authority for M2 funded projects. Local agencies, at their own risk, may use this pre-award authority to obligate funds for an M2 funded project prior to the programmed year. Expenditures actualized prior to the Board approved programmed year will not be eligible for reimbursement (see Chapter 9).
6. For transit programs (e.g., Projects S, V, and W), pre-award authority is granted upon Board approval of the funding grant. See Precept 5 above for pre-award authority provisions.
7. Local agencies shall scope projects, prepare estimates, and conduct design in cooperation with and in accordance with the standards and procedures required by the local agencies involved with the project (e.g., Caltrans, County, state/federal resource agencies).
8. If not using agency workforce, local agencies should select consultants based upon established contract management and applicable public contracting practices, with

qualification-based selection for architectural/engineering (A/E) services, and competitive bidding environments for construction contracts in accordance with the Public Contracts Code. Agencies must meet procurement and contracting requirements of non-M2 funding sources which may exceed those identified in the CTFP. See Chapter 9 if using local workforce.

9. Based upon funding availability, a "Call for Projects" shall be considered annually but may be issued less frequently.
10. In each call cycle, OCTA shall program projects for a three-year period, based upon an estimate of available funds.
11. OCTA will base funding grants on project cost estimates including up to 10 percent (10%) contingency for right-of-way and construction. During the programming process, OCTA adds an inflationary adjustment, as appropriate.
12. OCTA shall escalate project grants for years two and three for ROW and construction phases only. OCTA will base escalation rates on the Engineering News Record (ENR) CCI 20-city average.
13. Match rate commitments identified by implementing agencies in the project grant application shall remain constant throughout the funded project phase. This includes projects where the programming has been escalated for future years. OCTA and implementing agencies shall not reduce match rate commitments or split the match rate by phase. Actual project contributions by the local agency or OCTA are dependent on final project costs and may not be equal to the match rate if a local agency overmatch exists. Local agency contributions may exceed the committed local match rate in the event of cost overruns. OCTA will not increase the funding grant to cover cost overruns. Ineligible expenditures cannot be considered when calculating the local match rate.
14. Where a project experiences savings, the local match percentage must be maintained.
15. OCTA shall program funds by fiscal year for each phase of a project.
16. A grant for a specific project shall be cancelled if the funds are not encumbered within the fiscal year the funds are programmed, unless ~~the OCTA Board~~ has granted a delay.
17. Implementing agencies may request a one-time delay not exceeding a total of 24 months per project grant. Agencies shall justify this request, receive City Council/Board of Supervisor concurrence, and seek approval of OCTA staff, the TAC, and the Board as part of the SAR process. Delay requests must be received no less than ninety (90) calendar days prior to the encumbrance deadline and are not permitted for projects that seek "fast track" grants.

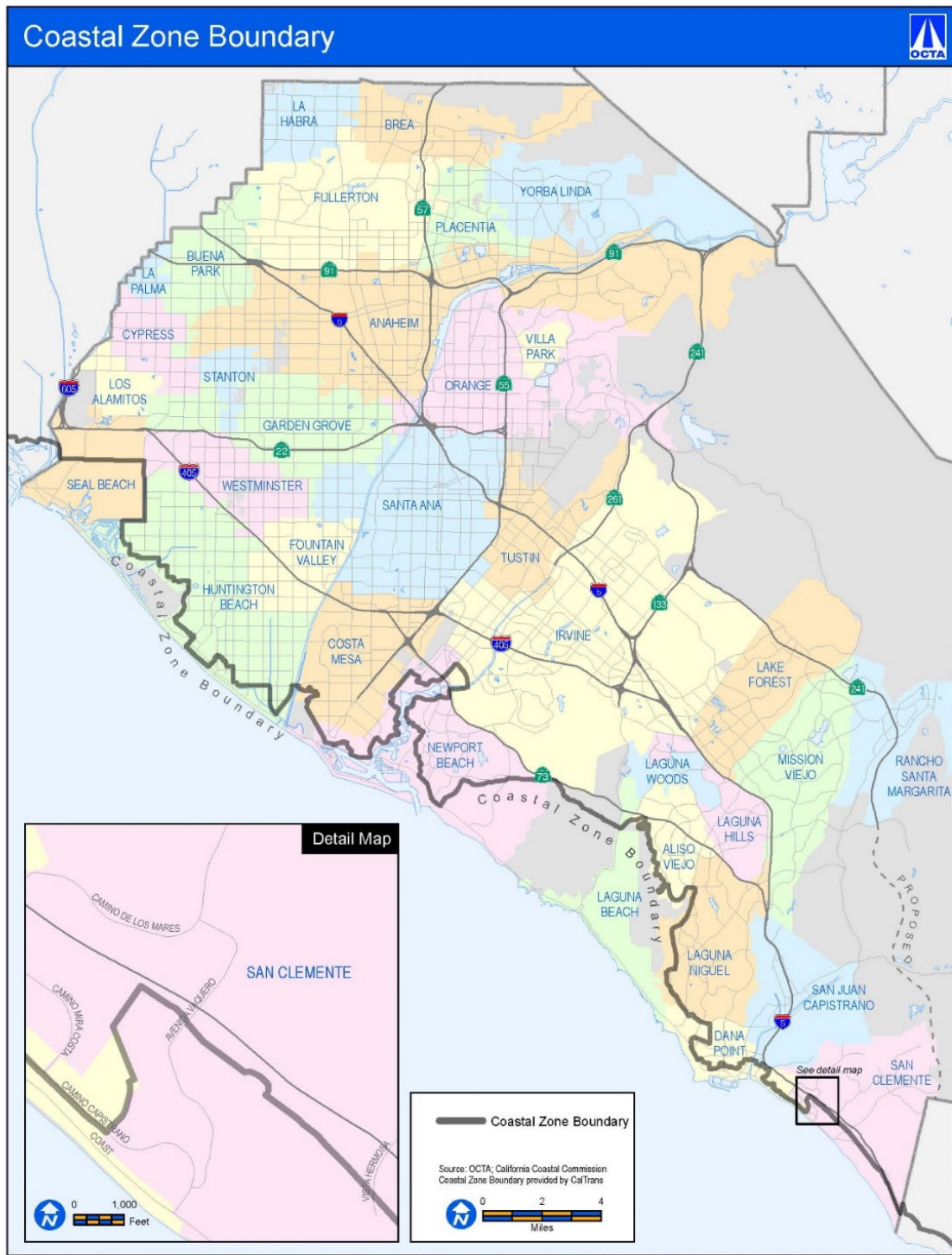
18. An administrative delay may be granted for expiring M2 funds for a project that is clearly engaged in the procurement process (advertised but not yet awarded).
19. Funds that have been encumbered shall be used in a timely fashion. There shall be one encumbrance date determined for each project phase. For project phases (excluding Projects O and P), funds must be expensed within 36 months from encumbrance. Funds extensions up to 24 months may be granted through the SAR process. Extension requests must be received prior to the expenditure deadline. See Precept 20 for Project O and Project P.
20. For Project O and Project P, funds that have been encumbered shall be used in a timely fashion. There shall be one encumbrance date determined for each project phase. For project phases, local agencies have at least 36 months from encumbrance to complete a project phase and expend the funds. For project phases expected to be longer than 36 months, funds must be expensed within 6 months from the scheduled completion date for that project phase. This schedule information is provided within the application. As an example, if an agency indicates construction will be completed within 40 months from encumbrance, the agency would have 46 months to complete the phase or request an extension. Funds extensions up to 24 months may be granted through the SAR process. Extension requests must be received prior to the expenditure deadline. For Project O construction phase funds, participating environmental mitigation activities (see Precept 27) may be reimbursed up to 48 months after adopted Notice of Completion (NOC), contingent upon verification of environmental mitigation requirements.
21. Preliminary Engineering allocations can be programmed in two different fiscal years depending on the project schedule and when certain engineering costs will need to occur during the project development and implementation phases. Local agencies can issue a separate NTP on a single contract to ensure compliance with the timely use of funds requirement. Local agencies may also issue separate contracts for the funds programmed in different fiscal years. Local agencies are required to obligate the funds within the same fiscal year of the programming or request a delay at least 90 days prior to the obligation deadline.
22. For all construction projects awarded CTFP funds in excess of \$500,000 and/or exceeding a 90-day construction period schedule, the local agency shall install and remove signage in accordance with OCTA specifications during the construction period. The implementing agency shall request OCTA furnished signage. OCTA signage specifications can be found on the Call for Projects website (<https://www.octa.net/programs-projects/programs/funding-programs/call-for-projects/ctfp/regional-capacity-program>). Agencies will be required to certify that these signage requirements have been met as part of the initial payment process (see Chapter 9).

23. OCTA shall reprogram funds derived from savings or project cancellation based upon final project status. An implementing agency may request to transfer 100 percent (100%) of savings of M2 funds between the phases within a project with approval from the TAC and Board. Funds can only be transferred to a phase that has already been awarded competitive funds. Such requests must be made prior to the acceptance of a final report and submitted as part of a SAR. Agencies may only use savings as an aid for unanticipated cost overruns within the approved scope of work.
24. Where the actual conditions of a roadway differ from the MPAH classification (e.g., number of through lanes), OCTA shall use the actual conditions for the purposes of competitive scoring. An agency may appeal to the TAC to request that the MPAH classification be adjusted/reconsidered.
25. For the purpose of calculated Level of Service (LOS), the capacity used in the volume over capacity calculation shall be 100 percent (100%) capacity, or LOS level "E". Intersection Capacity Utilization (ICU) calculations shall use 1,700 vehicles per hour per lane with a .05 clearance interval.
26. OCTA shall consider matching fund credit(s) for an implementing agency's proposed projects current and applicable environmental clearance expenditures. OCTA will review and consider these expenditures on a case-by-case basis at the time of funding approval.
27. An approved CTFP project may be determined ineligible for funding at any time if it is found that M2 funding has replaced all or a portion of funds or commitments that were to be provided by other sources such as: development conditions of approval, development deposits, fee programs, redevelopment programs or other dedicated local funding sources (i.e., assessment districts, community facilities districts, bonds, certificates of participation, etc.). Appeals may be made in accordance with Precept 39.
28. OCTA may fund environmental mitigation, up to 25 percent (25%) of the total eligible project cost by phase, as required for the proposed project contained in the environmental document. Participating environmental mitigation expenditures are eligible for funding under certain programs, but not all.
29. Construction support may be reimbursed up to 20 percent (20%) of the total M2 grant, with costs subject to the match requirements. Construction activities carried out by local agency workforces are not considered construction support.
30. Contract change orders are only eligible for reimbursement of work within the original scope of work and not exceeding 10 percent (10%) of eligible construction costs or contingency provided in the application cost estimate, whichever amount is higher.

31. OCTA shall evaluate “whole” projects during the initial review process. Subsequent phase application reviews shall not include prior phases in the evaluation unless locally funded and pledged as a match and are subject to OCTA verification. The criteria for ranking project applications is included in these guidelines as part of each program component chapter.
32. Projects that receive competitive CTFP funds shall not use other M2 competitive funds as a local match source. Lead agencies may request project consolidation. The TAC and Board must approve consolidation requests. OCTA shall use the weighted average match rate of the consolidated project’s individual segments.
33. OCTA shall conduct a SAR of all active CTFP projects. All agencies shall participate in these sessions through a process established by OCTA. Currently, OCTA administers the SAR through OCFundtracker. OCTA’s intent is to: 1) verify project schedule, 2) confirm project’s continued viability, 3) discuss project changes to ensure successful and timely implementation, 4) request sufficient information from agencies to administer the CTFP, and 5) address any potential issues with external fund sources committed as match against the competitive funds.
34. For any project experiencing cost increases exceeding 10 percent (10%) of the originally contracted amount, a revised cost estimate must be submitted to OCTA as part of the SAR process. This is applicable even if the increase is within the overall grant amount.
35. Agencies shall submit payment requests to OCTA in a timely fashion. Agencies may request an initial payment for M2 (generally up to 75 percent (75%) of programmed amount or eligible expenditures, see Chapter 9) once the funds have been encumbered. The final 25 percent (25%) of the available programmed balance will be released upon the submission of an approved final report.
36. For situations where a grant amount exceeds \$2,000,000, the amount withheld pending the submittal of an approved final report shall be capped at \$500,000 per project phase but shall in no case be less than 10 percent (10%) of the grant or the contract amount, whichever is less. Should the 75 percent/25 percent (75%/25%) payment distribution ratio result in a final payment retention that exceeds \$500,000, the payment percentages will be adjusted to meet the \$500,000 cap until the 10 percent (10%) threshold is reached. At no time will the final payment retention be less than 10 percent (10%).
37. When a project phase is complete, an agency should notify OCTA in writing within thirty (30) calendar days of completion. The date of project phase completion will begin the 180-day requirement for the submission of a project final report as required by the M2 Ordinance, Attachment B, Section III.A.9.

38. An agency shall provide final accounting in an approved final report format (see Chapter 9) within 180 calendar days of project phase completion. The process for untimely final reports is described in Chapter 9. Failure to provide a final accounting shall result in repayment of applicable M2 funds received for the project phase in a manner consistent with the Master Funding Agreement. Projects funded with M2 funding require a project final report within 180 calendar days of project phase completion as part of eligibility compliance. Failure to meet eligibility requirements, including submittal of final reports within 180 calendar days of project phase completion may result in suspension of all net revenues including fair share funds.
39. The payment distribution ratio referenced in Precept 35 may be modified to a reimbursement process, at the discretion of the Board, in the event that financing, or bonding is required to meet OCTA's cash flow needs.
40. Agencies may appeal to the TAC on issues that the agency and OCTA staff cannot resolve. An agency may file an appeal by submitting a brief written statement of the facts and circumstances to OCTA staff. The appellant local agency must submit a written statement which proposes an action for TAC consideration. The TSC shall recommend specific action for an appeal to the TAC. The Board shall have final approval on appeals.
41. Projects within the Coastal Zone Boundary, as a requirement of a Coast Development Permit, may be required to replace existing on-street parking on a one-for-one basis for spaces removed as a result of a roadway widening project. ROW costs to replace the existing on-street parking can be considered mitigation for coastal zone cities only (see exhibit IV-1). The mitigation activities can be covered up to 25 percent (25%) of the total eligible cost consistent with Precept 27. Jurisdictional boundaries are more fully described in the Public Resource Code, Division 20, California Coastal Act (2016) Sections 30168 & 30169. OCTA staff will work with the local agency staff during the project application process to determine eligibility of these costs and to identify any excess ROW that will require a disposal plan. OCTA and the local agency will also establish any savings that will revert back to the Measure M Program after project completion. The cost of ROW required to replace parking should be fair and reasonable in comparison to the total cost of the project.

Exhibit IV-1



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Chapter 7 – Regional Capacity Program (Project O)

Overview

The RCP (Project O) is a competitive program that will provide more than \$1 billion over a thirty-year period. The RCP replaces the Measure M local and regional streets and roads competitive programs (1991-2011).

Although each improvement category described in this chapter has specific eligible activities, the use of RCP funding is restricted to and must be consistent with the provisions outlined in Article XIX and the California State Controller’s [Guidelines Relating to Gas Tax Expenditures](#) (March 2019). These Guidelines are available at the following link: https://www.sco.ca.gov/Files-AUD/Gas_Tax_Fund_Guidelines.pdf.

The MPAH serves as the backbone of Orange County’s arterial street network. Improvements to the network are required to meet existing needs and address future demand. The RCP is made up of three (3) individual program categories which provide improvements to the network:

- The ACE improvement category complements freeway improvement initiatives underway and supplements development mitigation opportunities on arterials throughout the MPAH.
- The ICE improvement category provides funding for operational and capacity improvements at intersecting MPAH roadways.
- The FAST focuses upon street to freeway interchanges and includes added emphasis upon arterial transitions to interchanges.

Projects in the arterial, intersection, and interchange improvement categories are selected on a competitive basis. All projects must meet specific criteria in order to compete for funding through this program.

Also included under the RCP is the Regional Grade Separation Program (RGSP), which is meant to address vehicle delays and safety issues related to at-grade rail crossings. Seven rail crossing projects along the MPAH network were identified by the California Transportation Commission (CTC) to receive TCIF. TCIF allocations required an additional local funding commitment. The RGSP captures these prior funding commitments. Future calls for projects for grade separations are not anticipated.

Funding Estimates

Funding will be provided on a pay-as-you-go basis. The RCP will make an estimated \$1.5 billion (in 2022 dollars) available during the 30-year M2 program. Programming estimates are developed in conjunction with periodic calls for projects. Funding is shared with intersection, interchange and grade separation improvement categories. No predetermined funding has been set aside or established for street widening.

Programming Approach

Programming decisions are based upon project prioritization ranking, feasibility and readiness. Each round of funding has resulted in a diverse range of activities, cost and competitive score. Funding applications may seek financial assistance for planning, engineering, ROW, construction or a combination of these activities. Effective grant programs include a combination of project development as well as implementation projects. In order to ensure continued distribution of funding opportunities between small and large-scale projects, a tiered funding approach will be used.

Typically, OCTA has made approximately \$32 million available for each RCP (Project O) programming cycle. Category 1 projects are limited to those projects requesting \$5 million or less. Category 2 projects are defined as those requesting more than \$5 million in Measure M2 funds.

Tiered Funding Approach: The two-tiered funding (Tier 1 and Tier 2) approach will only be applicable to the RCP. This approach is proposed to prioritize high scoring projects while providing a balanced program with funding availability for small and large projects. The first tier is for projects scoring 50 points or higher, and the second tier is for all projects after first satisfying the Tier 1 ranking. Within Tier 1, two categories would be established with 60 percent (60%) (Category 1) of the M2 funds available for smaller projects (requesting \$5 million or less), and 40 percent (40%) (Category 2) of the M2 funds available for larger projects (requesting \$5 million or more). This approach is intended to broaden the distribution of M2 funds to higher scoring/lower cost projects and retain the ability to fund larger projects without placing formal funding caps on allocations. Any M2 funds not programmed in Tier 1 will be designated for Tier 2 allocation. A funding split between small and large projects is not recommended for Tier 2.

Applications may be for any project phase provided it represents a meaningful, logical terminus and is consistent with scoping from a previously funded project if applicable (i.e., if engineering was previously funded, the ROW and/or construction request must be for the same project scope).

	Category 1 (60%)	Category 2 (40%)
Tier 1 >=50	<ul style="list-style-type: none"> • \$0 - \$5 million • Score at least 50 points • Logical, standalone project • Unallocated balance shifts to Tier 2 for programming 	<ul style="list-style-type: none"> • \$5+ million request • Score at least 50 points • Logical, standalone project • Unallocated balance shifts to Tier 2 for programming
Tier 2	<ul style="list-style-type: none"> • Balance of unallocated funds from Tier 1 prioritization • Request can be of any dollar value to compete in Tier 2 • Multiple segments of the same project cannot be submitted under both categories. 	

2025 Call for Projects

Funding will be provided for the three RCP funding programs: ACE, ICE, and FAST. Chapter 7 details the specific program’s intent, eligible project expenditures, ineligible project expenditures, and additional information that may be needed when applying for funds. Each section should be read thoroughly before applying for funding. Application should be prepared for the program that best fits the proposed project.

For this call, OCTA shall program projects for a three-year period (FY 25/26 – 27/28), based upon the current estimate of available funds. For specifics on the funding policies that apply to this call, refer to the Program Precepts as found in Section V of these guidelines.

Applications

In order for OCTA to consider a project for funding, applications will be prepared by the lead agency. A separate application package must be completed for each individual project. Multiple variations of the same project (i.e. with different local match rates) will not be considered. If funding is requested under multiple program components for a single project (i.e. arterials and intersections) a separate application must be prepared for each request. OCTA shall require agencies to submit both online and hardcopy applications for the 2025 call for projects by **5:00 p.m. on Thursday, October 24, 2024. Late and/or incomplete submittals will not be accepted.**

Since each funding program has slightly different application requirements, an "Internal Application Checklist Guide" has been provided for the three programs under the RCP

(Exhibits 7-1, 7-2, and 7-3). The checklist guide identifies the basic forms and documentation required for each of the program components. In addition, items required at the time of project submittal are differentiated from supplemental items due later. The appropriate **checklist must be provided as a cover sheet for each application submitted**. For any items that are required for the candidate project or program that are missing or incomplete, an explanation should be included in a cover letter with the application. In addition to this checklist guide, please review the **Attachments/Additional Information** section of each program component for a description of supplementary documentation which may be required to support your agency's project application in specific cases.

Additionally, **one (1) unbound hardcopy and one electronic copy on a USB, thumb drive, memory stick, or via electronic file upload and/or email** of the application and any supporting documentation must be submitted to OCTA by the application deadline. Please note, hardcopies of the supporting plans, drawings and/or specifications are to be in a minimum size of 11 x 17 inches.

Hardcopy applications should be mailed to:

OCTA
Attention: Adrian Salazar
600 S. Main Street
P.O. Box 14184 Orange, CA 92863-1584

Hardcopy applications may be hand delivered to:

600 S. Main Street
Orange, CA 92868

Electronic application copies may be sent via email to: asalazar@octa.net

Exhibit 7-1 Arterial Capacity Enhancement (ACE) CTFP Application Checklist Guide

Planning – Environmental & Engineering

- CTFP Online Application – submitted through OCFundtracker
- Project Description, Scope of Work and Project Limits
- Cost Estimate for Complete Project - ALL PHASES
- General Application Sample Resolution
- ADT Counts and LOS Calculations
- Aerial Photo w/ Proposed Improvements Shown

Right-of-Way

- CTFP Online Application – submitted through OCFundtracker
- Project Description Detail (include plat maps and legal descriptions for proposed acquisitions)
- Detailed right-of-way Acquisition/Disposal Plan using the OCTA provided right-of-way acquisition/disposal plan form available for download at <https://ocfundtracker.octa.net>.
- Cost Estimate for Complete Project - ALL PHASES
 - Estimated right-of-way Cost by Parcel (Land, Improvements Taken, Severance, Goodwill, Incidental Expenses)*
- General Application Sample Resolution
- CEQA Compliance Form (CE, Negative Declaration, EIR)
- Aerial Strip Map w/ Existing and Proposed Improvements Shown
 - Include right-of-way Improvements and Parcels to be Acquired
- Preliminary Construction Layout Plans*
- ADT and LOS Calculations

Construction

- CTFP Online Application – submitted through OCFundtracker
- Project Description, Scope of Work and Project Limits
- Project Construction Specifications
- Cost Estimate for Complete Project - ALL PHASES
- General Application Sample Resolution
- CEQA Compliance Form (CE, Negative Declaration, EIR)
- Project Development Documents - Project Report or Materials Report *
- Approved Project ~~Construction~~ Final Design (100% PS&E) Plans*
- ADT and LOS Calculations

NOTE: To qualify for the 10 percent (10%) local match discount for measurable improvement of PCI, please include documentation from the last two PMP biennial Measure M Eligibility submittals that provide average PCI for Overall System.

****Items are due after first application review. OCTA staff will contact you regarding those projects that will require this additional information. If final engineering is underway, final design (100% PS&E) must be submitted prior to encumbrance/contract award.***

Exhibit 7-2

Intersection Capacity Enhancement (ICE)

CTFP Application Checklist Guide

Planning – Environmental & Engineering

- CTFP Online Application – submitted through OCFundtracker
- Project Description, Scope of Work and Project Limits
- Cost Estimate for Complete Project - ALL PHASES
- General Application Sample Resolution
- Peak Hour Turning Movement Counts, LOS Calculations, and ADT for each leg of the intersection
- Aerial Photo w/ Proposed Improvements Shown

Right-of-Way

- CTFP Online Application – submitted through OCFundtracker
- Project Description Detail (include plat maps and legal descriptions for proposed acquisitions)
- Detailed right-of-way Acquisition/Disposal Plan using the OCTA provided right-of-way acquisition/disposal plan form available for download at <https://ocfundtracker.octa.net>.
- Cost Estimate for Complete Project - ALL PHASES
 - Estimated right-of-way Cost by Parcel (Land, Improvements Taken, Severance, Goodwill, Incidental Expenses) *
- General Application Sample Resolution
- Peak Hour Turning Movement Counts, LOS/ICU Calculations, and ADT for each leg of the intersection
- CEQA Compliance Form (CE, Negative Declaration, EIR)
- Aerial Strip Map w/ Existing and Proposed Improvements Shown
 - Include right-of-way Improvements and Parcels to be Acquired
- Preliminary Construction Layout Plans*

Construction

- CTFP Online Application – submitted through OCFundtracker
- Project Description, Scope of Work and Project Limits
- Project Construction Specifications
- Cost Estimate for Complete Project - ALL PHASES
- General Application Sample Resolution
- Peak Hour Turning Movement Counts, LOS Calculations, and ADT for each leg of the intersection
- CEQA Compliance Form (CE, Negative Declaration, EIR)
- Project Development Documents - Project Report or Materials Report *
- Approved Project ~~Construction~~ Final Design (100% PS&E) Plans*

NOTE: To qualify for the 10 percent (10%) local match discount for measurable improvement of PCI, please include documentation from the last two PMP biennial Measure M Eligibility submittals that provide average PCI for Overall System.

****Items are due after first application review. OCTA staff will contact you regarding those projects that will require this additional information. If final engineering is underway, final design (100% PS&E) must be submitted prior to encumbrance/contract award.***

Exhibit 7-3

Freeway Arterial/Streets Transition (FAST)

CTFP Application Checklist Guide

Planning – Environmental & Engineering

- CTFP Online Application – submitted through OCFundtracker
- Project Description, Scope of Work and Project Limits
- Cost Estimate for Complete Project - ALL PHASES
- General Application Sample Resolution
- Peak Hour Turning Movement Counts, LOS Calculations, ADT for arterial and ramp exit volumes
- Caltrans Letter of Support
- Aerial Photo w/ Proposed Improvements Shown

Right-of-Way

- CTFP Online Application – submitted through OCFundtracker
- Project Description Detail (include plat maps and legal descriptions for proposed acquisitions)
- Detailed right-of-way Acquisition/Disposal Plan using the OCTA provided right-of-way acquisition/disposal plan form available for download at <https://ocfundtracker.octa.net>.
- Cost Estimate for Complete Project - ALL PHASES
 - Estimated right-of-way Cost by Parcel (Land, Improvements Taken, Severance, Goodwill, Incidental Expenses) *
- General Application Sample Resolution
- Peak Hour Turning Movement Counts, LOS Calculations, and ADT for each leg of the intersection
- CEQA Compliance Form (CE, Negative Declaration, EIR)
- Aerial Strip Map w/ Existing and Proposed Improvements Shown
 - Include right-of-way Improvements and Parcels to be Acquired
- Preliminary Construction Layout Plans*

Construction

- CTFP Online Application – submitted through OCFundtracker
- Project Description, Scope of Work and Project Limits
- Project Construction Specifications
- Cost Estimate for Complete Project - ALL PHASES
- General Application Sample Resolution
- Peak Hour Turning Movement Counts, LOS Calculations, and ADT for each leg of the intersection
- CEQA Compliance Form (CE, Negative Declaration, EIR)
- Project Development Documents - Project Report or Materials Report*
- Approved Project ~~Construction~~ **Final Design (100% PS&E)** Plans*
- Appropriate agreements between Caltrans and the project lead agency need to be in draft form and/or in place.

NOTE: To qualify for the 10 percent (10%) local match discount for measurable improvement of PCI, please include documentation from the last two PMP biennial Measure M Eligibility submittals that provide average PCI for Overall System.

****Items are due after first application review. OCTA staff will contact you regarding those projects that will require this additional information. If final engineering is underway, final design (100% PS&E) must be submitted prior to encumbrance/contract award.***

Attachments

OCFundtracker Application

Agencies must submit a copy of the OCFundtracker application and scoring information with all application submittals. This document is created within the OCFundtracker web-based application.

"Project Cost Estimate" Form

Include a separate attachment listing all expenditures and costs for the project using the Revised Cost Estimate Form 10-3 provided by OCTA and available for download at <https://ocfundtracker.octa.net>. Another attachment may be included in addition if desired. Accurate unit prices and a detailed description of work, including design, will be critical when the candidate project is reviewed. For example, design applications should include major tasks that will be performed. ROW cost estimate should include parcel information (including project area needed), improvements taken, severance damages, [easements](#), ROW engineering, appraisal and legal costs. Construction should include a listing of all bid items including a maximum 10 percent (10%) allowance for contingencies and a maximum 20 percent (20%) of M2 grant allowance for construction support, subject to match requirements. The anticipated disbursement of costs (e.g., Agency, Other, Non-Eligible) must also be completed. Agencies should reference the program from which funding is expected to be allocated when completing this portion of the form. Each of the funding programs described in these guidelines may have differing matching fund requirements.

If more than one project phase is requested to be funded, a separate project cost estimate form is to be completed for each phase, or each phase must be clearly indicated, and a subtotal prepared on this form. Separate forms should also be prepared if funding for project phases is being requested over multiple fiscal years.

"Sample Resolution" Form

A resolution or minute action must be approved by the local jurisdiction's governing body prior to the Board approval of grant funds. A sample resolution is included as Exhibit 7-4. Local agencies, at a minimum, must include items a-h. The mechanism selected shall serve as a formal request for CTFP funds and states that matching funds will be provided by the agency, if necessary. All project requests must be included in this action. **If a draft copy of the resolution is provided, the local jurisdiction must also provide the date the resolution will be finalized by the local jurisdiction's governing body.**

ROW Acquisition/Disposal Plan

For all projects requesting ROW phase funding, a detailed plan for acquisition/disposal of excess right-of-way, along with any reasonable labor costs expected, must be included. The ROW acquisition/disposal plan and labor cost estimate must be submitted using the "ROW acquisition/disposal plan" form provided by OCTA and available for download at <https://ocfundtracker.octa.net>.

Project Summary Information

For each application that is recommended for funding, the agency shall submit a PowerPoint presentation summarizing the pertinent project information for TAC review and discussion purposes. The presentation shall be no more than three (3) slides and should contain, at a minimum, a project description, project benefits, location map, and cost estimate. **OCTA staff will request the PowerPoint file when/if a project is recommended for funding.**

Pavement Management Supporting Documentation

The M2 Ordinance provides for a 10 percent (10%) reduction in the required local match if the agency can either:

- a. Show measurable improvement of paved road conditions during the previous reporting period defined as an overall weighted (by area) average system improvement of one Pavement Condition Index (PCI) point with no reduction in the overall weighted (by area) average PCI in the MPAH or local street categories;

or

- b. Road pavement conditions during the previous reporting period within the highest 20% (20 percent) of the scale for road pavement conditions in conformance with OCTA Ordinance No. 3, defined as a PCI of 75 or higher, otherwise defined as in "good condition".

If an agency is electing to take the 10 percent (10%) local match reduction, **supporting documentation indicating either the PCI improvement or PCI scale must be provided.**

Additional Information

The following documentation should be included with your completed project application:

If a project includes more than one jurisdiction and is being submitted as a joint application, one agency shall act as lead agency and must provide a resolution of support from the other agency.

1. Letters of support for the candidate project (optional). As part of the application submittal projects that require Caltrans consent, review, or approval must have a letter of support or acknowledgement.
2. Geotechnical/materials reports for all applicable candidate projects (e.g., widening, intersection improvement, new roadway). The reports should contain sufficient detail for an accurate assessment of improvements needed and costs, since funding will be jeopardized if a project is unable to meet proposed schedule and costs.
3. Preliminary plans, if available for the project. The plans (1"=40' preferred) should be included in hard copy attachments at a minimum size of 11 x 17 inches and include:
 - a. Existing and proposed ROW (include plat maps and legal descriptions for proposed acquisitions).
 - b. Agency boundaries, dimensions and station numbers.
 - c. Existing and proposed project features such as: pavement width and edge of pavement, curb, gutter and sidewalk, raised median, driveway reconstruction, signal pole locations, etc.
 - d. Typical cross sections.
 - e. Proposed striping.
 - f. Structural sections per the materials report.
 - g. Proposed traffic signals, storm drains, bridges, railroad crossing improvements, safety lighting, etc.
 - h. If requesting funds for traffic signals, include traffic signal warrant(s) prepared by the City Traffic Engineer or City Engineer.
 - i. If the project includes construction, relocation, alteration or widening of any railroad crossing or facility, include a copy of the letter of intent sent to the railroad, a copy of which must be sent to the Public Utilities Commission (PUC). Any project including work of interest to a railroad will not be considered for eligibility until the railroad and PUC have been notified.
 - j. If the project is proposed as a staged project and additional funds will be necessary in subsequent calls for projects, the preliminary project statement should be accompanied with a complete preliminary estimate and schedule for the completion of the entire project.
 - k. If the project is proposed as a safety improvement, provide justifying accident data for the past three years and show the expected decrease in intersection or mid-block accident rate.

4. Current 24-hour traffic counts (taken for a typical mid-week period within the preceding 12-month period) for the proposed segment. Projects submitted without "current counts" will be considered incomplete and non-responsive. Counts taken no more than 36 months prior to the application due date may be accepted.

Exhibit 7-4

Sample Resolution for Candidate Orange County
Comprehensive Transportation Funding Programs Projects

A resolution of the _____ City Council approving the submittal of _____ improvement project(s) to the Orange County Transportation Authority for funding under the Comprehensive Transportation Program

THE CITY COUNCIL OF THE CITY OF _____ HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS THAT:

- (a) WHEREAS, the City of _____ desires to implement the transportation improvements listed below; and
(b) WHEREAS, the City of _____ has been declared by the Orange County Transportation Authority to meet the eligibility requirements to receive M2 "Fair Share" funds; and
(c) WHEREAS, the City's Circulation Element is consistent with the County of Orange Master Plan of Arterial Highways; and
(d) WHEREAS, the City of _____ will not use M2 funds to supplant Developer Fees or other commitments;
(e) WHEREAS, the City/County must include all projects funded by Net Revenues in the seven-year Capital Improvement Program as part of the Measure M2 Ordinance eligibility requirement.
(f) WHEREAS, the City of _____ will provide a minimum in __% in matching funds for the _____ project as required by the Orange County Comprehensive Transportation Funding Programs Guidelines; and
(g) WHEREAS, the Orange County Transportation Authority intends to allocate funds for transportation improvement projects, if approved, within the incorporated cities and the County; and
(h) WHEREAS, the City/County authorizes a formal amendment to the seven-year Capital Improvement Program to add projects approved for funding upon approval from the Orange County Transportation Authority Board of Directors, if necessary.

NOW, THEREFORE, BE IT RESOLVED THAT:

The City Council of the City of _____ hereby requests the Orange County Transportation Authority allocate funds in the amounts specified in the City's application to said City from the Comprehensive Transportation Funding Programs. Said funds, if approved, shall be matched by funds from said City as required and shall be used as supplemental funding to aid the City in the improvement of the following street(s):

ADOPTED BY THE CITY COUNCIL on _____, 20____.

SIGNED AND APPROVED on _____, 20____.

City Clerk

Mayor

*Required language a-h

Application Review Process

OCTA staff will conduct a preliminary review of all applications for completeness and accuracy, request supplemental information (i.e., plans, aerial/strip maps, CEQA forms) for projects that appear to rank well during initial staff evaluations, and prepare a recommended program for the TSC. In addition, OCTA may hire a consultant(s) to verify information within individual applications such as, but not limited to, project scope, cost estimates, ADT and LOS. These applications will be selected through a random process.

The following guidelines will be used in reviewing project applications. Any application that does not meet these minimum guidelines must include an explanation of why the guidelines were not met:

1. The travel lane width should be no less than 11 feet (12 feet if adjacent to a raised median or other obstruction) for all arterial highways.
2. For divided roadways, the minimum median width should be no less than 10 feet to allow for turning movements. Divided roadways are defined as those with either a painted or raised median.
3. Arterial highways that are designated for uses in addition to automobile travel (e.g., bicycle, pedestrian, parking) shall provide additional ROW consistent with local jurisdiction standards to facilitate such uses.
4. An eight-lane roadway should provide for a continuous median, protected dual or single left-turn pockets as warranted at signalized intersections, single left-turn pockets at non-signalized intersections, and a right-turn lane at signalized intersections where determined necessary by traffic volumes. ROW for a free right-turn lane should be provided at locations warranted by traffic demand.
5. A six-lane divided roadway should provide a continuous median, protected dual or single left-turn pockets as warranted by existing traffic at all signalized intersections, and single left-turn pockets at non-signalized intersections. A right-turn option lane should also be provided as warranted by traffic demand.
6. A four-lane divided roadway should provide a continuous median, protected dual or single left-turn pockets at all signalized intersections, and a left-turn pocket at all non-signalized intersections. A right-turn lane should also be provided as warranted by traffic demand.
7. A four-lane undivided roadway shall provide for a single left-turn pocket at all intersections as warranted by traffic demand.

Applications will be reviewed by OCTA for consistency, accuracy and concurrence. Applications determined complete in accordance with the program requirements will be scored, ranked and submitted to the TSC, TAC and Board for consideration and funding approval.

Local agencies awarded funding will be notified as to which projects have been funded and from what sources after the Board takes action. A tentative call schedule is detailed below:

Board authorization to issue call: August 12, 2024

Application submittal deadline: October 24, 2024

TSC/TAC Review: February/March 2025

Committee/Board approval: April/May 2025

Funding

M2 RCP (Project O) funding will be used for this call.

The CTFP Guidelines include a provision that allows applicants to request ROW and/or construction funding prior to completion of the planning phase (including final design) provided that the phase is underway, substantially complete and the agency will complete the activities within six months of the start of the new phase programmed year.

A thorough review of eligible activities is not always possible during the call for projects evaluation period. As a result, it is possible that cost elements contained within an application and included in a funding recommendation may ultimately be deemed ineligible for program participation. The applicant is responsible for ensuring projects are implemented according to eligible activities contained within the program guidelines.

In order to make certain that local agencies are aware of ineligible activities and/or potentially ineligible elements within a funded project, OCTA staff is available to review elements of the project design at any time through the duration of the M2 grant. It is highly recommended that grantees engage in the design review process with OCTA staff **prior to initiating project implementation** (i.e., commencing ROW acquisitions, executing construction contract) to allow for design changes by the local agencies, as needed.

Arterial Capacity Enhancements (ACE)

Overview

The MPAH serves as the backbone of Orange County's arterial street network. Improvements to the network are required to meet existing needs and address future traffic demand. The ACE improvement category complements freeway improvement initiatives underway, supplements development mitigation activities and enables improvements based upon existing deficiencies.

Projects in the ACE improvement category are selected on a competitive basis. Projects must meet specific criteria in order to compete for funding through this program.

Objectives

- Complete MPAH network through gap closures and construction of missing segments
- Relieve congestion by providing additional roadway capacity where needed
- Provide timely investment of M2 Revenues
- Leverage funding from other sources

Project Participation Categories

The ACE category provides capital improvement funding (including planning, design, ROW acquisition and construction) for capacity enhancements on the MPAH for the following:

- Gap closures – the construction of a roadway to its full MPAH build-out for the purpose of connecting two existing ends of that roadway by filling in a missing segment or for completing the terminus of an MPAH roadway. This applies to increased roadway capacity only as it relates to vehicular traffic.
- Roadway widening where additional capacity is needed
- New roads / extension of existing MPAH facility

Eligible Activities

- Planning, environmental clearance
- Design
- ROW acquisition
- Construction (including curb-to-curb, lighting, drainage, etc.)
- Rehabilitation and/or resurfacing of existing pavement when necessitated by proposed improvement (such as change in profile and cross section).

Potentially Eligible Items

Below is a list of potentially eligible items. However, final determination of the eligibility of all project related costs will be made at the time of reimbursement. Prior to the submittal of an application for funding, or at any point in the project life cycle, local agencies may meet with OCTA staff to review the eligibility of project related costs.

Application review and approval does not guarantee the eligibility of all items.

- Direct environmental mitigation for projects funded by ACE (subject to limitations identified in precepts)
- Storm drains/catch basins/detention basins/bioswales/other pollutant discharge mitigation devices
- Sound walls (in conjunction with roadway improvement mitigation measures)
- Aesthetic improvements including landscaping within the project ROW (eligible improvements up to 10 percent (10%) of construction costs, provided costs are reasonable for the transportation benefit)
- ITS infrastructure (advance placement in anticipation of future project)
- ~~Rehabilitation and/or resurfacing of existing pavement when necessitated by proposed improvement (such as change in profile and cross section).~~
- Rehabilitation and/or resurfacing of incidental pavement areas within the proposed project limits is eligible but shall not exceed 10 percent (10%) of the M2 construction grant, subject to the match requirement.
- Improvements to private property if part of a ROW settlement agreement
- Utility relocation where the serving utility has prior rights as evidenced by a recorded legal document
- Roadway grading within the ROW (inclusive of any TCE and/or ROW agreement related improvements) should not exceed a depth for normal roadway excavation (e.g., structural section). Additional grading will be considered on a case-by-case basis. Agencies shall provide supporting documentation (e.g., soils reports, ROW agreements) to justify the additional grading.
- Additional ROW and CON to accommodate pedestrian or bike improvements (including Class II and Class IV bike lanes) as a **complementary feature** to the MPAH project is eligible. Construction of eligible bike facilities shall not exceed 25 percent (25%) of M2 construction grant.
- Installation of a pedestrian activated traffic signal where necessitated by pedestrian traffic warrants or other engineering criteria.

Environmental mitigation will be allowed only as required for the proposed roadway improvement, and only as contained in the environmental document. Program participation in environmental mitigation shall not exceed 25 percent (25%) of the total eligible construction costs.

Longitudinal storm drains are eligible for program participation when the storm drain is an incidental part (cost is less than 25 percent (25%) of the total eligible construction cost) of an eligible improvement. Program participation shall not exceed 10 percent (10%) of the cost of storm drain longitudinal/parallel and main lines. Storm drain inlets, connectors, laterals and cross culverts shall have full participation in ACE Program funding. Storm drains outside standard MPAH ROW widths are not eligible, excluding catch basins within reasonable distance and in general proximity to a project intersection (e.g., within ten feet of the curb return). Catch basins and drainage systems extending into adjacent areas (including public streets) shall not be eligible past the first catch basin designated by aforementioned criteria.

The relocation of detention basins/bioswales are potentially eligible dependent on prior rights and will be given consideration on a case-by-case basis (see Utility Relocations below).

Soundwalls are eligible only if they are required as part of the environmental mitigation for the proposed project and the Measure M contribution to the cost of soundwalls shall not exceed 25 percent (25%) of the total eligible construction costs. Aesthetic enhancements and landscaping in excess of minimum environmental mitigation requirements are subject to limitations described in this section above.

Roadway grading is eligible for structural sections if within the standard MPAH cross section for the facility (inclusive of any TCEs). Rough grading can be considered eligible, so long as it supports MPAH improvement(s) within the ROW and does not supplant developer (or any other project obligations). Any proposed rough grading outside of the MPAH ROW will be evaluated by OCTA on a case-by-case basis but must be tied to the MPAH improvement(s) and not supplant developer (or any other project obligations).

Utility Relocations

The expenses associated with the relocation of utilities are eligible for RCP reimbursement only when all conditions listed below have been met:

- The relocation is made necessary due to conflict with proposed improvements.
- The facility to be relocated is within the project right-of-way.
- It has been determined that the local agency is legally liable for either a portion of or all of the relocation costs.

Liability can be determined by property rights, franchise rights/agreements, state and local statutes/ordinances, permits, a finding by the local agency's counsel, or other recorded legal document. Documentation providing proof of the local agency's liability for the costs of utility relocation must be submitted at the time of a payment request (see Chapter 9). Utilities funded through enterprise funds shall not be eligible for reimbursement.

If a relocation is eligible to be reimbursed, and to be performed by the utility owner or by the utility owner's contractor, the work should be included in the ROW phase costs and clearly identified in the project application submittal. For eligible relocations to be performed during the construction phase by the local agency's contractor, the work should be included in the plans and specifications similar to other construction activities. Adjustment of existing utilities to grade (e.g., water valves, manhole frames and covers), due to new roadway cross sections are either eligible or not eligible in the construction phase subject to the limitations previously described (e.g., prior rights). New or relocated fire hydrants are ineligible.

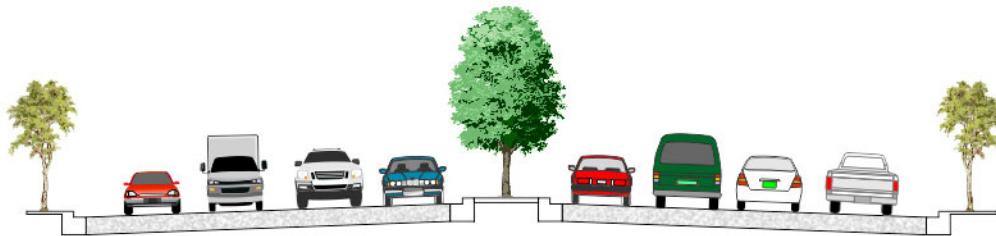
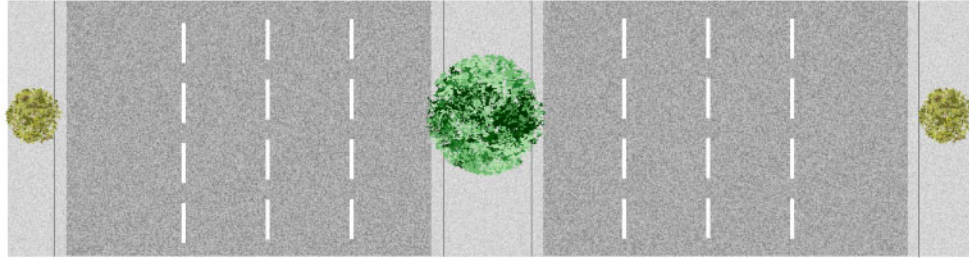
In all cases, eligible costs shall only include "in-kind" relocation. No reimbursements will be made for betterments above the cost of "in-kind" relocation. Additionally, costs submitted for program reimbursement must include any salvage credits received.

Ineligible Expenditures

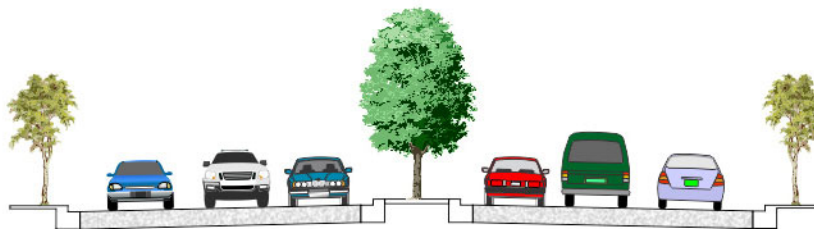
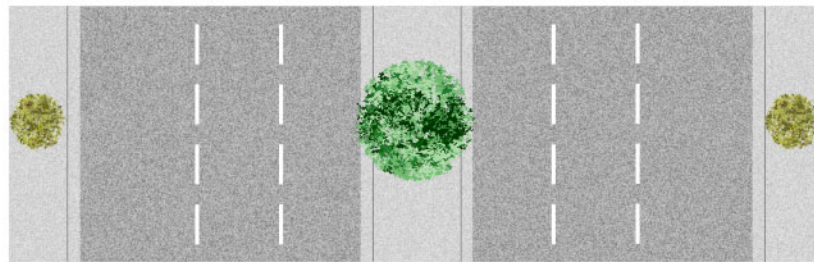
Items that are not eligible under the ACE Program are:

- Grading outside of the roadway ROW not related to a TCE or ROW agreement is generally considered ineligible but can be evaluated by OCTA on a case-by-case basis, but must be tied to the MPAH improvement(s) and not supplant developer (or any other project obligations).
- Rehabilitation, unless there is a change in profile and cross section
- Reconstruction (unless in ROW agreement or within project scope)
- New Railroad Grade Separation Projects
- Enhanced landscaping, aesthetics and gateway treatments (landscaping that exceeds that necessary for normal erosion control and ornamental hardscape)
- ROW acquisition and construction costs for improvements greater than the typical ROW width for the applicable MPAH Roadway Classification [such as allowing for Class I bike facilities](#) (See standard MPAH cross sections in Exhibit 7-5). Where full parcel acquisitions are necessary to meet typical ROW requirements for the MPAH classification, any excess parcels shall be disposed of in accordance with the provisions of these guidelines, State statutes as outlined in Article XIX and the California State Controllers Guidelines Relating to Gas Tax Expenditures.
- Construction and/or ROW for Class I bike facilities
- Utility Betterments
- Construction of new utilities

Exhibit 7-5 Standard MPAH Cross Sections

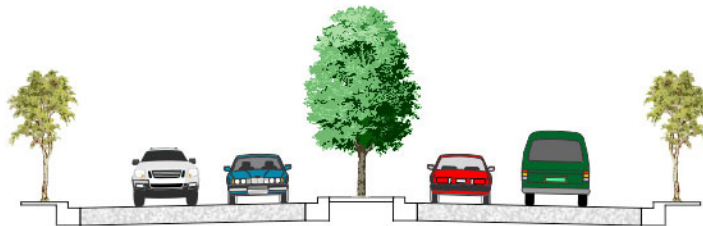
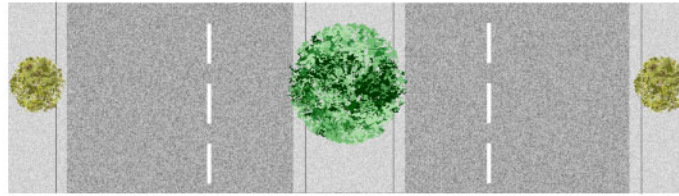


PRINCIPAL
144 FT
(8 LANES, DIVIDED)

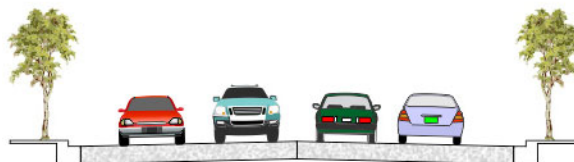
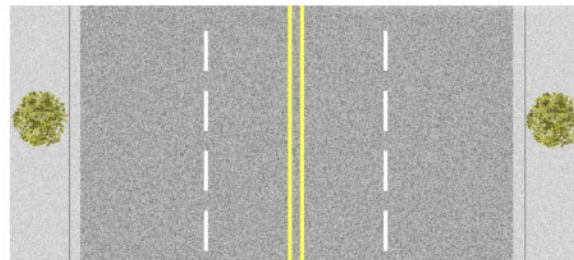


MAJOR
120FT
(6 LANES, DIVIDED)

Exhibit 7-5 *continued* Standard MPAH Cross Sections

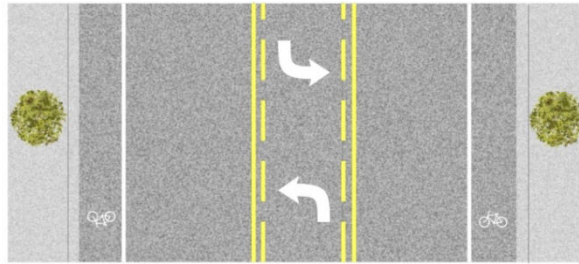


PRIMARY
100 FT
(4 LANES, DIVIDED)

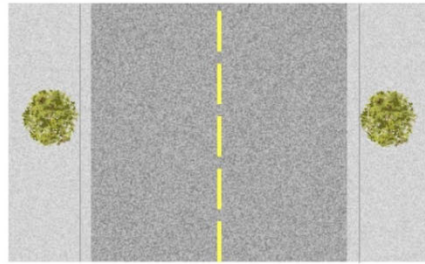


SECONDARY
80 FT
(4 LANES, UNDIVIDED)

Exhibit 7-5 *continued*
Standard MPAH Cross Sections



DIVIDED COLLECTOR
80 FT
(2 LANES, DIVIDED)



COLLECTOR
56 FT
(2 LANES, UNDIVIDED)

Master Plan of Arterial Highway Capacities

Below are the approximate roadway capacities that will be used in the determination of LOS:

<u>Type of Arterial</u>	<u>Level of Service (LOS)</u>				
	A .51 - .60 v/c	B .61 - .70 v/c	C .71 - .80 v/c	D .81 - .90 v/c	E .91 - 1.00 v/c
8 Lanes Divided	45,000	52,500	60,000	67,500	75,000
6 Lanes Divided	33,900	39,400	45,000	50,600	56,300
4 Lanes Divided	22,500	26,300	30,000	33,800	37,500
4 Lanes (Undivided)	15,000	17,500	20,000	22,500	25,000
2 Lanes Divided	9,000	12,000	15,000	20,000	22,000
2 Lanes (Undivided)	7,500	8,800	10,000	11,300	12,500

Note: Values are maximum Average Daily Traffic

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on existing usage, proposed Vehicle Miles Traveled (VMT), level of services benefits, local match rate funding and overall facility importance. Technical categories and point values are shown on Tables 7-1 and 7-2. Data sources and methodology are described below.

Projected/Current Average Daily Trips (ADT): Current ADT is the preferred method of measuring congestion. However, traffic counts projected to the year of opening for the project will be allowed as part of the competitive evaluation. These must be submitted along with current 24-hour traffic counts for the proposed segment for comparison purposes. The agency must submit the project’s projected ADT, current ADT, the delta, and justification of the increase. Regarding “current” counts, these are defined as those taken for a typical mid-week period within the preceding 12-months. Projects submitted without “current counts” will be considered incomplete and non-responsive. Project applications using projected ADT must use traffic counts taken within the preceding 12 months. Project applications not using projected ADT may use traffic counts taken within the 36 months preceding the release date of the current call. **Note:** New facilities must be modeled through OCTAM and requests should be submitted to OCTA a minimum of six (6) weeks prior to application submittal deadline. **The OCTAM modeling request**

deadline is September 12, 2024 for the 2025 Call for Projects. If modeling requests are not submitted six (6) weeks prior to the application submittal deadline, the application will not be considered. For agencies where event, weekend, or seasonal traffic presents a significant issue, Average Annual Daily Traffic (AADT) counts can be used, provided the agency gives sufficient justification for the use of AADT.

VMT: Centerline length of segment proposed for improvement multiplied by the existing ADT for the proposed segment length. Measurements must be taken proximate to capacity increase. VMT for improvements covering multiple discrete count segments are calculated on a weighted average basis.

Current Project Readiness: This category is additive. **Points are earned for the highest qualifying designation at the time applications are submitted.** Local agency should select the most current phase of the project.

- Environmental Approvals – applies where all environmental clearances have been obtained on the project.
- Preliminary design (35 percent (35%) level) – will require certification from the City Engineer and is subject to verification.
- Final Design (PS&E) – applies where the jurisdiction’s City Engineer or other authorized person has approved the final design.
- ROW (all offers issued) – applies where offers have been made for every parcel where acquisition is required and/or offers of dedication or orders of immediate possession have been received by the jurisdiction. Documentation of ROW possession will be required with application submittal.
- ROW (all easements and titles) – applies where no ROW is needed for the project or where all ROW has been acquired/dedicated.

Cost Benefit: Total project cost (including unfunded phases) divided by the existing ADT (or modeled ADT for new segments).

Funding Over-Match: The percentages shown apply to match rates above a jurisdiction’s minimum local match rate requirement. M2 requires a 50 percent (50%) local match for RCP projects. This minimum match can be reduced by up to 25 percentage points if certain eligible components are met. If a jurisdiction’s minimum match target is 30 percent (30%) and a local match of 45 percent (45%) is pledged, points are earned for the 15 percent (15%) over-match differential. The pledged amount is considered the committed match rate and will be required, at a minimum, from the local agency throughout the life of the project.

Transportation Significance: Roadway classification as shown in the current MPAH.

Operational Attributes (within the roadway): This category is additive. Each category, except Active Transit Routes, must be a new feature added as a part of the proposed

project. Only one feature can be selected for any qualifying category. For example, installation of a bike lane that is identified in an adopted ATP plan can be awarded points under "Bike ~~Lanes~~Facilities" or "Active Transportation Focused Plan Elements," but not both.

- Pedestrian Facilities: Placement of a new sidewalk where **none currently exists** along an entire segment of proposed project.
- Meets MPAH configuration: Improvement of roadway to full MPAH standard for the segment classification.
- Active Transit Route(s): Segments served by fixed route public transit service.
- Bus Turnouts: Construction of bus turnouts.
- ~~Bike Lanes~~Facilities: Installation of new bike lanes-facilities (Class II or Class IV bike lanes) as a complementary feature to the MPAH project. Class I is not eligible. All proposed bike facilities must be included in an approved transportation plan or circulation element. For bonus points (max 5 total), Class II and Class IV facilities may also describe how improvements will help improve street operations and reduce congestion including how the project will connect diversity of land-uses, fill gap(s) in existing bicycle facilities, and contributes to the broader bicycling infrastructure network AND/OR a quantitative analysis showing congestion reduction/reduction in vehicle miles traveled. Potential methodology includes the CARB VMT reduction or alternative quantification method. https://ww2.arb.ca.gov/sites/default/files/auction-proceeds/bicycle%20facilities_summary_032519.pdf
- Median (Raised): Installation of a mid-block raised median where none exists today. Can be provided in conjunction with meeting MPAH standards.
- Safety Improvements: Project features that increase the safety of pedestrians. These elements can include the new installation of: median barriers, curb extensions, residential traffic diverters, pedestrian crossing islands, pedestrian activated signals, crosswalk enhancements, safety signage, and the addition, modification, or improvement of existing pedestrian signals. Other elements of safety may be considered on a case-by-case basis.
- Elements of Approved Active Transportation Plan/Active Transportation Focused Sections of other Types of Mobility Plans: Incorporate project features that are approved in an active transportation plan or if very focused, in active transportation focused sections of other types of plans that improve mobility. These elements can include bike infrastructure and pedestrian elements. Other elements of an active transportation plan may be considered on a case-by-case basis. Documentation of approved plan will be required with application submittal and assignment of points for active transportation focused sections of other types of plans will be considered on a case-by-case basis.

- Sustainability Elements: Includes the use of multiple complete street elements, the installation of solar lighting within the roadway cross section, or water conservation elements that reduce water consumption, compared to current usage within project limits; such as the replacement of existing landscaping with hardscape and/or "California Native" drought tolerant type landscaping; the replacement of existing sprinklers with drip irrigation systems; the installation of new "grey" or recycled water systems where such does not currently exist. Other elements of sustainability may be considered on a case-by-case basis. Points are awarded at construction phase only.
- Other (e.g., Golf cart paths in conformance with California Vehicle Code and which are demonstrated to remove vehicle trips from roadway).

Improvement Characteristics: Select one characteristic which best describes the project:

- Gap Closures: the construction of a roadway to its full MPAH build-out for the purpose of connecting two existing ends of that roadway by filling in a missing segment or for completing the terminus of an MPAH roadway. This applies to increased roadway capacity only as it relates to vehicular traffic.
- New Facility/Extensions: Construction of new roadways.
- Bridge crossing: Widening of bridge crossing within the project limits to full MPAH width. Widening beyond MPAH shall not qualify for Project O funding.
- Adds capacity: Addition of through traffic lanes.
- Improves traffic flow: Installation of a median, restricting cross street traffic, adding midblock turn lanes, or elimination of driveways.

LOS Improvement: This category is a product of the existing or projected LOS based upon volume/capacity -- or v/c -- and LOS improvement "with project". **Projects must meet a minimum existing or projected LOS of "D" (.81 v/c) "without project" condition to qualify for priority consideration for funding.** Existing LOS is determined using current 24-hour traffic counts for the proposed segment. However, for projects where traffic volumes follow unconventional patterns, unidirectional volumes may be proposed as an acceptable alternate methodology for determining LOS. If unidirectional volumes are used for LOS calculations, ADT for the proposed direction of improvement shall serve as the basis for ADT, cost benefit and vehicle miles travelled (VMT) scoring categories. Projects that do not meet the minimum LOS "D" can be submitted but are not guaranteed consideration as part of the competitive process.

If during the competitive process, it is determined that additional programming capacity exists after all eligible projects with LOS "D" have been funded, a consideration of projects with a minimum LOS "C" (.71 v/c) may be undertaken. Such consideration will be at the discretion of OCTA. Projects with a LOS better than "C" (.70 v/c) will not be considered.

Application Process

Project grants are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to evaluate the project proposal as outlined below. Detailed instructions and checklists are provided in this chapter.

Complete application

- Funding needs by phase and fiscal year
- Local committed match funding source, confirmed through city council resolution or minute order
- Supporting technical information (including current traffic counts)
- Project development and implementation schedule
- ROW status and detailed plan for acquisition/disposal of excess right-of-way. The ROW acquisition/disposal plan must be submitted using the "ROW acquisition/disposal plan" form provided by OCTA and available for download at <https://ocfundtracker.octa.net>.
- Any additional information deemed relevant by the applicant
- Grants subject to Master Funding Agreement

Calls are expected to be issued on an annual basis, or as determined by the Board. Complete project applications must be submitted by the established due date to be considered eligible for consideration.

Minimum Eligibility Requirements

Projects must have an existing or projected LOS "D" (.81 v/c) or worse to qualify for priority consideration for funding in this program.

All project roadways must be identified on the MPAH network. Local streets not shown on the MPAH are not eligible for funding through this program.

New Facilities

New facilities must be modeled through OCTAM. A local agency planning on submitting a request for funding for a new facility must submit a modeling request a minimum of six (6) weeks prior to the application submittal deadline. If modeling requests are not submitted six (6) weeks prior to the application submittal deadline, the application associated with the related project will not be considered. Any request for modeling **must be submitted to OCTA no later than September 12, 2024** for the 2025 call.

Facility Modeling: For consistency purposes, all proposed new facilities will be modeled by OCTA using the most current version of OCTAM. Applicants may supplement their

application with a locally-derived model with OCTAM used for validation purposes. The facility will be modeled with the lane capacity reflected in the application.

Average Daily Trips Determination: OCTAM will provide an “existing” ADT using a “with project” model run under current conditions. The ADT for the proposed segment will serve as the ADT value to be considered in the application.

LOS Improvement: LOS on existing facilities may be positively or negatively affected by a proposed new roadway segment through trip redistribution. A current condition model run is generated “with” and “without” the proposed project. The intent is to test the efficacy of the proposed segment. A comparison of these before and after project runs (using current traffic volumes) yields potential discernable changes in LOS. The greatest benefit is generally on a parallel facility directly adjacent to the proposed project. Trip distribution changes generally dissipate farther from the project. For evaluation purposes, the segment LOS (determined through a simple volume / capacity calculation) for the “with” and “without project” will be used for the existing LOS and LOS improvement calculations.

Matching Funds

Local agencies are required to provide local match funding for each phase of the project. As prescribed by the M2 Ordinance, the minimum local match requirement is 50 percent (50%) with potential to reduce this amount if certain eligibility requirements are met. The amount pledged during the application process is considered the committed match rate and will be required, at a minimum, from the local agency throughout the life of the project. Actual project contributions by the local agency are dependent on final project costs and may not be equal to the committed match rate in the event of cost overruns. OCTA will not increase the funding grant to cover cost overruns. Ineligible expenditures do not contribute to the local match rate.

Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the funding plan described above, local agencies will be required to submit the following materials:

Council Approval: A Council Resolution or Minute Order action authorizing request for funding consideration with a commitment of local match funding must be provided with the project application. **If a *draft* copy of the resolution is provided, the local agency must also provide the date the resolution will be finalized by the local agency’s governing body.** A final copy of the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the consideration of programming recommendations by OCTA’s Board of Directors.

Project Documentation: If proposed project has completed initial planning activities (such as PSR or equivalent, EIR, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning phases. An electronic copy of the PSR and/or environmental document must be supplied as applicable. The applicant will be asked for additional detailed information if necessary, to adequately evaluate the project application.

Project Summary Information: With each application being recommended for funding, the agency shall submit a PowerPoint presentation summarizing the pertinent project information for review and discussion purposes. The presentation shall be no more than three (3) slides and should contain, at a minimum, a project description, project benefits, location map, and cost estimate. **OCTA staff will request the PowerPoint file when/if a project is recommended for funding.**

Reimbursements

This program is administered on a reimbursement basis for capital improvements, planning, design, and ROW acquisition. Reimbursements will be disbursed upon review and approval of an acceptable initial payment submittal, final report, and consistency with Master Funding Agreement or cooperative agreement if federal funds are awarded. The reimbursement process is more fully described in Chapter 9 of this manual.

Project Cancellation

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible during the planning phase shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty. All ROW funding received for property acquisition prior to cancellation shall be repaid upon cancellation even if property has been acquired. All construction funding received prior to cancellation shall be repaid upon cancellation.

Cancelled projects will be eligible to reapply upon resolution of issues that led to original project termination. Agencies can resubmit an application for funding consideration once either the cancellation of the existing funding grant has been approved by the OCTA Board or is in the process of approval through the semi-annual review. In the event the OCTA Board does not approve the cancellation, the lead agency will be required to withdraw the application.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to

an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation, which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be conducted by OCTA's Internal Audit department or other authorized agent either through the normal annual process or on a schedule to be determined by the Board (see Chapter 10).

Proceeds from the sale of excess ROW acquired with program funding must be paid back to the project fund as described in Chapter 9 and the Master Funding Agreement.

**Table 7-1
Regional Capacity Program
Street Widening Selection Criteria**

Category	Points Possible	Percentage
Facility Usage		25%
Existing ADT & VMT	15	15%
Current Project Readiness	10	10%
Economic Effectiveness		15%
Cost Benefit	10	10%
Funding Over-Match	5	5%
Facility Importance		25%
Transportation Significance	10	10%
Operational Efficiency	15	15%
Benefit		35%
Improvement Characteristics	10	10%
Level of Improvement and Service	25	25%
Total	100	100%
<u>Bonus: Additional details and quantitative analysis for Class II or Class IV bike facility, as applicable.</u>	<u>5</u>	

Table 7-2 Street Widening Point Breakdown

ACE SCORING CRITERIA Point Breakdown for Arterial Capacity Enhancement Projects Maximum Points = 100

Facility Usage			Points: 25
Existing ADT & VMT			Max Points: 15
Existing ADT Range			Points
45+	thousand		10
40 – 44	thousand		8
35 – 39	thousand		6
30 – 34	thousand		5
25 – 29	thousand		4
20 – 24	thousand		3
15 – 19	thousand		2
10 – 14	thousand		1
<10	thousand		0
VMT Range			Points
31+	thousand		10
26 – 30	thousand		8
22 – 25	thousand		6
18 – 21	thousand		5
14 – 17	thousand		4
11 – 13	thousand		3
08 – 10	thousand		2
04 – 07	thousand		1
<4	thousand		0
Current Project Readiness			Max Points: 10
ROW (All Easement and Titles)			5
Final Design (PS&E)			4
Environmental Approvals			2
Preliminary Design (35%)			2
ROW (All Offers Issued)			2
Economic Effectiveness			Points: 15
Cost Benefit (Total \$/ADT)			
Range*			Points
< 49			10
50 – 74			9
75 – 99			7
100 – 149			5
150 – 199			4
200 – 249			3
250 – 299			2
300 – 349			1
350+			0
Funding Over-Match (local match/project cost) minus minimum local match requirement.			
Range*			Points
25+%			5
20 – 24%			4
15 – 19%			3
10 – 14%			2
05 – 09%			1
00 – 04%			0
*Range refers to % points above agency minimum requirement.			
Facility Importance			Points: 25
Transportation Significance Range			Points
Principal or CMP Route			10
Major			8
Primary			6
Secondary			4
Collector			2
Operational Attributes (within the roadway)			Max Points: 15
Meets MPAH Configs.			4
Pedestrian Facilities (New)			4
Bike Lanes/Facilities (New)			4
Active Transit Route(s)			2
Bus Turnouts			2
Median (Raised)			2
Safety Improvements			3
Active Transportation Focused Plan Elements			2
Sustainability Elements			2
Other			2
Benefit			Points: 35
Improve Characteristics			Points
Gap Closure			10
New Facility/Extension			8
Bridge Crossing			8
Adds Capacity			6
Improves Traffic Flow			2
LOS Improvement			Max Points: 25
Existing LOS Starting Point Range (LOS Imp x LOS Starting Pt)			Points
1.01+			5
.96 – 1.00			4
.91 – .95			3
.86 – .90			2
.81 – .85			1
<.81			0
LOS Improvements with Project (exist. Volume)			
Existing LOS Starting Point Range			Points
.20+			5
.16 – .20			4
.10 – .15			3
.05 – .09			2
.01 – .05			1
<.01			0
Bonus			Points: 5
Additional details and quantitative analysis for Class II and Class IV bike facilities as a complementary feature to the MPAH project, as applicable.			

Intersection Capacity Enhancements (ICE)

Overview

The MPAH serves as the backbone of Orange County's arterial street network. Intersections at each intersecting MPAH arterial throughout the County will continue to require improvements to mitigate current and future needs. The ICE improvement category complements roadway improvement initiatives underway and supplements development mitigation opportunities.

Projects in the ICE improvement category are selected on a competitive basis. Projects must meet specific criteria in order to compete for funding through this program.

For the purposes of the ICE improvement category, the limits of an intersection shall be defined as the area that includes all necessary (or planned) through lanes, turn pockets, and associated transitions required for the intersection. Project limits of up to a maximum of 600 feet for each intersection leg are allowable. Projects that, due to special circumstances, must exceed the 600-foot limit, shall include in their application the request for a technical variance. The project shall be presented to the TSC by the local agency to request approval of the variance.

Objectives

- Improve MPAH network capacity and throughput along MPAH facilities
- Relieve congestion at MPAH intersections by providing additional turn and through lane capacity
- Improve connectivity between neighboring jurisdictions by improving operations
- Provide timely investment of M2 revenues

Project Participation Categories

The ICE category provides capital improvement funding (including planning, design, ROW acquisition and construction) for intersection improvements on the MPAH network for the following:

- Intersection widening – constructing additional through lanes and turn lanes, extending turn lanes where appropriate, and signal equipment
- Street to street grade separation projects

Eligible Activities

- Planning, environmental clearance
- Design (plans, specifications, and estimates)
- ROW acquisition
- Construction (including bus turnouts, curb ramps, median, and striping)

- Rehabilitation and/or resurfacing of existing pavement when necessitated by proposed improvement (such as change in profile and cross section).

Potentially Eligible Items

Below is a list of potentially eligible items. However, final determination of the eligibility of all project related costs will be made at the time of reimbursement. Prior to the submittal of an application for funding, or at any point in the project life cycle, local agencies may meet with OCTA staff to review the eligibility of project related costs.

Application review and approval does not guarantee the eligibility of all items.

- Required environmental mitigation for projects funded by ICE
- Storm drains/catch basins/detention basins/bioswales/other pollutant discharge mitigation devices
- Sound walls (in conjunction with roadway improvement mitigation measures)
- Aesthetic improvements including landscaping within the project ROW (eligible improvements up to 10 percent (10%) of construction costs, provided costs are reasonable for the transportation benefit)
- Signal equipment (as incidental component of program), including the installation or upgrade of pedestrian countdown heads
- Bicycle detection systems
- ~~Rehabilitation and/or resurfacing of existing pavement when necessitated by proposed improvement (such as change in profile and cross section).~~
- Rehabilitation and/or resurfacing of incidental pavement areas within the proposed project limits is eligible but shall not exceed 10 percent (10%) of the M2 construction grant, subject to the match requirement.
- Improvements to private property if part of a ROW settlement agreement
- Utility relocation where the serving utility has prior rights as evidenced by a recorded legal document and are located within the roadway right-of-way.
- Roadway grading within the ROW (inclusive of any TCEs and/or ROW agreement related improvements) should not exceed a depth for normal roadway excavation (e.g., structural section). Additional grading will be considered on a case-by-case basis. Agencies shall provide supporting documentation (e.g., soils reports, ROW agreements) to justify the additional grading.
- Additional ROW and CON to accommodate pedestrian or bike improvements (including Class II and Class IV bike lanes) as a complementary feature to the MPAH project is eligible. Class I is not eligible. Construction of eligible bike facilities shall not exceed 25 percent (25%) of M2 construction grant.

Ineligible Items

- Grading outside of the roadway ROW not related to a TCE or ROW agreement is generally assumed to be ineligible but can be evaluated by OCTA on a case-by-case basis but must be tied to the MPAH improvement(s) and not supplant developer (or any other project obligations).
- ROW acquisition greater than the typical ROW width for the applicable MPAH Roadway Classification such as allowing for Class I bike facilities. Additional turn lanes not exceeding 12 feet in width needed to maintain an intersection LOS D requiring ROW in excess of the typical ROW width for the applicable MPAH classification shall be fully eligible. Where full parcel acquisitions are necessary to meet typical ROW requirements for the MPAH classification any excess parcels shall be disposed of in accordance with State statutes and the acquisition/disposal plan submitted in accordance with these guidelines.
- Enhanced landscaping and aesthetic improvements (landscaping that exceeds that necessary for normal erosion control and ornamental hardscape).
- ROW and/or construction for Class I bike facilities

Environmental mitigation will be allowed only as required for the proposed roadway improvement and only as contained in the environmental document. Program participation in environmental mitigation shall not exceed 25 percent (25%) of the total eligible project costs.

Longitudinal storm drains are eligible for program participation when the storm drain is an incidental part (cost is less than 25 percent (25%) of the total eligible improvement cost) of an eligible improvement. Program participation shall not exceed 10 percent (10%) of the cost of storm drain longitudinal/parallel and main lines. Storm drain inlets, connectors, laterals and cross culverts shall have full participation in ICE improvement category funding. Storm drains outside standard MPAH ROW widths are not eligible, excluding catch basins within reasonable distance and in general proximity to a project intersection (e.g., within ten feet of the curb return). Catch basins and drainage systems extending into adjacent areas (including public streets) shall not be eligible past the first catch basin.

Soundwalls are eligible only if they are required as part of the environmental clearance for the proposed project and shall not exceed 25 percent (25%) of the total eligible project costs. Aesthetic enhancements and landscaping in excess of minimum environmental mitigation requirements are subject to limitations described in the "Potentially Eligible Item" section above.

The relocation of detention basins/bioswales/other pollutant discharge mitigation devices are potentially eligible dependent on who has prior rights and will be given consideration on a case-by-case basis (see utility relocations below).

Roadway grading is eligible for structural sections if within the standard MPAH cross section for the facility (inclusive of any TCEs). Rough grading can be considered eligible, so long as it supports MPAH improvement(s) within the ROW and does not supplant developer (or any other project obligations). Any proposed rough grading outside of the MPAH ROW will be evaluated by OCTA on a case-by-case basis but must be tied to the MPAH improvement(s) and not supplant developer (or any other project obligations).

Utility Relocations

The expenses associated with the relocation of utilities are eligible for RCP reimbursement only when all conditions listed below have been met:

- The relocation is made necessary due to conflict with proposed improvements.
- The facility to be relocated is within the project right-of-way.
- It has been determined that the local agency is legally liable for either a portion of or all of the relocation costs.

Liability can be determined by property rights, franchise rights/agreements, state and local statutes/ordinances, permits, a finding by the local agency's counsel, or other recorded legal document. Documentation providing proof of the local agency's liability for the costs of utility relocation must be submitted at the time of a payment request (see Chapter 9). Utilities funded through enterprise funds shall not be eligible for reimbursement.

If a relocation is eligible to be reimbursed, and to be performed by the utility owner or by the utility owner's contractor, the work should be included in the ROW phase costs and clearly identified in the project application submittal. For eligible relocations to be performed during the construction phase by the local agency's contractor, the work should be included in the plans and specifications similar to other construction activities. Adjustment of existing utilities to grade (e.g., water valves, manhole frames and covers), due to new roadway cross sections are either eligible or not eligible in the construction phase subject to the limitations previously described (e.g., prior rights). New or relocated fire hydrants are ineligible.

In all cases, eligible costs shall only include "in-kind" relocation. No reimbursements will be made for betterments above the cost of "in-kind" relocation. Additionally, costs submitted for program reimbursement must include any salvage credits received.

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on existing usage, LOS benefits, local match funding, and overall facility importance. Technical categories and point values are shown on Tables 7-3 and 7-4. Data sources and methodology are described below.

Projected/Current Average Daily Trips (ADT): Current ADT is the preferred method of measuring congestion. However, traffic counts projected to the year of opening for the project will be allowed as part of the competitive evaluation. These must be submitted along with current 24-hour traffic counts for the proposed segment for comparison purposes. The agency must submit the project's projected ADT, current ADT, the delta, and justification of the increase. Regarding "current" counts, these are defined as those taken for a typical mid-week period within the preceding 12-months. Project applications using projected ADT must use traffic counts taken within the preceding 12 months. Project applications not using projected ADT may use traffic counts taken within the preceding 36 months. Project applications without "current" counts will be deemed incomplete and non-responsive. Average ADT for the east and west legs of the intersection will be added to the average ADT for the north and south legs.

For agencies where event or seasonal traffic presents a significant issue, AADT counts can be used, provided the agency gives sufficient justification for the use of AADT.

Current Project Readiness: This category is additive. **Points are earned for each satisfied readiness stage at the time applications are submitted.** Local agency should select the most current phase of the project.

- Environmental Approvals – applies where all environmental clearances have been obtained on the project.
- Preliminary design (35 percent (35%) level) – will require certification from the City Engineer and is subject to verification.
- Final Design (100 percent (100%) PS&E) – applies where the jurisdiction's City Engineer or other authorized person has approved the final design.
- ROW (all offers issued) – applies where offers have been made for every parcel where acquisition is required and/or offers of dedication or orders of immediate possession have been received by the jurisdiction. Documentation of ROW possession will be required with application submittal.
- ROW (all easements and titles) – applies where no ROW is needed for the project or where all ROW has been acquired/dedicated.

Cost Benefit: Total project cost (included unfunded phases) divided by the existing ADT (or modeled ADT for new segments).

Funding Over-Match: The percentages shown apply to match rates above a jurisdiction's minimum match rate requirement. M2 requires a 50 percent (50%) local match for RCP projects. This minimum match can be reduced by up to 25 percentage points if certain eligible components are met. If a jurisdiction's minimum match target is 30 percent (30%) and a local match of 45 percent (45%) is pledged, points are earned for the 15 percent

(15%) over-match. The pledged amount is considered the committed match rate and will be required, at a minimum, from the local agency throughout the life of the project.

Coordination with Contiguous project: Projects that complement a proposed arterial improvement project with a similar implementation schedule earn points in this category. This category is intended to recognize large projects that segregate intersection components from arterial components for funding purposes.

Transportation Significance: Roadway classification as shown in the current MPAH.

Operational Attributes (within the roadway): This category is additive. Each category must be a new feature added as a part of the proposed project. Only one feature can be selected for any qualifying category. For example, installation of a bike lane that is identified in an adopted ATP plan can be awarded points under "Bike ~~Lanes~~Facilities" or "Active Transportation Focused Plan Elements," but not both.

- Bike ~~Lanes~~Facilities: Extension of bike ~~lanes~~facilities through an intersection **(Class II or Class IV) as a complementary feature to the MPAH project. Class I is not eligible. All proposed bike facilities must be included in an approved transportation plan or circulation element. For bonus points (max 5 total), Class II and Class IV facilities may also describe how improvements will help improve street operations and reduce congestion including how the project will connect diversity of land-uses, fill gap(s) in existing bicycle facilities, and contributes to the broader bicycling infrastructure network AND/OR a quantitative analysis showing congestion reduction/reduction in vehicle miles traveled. Potential methodology includes the CARB VMT reduction or alternative quantification method. https://ww2.arb.ca.gov/sites/default/files/auction-proceeds/bicycle%20facilities_summary_032519.pdf**
- Bus Turnouts: Construction of a bus turnout as a new feature.
- Lowers density: Addition of through travel lanes.
- Channels traffic: Addition and/or extension of turn pockets (other than free right turn).
- Free right turn: installation of new free right or conversion of an existing right turn to free right
- Protected/permissive left turn: Convert from protected to protected/permissive
- Pedestrian Facilities: Placement of a new sidewalk if none currently exists.
- Grade separations: Street to street grade separations and do not apply to rail grade separation projects which are covered by the grade separation program category.
- Safety Improvements: Project features that increase the safety of pedestrians. These elements can include the new installation of: median barriers, curb extensions, residential traffic diverters, pedestrian crossing islands, pedestrian activated signals, crosswalk enhancements, safety signage, and the addition,

modification, or improvement of existing pedestrian signals. Other elements of safety may be considered on a case-by-case basis.

- Elements of Approved Active Transportation Plan/Active Transportation Focused Sections of other Types of Mobility Plans: Incorporate project features that are approved in an active transportation plan or if very focused, in active transportation focused sections of other types of plans that improve mobility. These elements can include bike infrastructure and pedestrian elements. Other elements of an active transportation plan may be considered on a case-by-case basis. Documentation of approved plan will be required with application submittal and assignment of points for active transportation focused sections of other types of plans will be considered on a case-by-case basis.
- Sustainability Elements: Includes the use of multiple complete street elements, the installation of solar lighting within the roadway cross section, or water conservation elements that reduce water consumption, compared to current usage within project limits; such as the replacement of existing landscaping with hardscape and/or "California Native" drought tolerant type landscaping; the replacement of existing sprinklers with drip irrigation systems; the installation of new "grey" or recycled water systems where such does not currently exist. Other elements of sustainability may be considered on a case-by-case basis. Points are awarded at construction phase only.

LOS Improvement: This category is a product of the existing or projected LOS based upon v/c and LOS improvement "with project" using ICU calculation with 1,700 vehicles per lane per hour and a .05 clearance interval. Calculations will be based upon "current" arterial link and turning movement counts projected to opening year. **Projects must meet a minimum existing or projected LOS of "D" (.81 v/c) to qualify for priority consideration for funding.** Existing LOS is determined using peak hour traffic counts/turning movements AM/PM peak periods for the proposed segment utilizing ICU methodology and using 1,700 vehicles per lane/per hour and a .05 clearance interval.

For projects where traffic volumes follow unconventional patterns (e.g. unidirectional congestion, large disparity between AM and PM peaks, etc.) HCM 2010 may be proposed as an alternate methodology for determining LOS. HCM calculations must use SYNCHRO and be supported with complete calculation documentation using standard industry approaches and current signal timing plans. If an alternative methodology is proposed, all analysis **must be submitted to OCTA for review no later than September 12, 2024** for the 2025 Call for Projects. OCTA will contract with an independent third-party firm to review the technical analysis. The cost for the review will be charged to the applicant.

Projects that do not meet the minimum LOS "D" can be submitted but are not guaranteed consideration as part of the competitive process.

If during the competitive process, it is determined that additional programming capacity exists after all eligible projects with LOS "D" have been funded, a consideration of projects with a minimum LOS "C" (.71 v/c) may be undertaken. Such consideration will be at the discretion of OCTA. Projects with a LOS better than "C" (.70 v/c) will not be considered.

Application Process

Project grants are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to evaluate the project proposal as outlined below. Detailed instructions and checklists are provided in this chapter.

Complete application

- Funding needs by phase and fiscal year
- Local match funding source, confirmed through city council resolution or minute order
- Supporting technical information (including current arterial link and turning movement counts)
- Project development and implementation schedule
- ROW status and a detailed plan for acquisition/disposal of excess right-of-way. The ROW acquisition/disposal plan must be submitted using the "ROW acquisition/disposal plan" form provided by OCTA and available for download at <https://ocfundtracker.octa.net>.
- Any additional information deemed relevant by the applicant
 - Grants subject to master funding agreement

Calls for projects are expected to be issued on an annual basis, or as determined by the Board. Complete project applications must be submitted by the established due date to be considered eligible for consideration.

Minimum Eligibility Requirements

Projects must have an existing or projected LOS "D" (.81 v/c) or worse to qualify for priority consideration for funding in this program.

All project roadways must be identified on the MPAH network. Local streets not shown on the MPAH are not eligible for funding through this program.

Matching Funds

Local agencies are required to provide local match funding for each phase of the project. As prescribed by the M2 Ordinance, the minimum local match requirement is 50 percent (50%) with potential to reduce this amount if certain eligibility requirements are met. The amount pledged during the application process is considered the committed match rate and will be required, at a minimum, from the local agency throughout the life of the

project. Actual project contributions by the local agency are dependent on final project costs and may not be equal to the committed match rate in the event of cost overruns. OCTA will not increase the funding grant to cover cost overruns. Ineligible expenditures do not contribute to the local match rate.

Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the funding plan described above, local agencies will be required to submit the following materials:

Council Approval: A Council Resolution or Minute Order action authorizing request for funding consideration with a commitment of local match funding must be provided with the project application. **If a *draft* copy of the resolution is provided, the local agency must also provide the date the resolution will be finalized by the local agency's governing body.** A final copy of the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the consideration of programming recommendations by OCTA's Board of Directors.

Project Documentation: If proposed project has completed initial planning activities (such as PSR or equivalent, EIR, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning phases. An electronic copy of the PSR and/or environmental document must be supplied as applicable. The applicant will be asked for additional detailed information only if necessary, to adequately evaluate the project application.

Project Summary Information: With each application being recommended for funding, the agency shall submit a PowerPoint presentation summarizing the pertinent project information for review and discussion purposes. The presentation shall be no more than three (3) slides and should contain, at a minimum, a project description, project benefits, location map, and cost estimate. **OCTA staff will request the PowerPoint file when/if a project is recommended for funding.**

Reimbursements

This program is administered on a reimbursement basis for capital improvements, planning, design, and ROW acquisition. Reimbursements will be disbursed upon review and approval of an acceptable initial payment submittal, final report and consistency with Master Funding Agreement or cooperative agreement. The reimbursement process is more fully described in Chapter 9 of this manual.

Project Cancellation

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible during the planning phase shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty. ROW funding received for property acquisition prior to cancellation shall be repaid upon cancellation even if property has been acquired. Construction funding received prior to cancellation shall be repaid upon cancellation.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be conducted by OCTA's Internal Audit department or other authorized agent either through the normal annual process or on a schedule to be determined by the Board (see Chapter 10).

Proceeds from the sale of excess ROW acquired with program funding must be paid back to the project fund as described in Chapter 9 and the Master Funding Agreement.

**Table 7-3
Regional Capacity Program
Intersection Improvement Selection Criteria**

Category	Points Possible	Percentage
Facility Usage		25%
Existing ADT	15	15%
Current Project Readiness	10	10%
Economic Effectiveness		20%
Cost Benefit	10	10%
Funding Over-Match	5	5%
Coordination with Contiguous Project	5	5%
Facility Importance		30%
Transportation Significance	10	10%
Operational Efficiency	20	20%
Benefit		25%
LOS Improvement	25	25%
Total	100	100%
<u>Bonus: Additional details and quantitative analysis for Class II or Class IV bike facility, as applicable.</u>	<u>5</u>	

Table 7-4 Intersection Widening Point Breakdown

ICE SCORING CRITERIA

Point Breakdown for Intersection Capacity Enhancement Projects

Maximum Points = 100

Facility Usage Points: 25			Facility Importance Points: 30																																																																											
<table border="1"> <thead> <tr> <th>ADT Range*</th> <th></th> <th>Points</th> </tr> </thead> <tbody> <tr><td>60+</td><td>thousand</td><td>15</td></tr> <tr><td>55 – 59</td><td>thousand</td><td>13</td></tr> <tr><td>50 – 54</td><td>thousand</td><td>11</td></tr> <tr><td>45 – 49</td><td>thousand</td><td>9</td></tr> <tr><td>40 – 44</td><td>thousand</td><td>7</td></tr> <tr><td>35 – 39</td><td>thousand</td><td>5</td></tr> <tr><td>30 – 34</td><td>thousand</td><td>3</td></tr> <tr><td>25 – 29</td><td>thousand</td><td>1</td></tr> </tbody> </table> <p>*AVG ADT for east and west legs plus AVG ADT for north and south legs of intersection.</p> <table border="1"> <thead> <tr> <th>Current Project Readiness</th> <th>Max Points: 10</th> </tr> </thead> <tbody> <tr><td>ROW (All Easement and Titles)</td><td>5</td></tr> <tr><td>Final Design (PS&E)</td><td>4</td></tr> <tr><td>Environmental Approvals</td><td>2</td></tr> <tr><td>Preliminary Design (35%)</td><td>2</td></tr> <tr><td>ROW (All Offers Issued)</td><td>2</td></tr> </tbody> </table> <p>Points are additive. Design and ROW limited to highest qualifying designation.</p>			ADT Range*		Points	60+	thousand	15	55 – 59	thousand	13	50 – 54	thousand	11	45 – 49	thousand	9	40 – 44	thousand	7	35 – 39	thousand	5	30 – 34	thousand	3	25 – 29	thousand	1	Current Project Readiness	Max Points: 10	ROW (All Easement and Titles)	5	Final Design (PS&E)	4	Environmental Approvals	2	Preliminary Design (35%)	2	ROW (All Offers Issued)	2	<table border="1"> <thead> <tr> <th>Transportation Significance Range</th> <th>Points</th> </tr> </thead> <tbody> <tr><td>Principal or CMP Route</td><td>10</td></tr> <tr><td>Major</td><td>8</td></tr> <tr><td>Primary</td><td>6</td></tr> <tr><td>Secondary</td><td>4</td></tr> <tr><td>Collector</td><td>2</td></tr> </tbody> </table> <p>Operational Attributes (within the roadway) Max Points: 20</p> <table border="1"> <tbody> <tr><td>Grade Separations</td><td>10</td></tr> <tr><td>Bike Lanes/Facilities</td><td>5</td></tr> <tr><td>Pedestrian Facilities (New)</td><td>5</td></tr> <tr><td>Bus Turnouts</td><td>4</td></tr> <tr><td>Free Right</td><td>4</td></tr> <tr><td>Lowers Density</td><td>3</td></tr> <tr><td>Channels Traffic</td><td>3</td></tr> <tr><td>Protected/Permissive Left Turn</td><td>2</td></tr> <tr><td>Safety Improvements</td><td>3</td></tr> <tr><td>Active Transportation Focused Plan Elements</td><td>2</td></tr> <tr><td>Sustainability Elements</td><td>2</td></tr> </tbody> </table>			Transportation Significance Range	Points	Principal or CMP Route	10	Major	8	Primary	6	Secondary	4	Collector	2	Grade Separations	10	Bike Lanes/Facilities	5	Pedestrian Facilities (New)	5	Bus Turnouts	4	Free Right	4	Lowers Density	3	Channels Traffic	3	Protected/Permissive Left Turn	2	Safety Improvements	3	Active Transportation Focused Plan Elements	2	Sustainability Elements	2
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Freeway Arterial/Streets Transitions (FAST)

Overview

The MPAH serves as the backbone of Orange County's arterial street network. Current and future needs at existing interchanges along MPAH highways and freeways will need to be addressed in order to improve connectivity between freeways and MPAH arterials. The interchange improvement program complements roadway improvement initiatives underway as well, and supplements development mitigation opportunities.

Projects in the FAST improvement category are selected on a competitive basis. Projects must meet specific criteria in order to compete for funding through this program.

Objectives

- Improve transition to and from Orange County freeways with emphasis on MPAH performance
- Provide timely investment of M2 revenues

Project Participation Categories

The FAST category provides capital improvement funding (including planning, design, ROW acquisition and construction) for interchange improvements on the MPAH network for the following:

- MPAH facility interchange connections to Orange County freeways (including on-ramp, off-ramp and arterial improvements)

Eligible Activities

- Planning, environmental clearance
- Design
- ROW acquisition
- Construction (including ramps, intersection and structural improvements/reconstruction incidental to project)
- Signal equipment (as incidental component of the program)
- Rehabilitation and/or resurfacing of existing pavement when necessitated by proposed improvement (such as change in profile and cross section)

Potentially Eligible Items

Below is a list of potentially eligible items. However, final determination of the eligibility of all project related costs will be made at the time of reimbursement. Prior to the submittal of an application for funding, or at any point in the project life cycle, local

agencies may meet with OCTA staff to review the eligibility of project related costs. **Application review and approval does not guarantee the eligibility of all items.**

- Direct environmental mitigation for projects funded by FAST (details below)
- Storm drains/catch basins/detention basins/bioswales/other pollutant discharge mitigation devices (details below)
- Aesthetic improvements including landscaping within the project ROW (eligible improvements up to 10 percent (10%) of construction costs, provided costs are reasonable for the transportation benefit)
- ~~Rehabilitation and/or resurfacing of existing pavement when necessitated by proposed improvement (such as change in profile and cross section)~~
- Rehabilitation and/or resurfacing of incidental pavement areas within the proposed project limits is eligible but shall not exceed 10 percent (10%) of the M2 construction grant, subject to the match requirement.
- Improvements to private property if part of a ROW settlement agreement
- Utility relocation where the serving utility has prior rights as evidenced by a recorded legal document
- Roadway grading within the ROW shall not exceed a depth for normal roadway excavation (e.g. structural section) or as required by TCEs, and/or ROW agreement related improvements. Additional grading will be considered on a case-by-case basis. Agencies shall provide supporting documentation (e.g. soils reports, ROW agreements) to justify the additional grading.
- Additional ROW and CON to accommodate pedestrian or bike improvements (including Class II and Class IV bike lanes) as a complementary feature to the MPAH project is eligible. Construction of eligible bike facilities shall not exceed 25 percent (25%) of M2 construction grant.
- Auxiliary lanes if necessitated by interchange improvements
- Soundwalls (in conjunction with roadway improvement mitigation measures)

Environmental mitigation will be allowed only as required for the proposed roadway improvement, and only as contained in the environmental document. Program participation in environmental mitigation shall not exceed 25 percent (25%) of the total eligible project costs.

Longitudinal storm drains are eligible for program participation when the storm drain is an incidental part (cost is less than 25 percent (25%) of the total eligible improvement cost) of an eligible improvement. Program participation shall not exceed 10 percent (10%) of the cost of storm drain longitudinal/parallel and main lines. Storm drain inlets, connectors, laterals and cross culverts shall have full participation in FAST improvement category funding. Storm drains outside standard MPAH ROW widths are not eligible,

excluding catch basins within reasonable distance and in general proximity to a project intersection (e.g. within ten feet of the curb return). Catch basins and drainage systems extending into adjacent areas (including public streets) shall not be eligible past the first catch basin.

Soundwalls are eligible only if they are required as part of the environmental mitigation for the proposed project and shall not exceed 25 percent (25%) of the total eligible project cost. Aesthetic enhancements and landscaping in excess of minimum environmental mitigation requirements are eligible at up to 10 percent (10%) of the total eligible construction costs, provided costs are reasonable for the transportation benefit.

The relocation of detention basins/bioswales are potentially eligible dependent on prior rights and will be given consideration on a case-by-case basis (see Utility Relocations below).

Roadway grading is eligible for structural sections if within the standard MPAH cross section for the facility (inclusive of any TCEs). Rough grading can be considered eligible, so long as it supports MPAH improvement(s) within the ROW and does not supplant developer (or any other project obligations). Any proposed rough grading outside of the MPAH ROW, will be evaluated by OCTA on a case-by-case basis but must be tied to the MPAH improvement(s) and not supplant developer (or any other project obligations).

Utility Relocations

The expenses associated with the relocation of utilities are eligible for RCP reimbursement only when:

- The relocation is made necessary due to conflict with proposed improvements.
- The facility to be relocated is within the project right-of-way.
- It has been determined that the local agency is legally liable for either a portion of or all of the relocation costs.

Liability can be determined by property rights, franchise rights/agreements, state and local statutes/ordinances, permits, a finding by the local agency's counsel, or other recorded legal document. Documentation providing proof of the local agency's liability for the costs of utility relocation must be submitted at the time of a payment request (see Chapter 9). Utilities funded through enterprise funds shall not be eligible for reimbursement.

If a relocation is eligible to be reimbursed, and to be performed by the utility owner or by the utility owner's contractor, the work should be included in the ROW phase costs and clearly identified in the project application submittal. For eligible relocations to be performed during the construction phase by the local agency's contractor, the work should be included in the plans and specifications similar to other construction activities. Adjustment of existing utilities to grade (e.g. water valves, manhole frames and covers),

due to new roadway cross sections are either eligible or not eligible in the construction phase subject to the limitations previously described (e.g. prior rights). New or relocated fire hydrants are ineligible.

In all cases, eligible costs shall only include “in-kind” relocation. No reimbursements will be made for betterments above the cost of “in-kind” relocation. Additionally, costs submitted for program reimbursement must be reduced by any salvage credits received.

Ineligible Projects

- Seismic retrofit projects (unless combined with eligible capacity enhancements)
- Grading outside of the roadway ROW not related to a TCE or ROW agreement is generally assumed to be ineligible but can be evaluated by OCTA on a case-by-case basis but must be tied to the MPAH improvement(s) and not supplant developer (or any other project obligations).
- Enhanced landscaping, aesthetics and gateway treatments (landscaping that exceeds that necessary for normal erosion control and ornamental hardscape).
- ROW and/or construction for Class I bike facilities

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on existing usage, level of services benefits, local match funding and overall facility importance. Technical categories and point values are shown on Tables 7-5 and 7-6. Data sources and methodology are described below.

Projected/Current Average Daily Trips (ADT): Current ADT is the preferred method of measuring congestion. However, traffic counts and ramp volumes projected to the year of opening for the project will be allowed as part of the competitive evaluation. These must be submitted along with current 24-hour traffic counts for the proposed segment for comparison purposes. The agency must submit the project’s projected ADT, current ADT, the delta, and justification of the increase. Regarding “current” counts, these are defined as those taken for a typical mid-week period within the preceding 12 months. Project applications using projected ADT must use traffic counts taken within the preceding 12 months. Project applications not using projected ADT may use traffic counts taken within the preceding 36 months. Project applications without “current” counts will be deemed incomplete and non-responsive. Average ramp intersection volume for each interchange ramp will be used for the current counts. New facilities will rely on projected ramp volume based upon Caltrans approved projection.

For agencies where event or seasonal traffic presents a significant issue, AADT counts can be used, provided the agency gives sufficient justification for the use of AADT.

Current Project Readiness: This category is additive. **Points are earned for each satisfied readiness stage at the time applications are submitted.** Local agency should select the most current phase of the project.

- Environmental Approvals – applies where all environmental clearances have been obtained on the project.
- Preliminary design (35 percent (35%) level) – will require certification from the City Engineer and is subject to verification.
- Final Design (PS&E) – applies where the jurisdiction’s City Engineer or other authorized person has approved the final design.
- ROW (all offers issued) – applies where offers have been made for every parcel where acquisition is required and/or offers of dedication or orders of immediate possession have been received by the jurisdiction. Documentation of ROW possession will be required with application submittal.
- ROW (all easements and titles) – applies where no ROW is needed for the project or where all ROW has been acquired/dedicated.

Cost Benefit: Total project cost (including unfunded phases) divided by the existing ADT (or modeled ADT for new segments).

Funding Over-Match: The percentages shown apply to match rates above a jurisdiction’s minimum local match requirement. M2 requires a 50 percent (50%) local match for RCP projects. This minimum match can be reduced by up to 25 percentage points if certain eligible components are met. If a jurisdiction’s minimum match target is 30 percent (30%) and a local match of 45 percent (45%) is pledged, points are earned for the 15 percent (15%) over-match. The pledged amount is considered the committed match rate and will be required, at a minimum, from the local agency throughout the life of the project.

Coordination with Freeway Project: Interchanges planned to coincide with or accommodate programmed freeway improvements receive points in this category.

Transportation Significance: Roadway classification as shown in the current MPAH.

Operational Attributes (within the roadway): This category is additive. Each category, except Active Transit Routes, must be a new feature added as a part of the proposed project. Only one feature can be selected for any qualifying category. For example, installation of a bike lane that is identified in an adopted ATP plan can be awarded points under "Bike ~~Lanes~~Facilities" or "Active Transportation Focused Plan Elements," but not both.

- Eliminate left turn conflicts: Ramp intersection reconfiguration which does not permit left turns onto ramps.
- Coordinated signal: Ramp intersections within a coordinated corridor where coordination did not previously exist.

- Add turn lanes: Increase in number of turn lanes on arterial.
- Add traffic control: Signalization of ramp intersection.
- Enhanced ramp storage: Extension or widening of existing ramp to improve off-street storage capacity.
- Pedestrian facilities: Add crosswalk and/or sidewalk to ramp or bridge crossing within context of interchange improvements.
- Bike Facilities: Installation of new bike facilities (Class II or Class IV) as a complementary feature to the MPAH project. Class I facilities are not eligible. All proposed bike facilities must be included in an approved transportation plan or circulation element. For bonus points (max 5 total), Class II and Class IV facilities may also describe how improvements will help improve street operations and reduce congestion including how the project will connect diversity of land-uses, fill gap(s) in existing bicycle facilities, and contributes to the broader bicycling infrastructure network AND/OR a quantitative analysis showing congestion reduction/reduction in vehicle miles traveled. Potential methodology includes the CARB VMT reduction or alternative quantification method. https://ww2.arb.ca.gov/sites/default/files/auction-proceeds/bicycle%20facilities_summary_032519.pdf
- Active Transit Route: facility contains a currently active OCTA transit route
- Safety Improvements: Project features that increase the safety of pedestrians. These elements can include the new installation of: intersection median barriers, curb extensions, pedestrian crossing islands, crosswalk enhancements, safety signage, and the addition, modification, or improvement of existing pedestrian signals. Other elements of safety may be considered on a case-by-case basis.
- Elements of Approved Active Transportation Plan/Active Transportation Focused Sections of other Types of Mobility Plans: Incorporate project features that are approved in an active transportation plan or if very focused, in active transportation focused sections of other types of plans that improve mobility. These elements can include bike infrastructure and pedestrian elements. Other elements of an active transportation plan may be considered on a case-by-case basis. Documentation of approved plan will be required with application submittal and assignment of points for active transportation focused sections of other types of plans will be considered on a case-by-case basis.
- Sustainability Elements: Includes the use of multiple complete street elements, the installation of solar lighting within the roadway cross section, or water conservation elements that reduce water consumption, compared to current usage within project limits; such as the replacement of existing landscaping with hardscape and/or "California Native" drought tolerant type landscaping; the replacement of existing sprinklers with drip irrigation systems; the installation of new "grey" or recycled water systems where such does not currently exist. Other elements of

sustainability may be considered on a case-by-case basis. Points are awarded at construction phase only.

LOS Improvement: This category is a product of the existing or projected LOS based upon v/c and LOS improvement "with project" for arterial based improvements and ICU for intersection-based improvements. **Projects must meet a minimum existing or projected LOS of "D" (.81 v/c) to qualify for priority consideration for funding.** Existing LOS is determined using current 24-hour traffic counts for arterials and peak hour turning movements at intersections for the proposed segment. However, for projects where traffic volumes follow unconventional patterns (e.g. unidirectional congestion, large disparity between AM and PM peaks, etc.) alternate methodologies for determining LOS can be proposed. If HCM 2010 is proposed for intersections as an alternative methodology, all analysis **must be submitted to OCTA no later than September 12, 2024** and the cost for independent review shall be reimbursed by the applicant. Projects that do not meet the minimum LOS "D" can be submitted but are not guaranteed consideration as part of the competitive process.

If during the competitive process, it is determined that additional programming capacity exists after all eligible projects with LOS "D" have been funded, a consideration of projects with a minimum LOS "C" (.71 v/c) may be undertaken. Such consideration will be at the discretion of OCTA. Projects with a LOS better than "C" (.70 v/c) will not be considered.

Improvement Characteristics: Select the attribute that best fits your project definition.

- New facility: New interchange where none exists.
- Partial facility: New interchange which does not provide full access.
- Interchange reconstruction: improvement of existing interchange to provide additional arterial capacity (widening of overcrossing or undercrossing).
- Ramp reconfiguration: Widening of ramp or arterial to improve turning movements or other operational efficiencies.
- Ramp metering: Installation of metering on ramp.

Application Process

Project grants are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to evaluate the project proposal as outlined below.

Complete application

- Funding needs by phase and fiscal year
- Local match funding source
- Supporting technical information
- Project development and implementation schedule

- ROW status and a detailed plan for acquisition/disposal of excess right-of-way. The ROW acquisition/disposal plan must be submitted using the "ROW acquisition/disposal plan" form provided by OCTA and available for download at <https://ocfundtracker.octa.net>.
- Any additional information deemed relevant by the applicant
 - Grants subject to a Master Funding Agreement or cooperative agreement if federal funds are awarded

Calls for projects are expected to be issued on an annual basis, or as determined by the OCTA Board of Directors. Complete project applications must be submitted by the established due date to be considered eligible for consideration.

Minimum Eligibility Requirements

Projects must have an existing or projected LOS "D" (.81 v/c) or worse to qualify for priority consideration for funding in this program. Worst peak hour period is used for this evaluation and eligibility purposes.

Matching Funds

Local agencies are required to provide local match funding for each phase of the project. As prescribed by the M2 Ordinance, a 50 percent (50%) minimum local match is required. A lower local match may be permitted if certain eligibility criteria are met. The amount pledged during the application process is considered the committed match rate and will be required, at a minimum, from the local agency throughout the life of the project. Actual project contributions by the local agency are dependent on final project costs and may not be equal to the committed match rate in the event of cost overruns. OCTA will not increase the funding grant to cover cost overruns. Ineligible expenditures do not contribute to the local match rate.

Reimbursements

This program is administered on a reimbursement basis for capital improvements, planning, design, and ROW acquisition. Reimbursements will be disbursed upon review and approval of an acceptable initial payment submittal, final report and consistency with Master Funding Agreement. The reimbursement process is described in Chapter 9.

Caltrans Coordination

Caltrans is not eligible to submit applications or receive payment under this program. Only eligible cities or the County of Orange may submit applications and receive funds. This program was designed to benefit local agencies.

Coordination with Caltrans will be essential for most, if not all, of the projects submitted for this program. Local agencies should therefore establish contacts with the Caltrans

District 12 Office (Project Development Branch) to ensure that candidate projects have been reviewed and approved by Caltrans. All other affected agencies should be consulted as well.

Agencies submitting projects for this program must have confirmation from Caltrans that the proposed improvement is consistent with other freeway improvements as evidenced by an agreement or other formal document.

Applications should be submitted so that interchange projects are done in conjunction with construction of other freeway improvements whenever possible. However, if the interchange project can be done in advance of the freeway project, verification and/or supporting documentation must be submitted showing the interchange improvement has merit for advanced construction and that it will be compatible with the freeway design and operation. Additionally, the interchange improvements should take into account the ultimate freeway improvements if the interchange is to be improved in advance.

Project Cancellation

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible during the planning phase shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty. ROW funding received for property acquisition prior to cancellation shall be repaid upon cancellation even if property has been acquired. Construction funding received prior to cancellation shall be repaid upon cancellation.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be conducted by OCTA's Internal Audit department or other authorized agent either through the normal annual process or on a schedule to be determined by the Board (see Chapter 10).

Proceeds from the sale of excess ROW acquired with program funding must be paid back to the project fund as described in Chapter 9 and Master Funding Agreement.

Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the funding plan described above, local agencies will be required to submit the following materials:

Council Approval: A Council Resolution or minute order authorizing request for funding consideration with a commitment of local match funding must be provided with the project application. **If a *draft* copy of the resolution is provided, the local agency must also provide the date the resolution will be finalized by the local agency's governing body.** A final copy of the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the consideration of programming recommendations by OCTA's Board of Directors.

Project Documentation: If proposed project has completed initial planning activities (such as PSR or equivalent, EIR, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion of planning phases. An electronic copy of the PSR and/or environmental document must be supplied as applicable. The applicant will be asked for additional detailed information only if necessary, to adequately evaluate the project application.

Project Summary Information: With each application being recommended for funding, the agency shall submit a PowerPoint presentation summarizing the pertinent project information for review and discussion purposes. The presentation shall be no more than three (3) slides and should contain, at a minimum, a project description, project benefits, location map, and cost estimate. **OCTA staff will request the PowerPoint file when/if a project is recommended for funding.**

**Table 7-5
Freeway/Arterial Street Transitions
Interchange Improvement Selection Criteria**

Category	Points Possible	Percentage
Facility Usage		20%
Existing ADT	10	10%
Current Project Readiness	10	10%
Economic Effectiveness		25%
Cost Benefit	10	10%
Matching Funds	10	10%
Coordination with Freeway Project	5	5%
Facility Importance		25%
Transportation Significance	10	10%
Operational Attributes	15	15%
Benefit		30%
Existing LOS	10	10%
LOS Reduction w/ Project	10	10%
Improvement Characteristics	10	10%
Total	100	100%
<u>Bonus: Additional details and quantitative analysis for Class II or Class IV bike facility, as applicable.</u>	<u>5</u>	

Table 7-6 Interchange Improvement Point Breakdown

FAST SCORING CRITERIA Point Breakdown for Freeway/Arterial Street Transitions Projects Maximum Points = 100

Facility Usage Points: 20			Facility Importance Points: 25																																																								
<table border="1"> <thead> <tr> <th>ADT Range*</th> <th></th> <th>Points</th> </tr> </thead> <tbody> <tr><td>55+</td><td>thousand</td><td>10</td></tr> <tr><td>50 – 54</td><td>thousand</td><td>9</td></tr> <tr><td>45 – 49</td><td>thousand</td><td>8</td></tr> <tr><td>40 – 44</td><td>thousand</td><td>6</td></tr> <tr><td>35 – 39</td><td>thousand</td><td>4</td></tr> <tr><td>30 – 34</td><td>thousand</td><td>3</td></tr> <tr><td>25 – 29</td><td>thousand</td><td>2</td></tr> <tr><td>20 – 24</td><td>thousand</td><td>1</td></tr> <tr><td><10 – 19</td><td>thousand</td><td>0</td></tr> </tbody> </table> <p>*Arterial plus daily ramp exit volume</p>			ADT Range*		Points	55+	thousand	10	50 – 54	thousand	9	45 – 49	thousand	8	40 – 44	thousand	6	35 – 39	thousand	4	30 – 34	thousand	3	25 – 29	thousand	2	20 – 24	thousand	1	<10 – 19	thousand	0	<table border="1"> <thead> <tr> <th>Transportation Significance Range</th> <th></th> <th>Points</th> </tr> </thead> <tbody> <tr><td>Principal or CMP Route</td><td></td><td>10</td></tr> <tr><td>Major</td><td></td><td>8</td></tr> <tr><td>Primary</td><td></td><td>6</td></tr> <tr><td>Secondary</td><td></td><td>4</td></tr> <tr><td>Collector</td><td></td><td>2</td></tr> </tbody> </table>			Transportation Significance Range		Points	Principal or CMP Route		10	Major		8	Primary		6	Secondary		4	Collector		2						
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1.01 – 1.05		8																																																									
0.96 – 1.00		6																																																									
0.91 – 0.95		4																																																									
0.86 – 0.90		2																																																									
0.81 – 0.85		1																																																									
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			<p>Bonus Points: 5 Additional details and quantitative analysis for Class II or Class IV bike facility, as a complementary feature of the MPAH project, as applicable.</p>																																																								

Regional Grade Separation Program (RGSP)

Background

Seven rail crossing projects along the MPAH network were identified by the CTC to receive Trade Corridors Improvement Funds (TCIF). These TCIF allocations required an additional local funding commitment. To meet this need, the Board approved the commitment of \$160 million in RCP (Project O) funds to be allocated from M2. The RGSP captures these prior funding commitments.

Future calls for projects for grade separations are not anticipated.

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Chapter 8 – Regional Traffic Signal Synchronization Program (Project P)

Overview

The RTSSP (Project P) includes competitive funding for the coordination of traffic signals across jurisdictional boundaries including project based operational and maintenance funding. OCTA will provide funding priority to programs and projects, which are multi-jurisdictional in nature.

The RTSSP is based on the Regional Traffic Signal Synchronization Master Plan (Master Plan RTSSMP). The Board adopted the RTSSMP as an element of the MPAH on July 26, 2010. The RTSSMP defines the foundation of the RTSSP. The RTSSMP consists of the following components:

- Regional signal synchronization network
- Priority corridors for accelerated signal synchronization
- Definition of Traffic Forums
- Model agreements presenting roles and responsibilities for Project P
- Signal synchronization regional assessment every three years
 - NOTE: For Call for Projects 2025, Priority Corridors are an eligible inclusion, but no additional points will be awarded. A Priority Corridor is on the Signal Synchronization Network.

The RTSSMP will be reviewed and updated by OCTA. Local agencies are required to adopt and maintain a Local Traffic Signal Synchronization Plan (Local Plan) that is consistent with the RTSSMP and shall issue a report on the status and performance of its traffic signal synchronization activities. Details on both the RTSSMP and requirements for Local Plan development are available in the Guidelines for the Preparation of Local Signal Synchronization Plans (updated April 2023). These guidelines are available at the following link: <https://www.octa.net/pdf/Guidelines-Preparation-LSSP.pdf>.

The remainder of this chapter details the key components of the RTSSP:

- Funding guidelines for the competitive call for projects
- 2025 Call for Projects

Projects compete for funding as part of the RTSSP. Projects submitted by local agencies as part of the call must meet specific criteria. Projects are rated based on scoring criteria and are selected based on their competitive ratings.

Objectives

- Synchronize traffic signals across jurisdictions.
 - Monitor and regularly improve the synchronization.
 - Synchronize signals on a corridor, intersecting crossing arterial and/or route basis reflecting existing traffic patterns in contiguous zones or road segments that have common operations.

2025 Call for Projects

The following information provides an overview of the 2025 RTSSP (Project P) Call for Projects:

1. Projects must result in new, optimized, and field-implemented coordination timing.
2. Project shall be a single contiguous corridor or set of contiguous corridors related to each other. Multiple corridors and related systems of corridors that form a “grid” or “route” may be submitted as a single optimized timing project. However, the total number of corridors per project will be limited to three (3), ~~and the total number of signalized intersections between these corridors is limited to fifty (50).~~
3. Projects selected will be programmed after July 1 of the programmed year (July 1 – June 30).
4. Project delays resulting in a time extension request will fall within the process outlined in the CTFP Guidelines.
5. Projects are funded for a grant period of three (3) years and are divided into two phases:
 - a. Primary Implementation (PI) – includes the required implementation of optimized signal timing as well as any signal improvements proposed as part of a project. A report is required at the conclusion of this phase to document work completed during the PI phase. This PI Report shall be submitted with the final report.
 - b. Ongoing Operations and Maintenance (O&M) – includes the required monitoring and improving optimized signal timing in addition to any optional communications and/or detection support. O&M will begin after the optimized signal timing is implemented and be required for the remainder of the project (typically 2 years). An O&M Report is required at the conclusion of this phase to document work completed during the O&M phase and shall be submitted with the final report.
6. Projects shall include a Before and After Study. This study shall collect morning, mid-day, and evening peak periods using travel times, average speeds, green lights to red lights, stops per mile, and the derived corridor synchronization performance index (CSPI) metric. This information shall be collected both before and after signal timing changes have been implemented and approved by all agencies. The study shall compare the information collected both before and after the timing changes.

Comparisons should identify the absolute and percent differences for the entire corridor, by segment, direction, and time period. Segments will be defined by major traffic movements as observed during the project (e.g. commuting segments between freeways, pedestrian-friendly segments in a downtown area, etc.). The Before and After study shall also include field inventory, count data, modeling data, and Greenhouse Gas calculations. The Before and After Study shall be submitted as part of the PI Report.

7. Any corridor or portion of a corridor funded through this call cannot re-apply for funding until the three-year grant period is completed and a final report for both phases have been submitted to OCTA.
8. This chapter identifies the selection criteria for projects, eligible activities, minimum project requirements, data compatibility required as part of any funded project, and other key information.
9. Applications with full participation Participants of agencies and signals in the OCTA Countywide Signal Synchronization Baseline Project (Baseline Project) may elect to waive data collection, timing development, and timing implementation tasks in their application. A waiver will only be accepted if all participating agencies (excluding Caltrans) execute a cooperative agreement with OCTA by no later than the date the funding recommendations are presented to the TSC, as these tasks will be covered in the Baseline Project. Note that "Before" and "After" studies and tasks in the O&M phase will still be required as part of Project P.

Additional details of the specific program's intent, eligible project expenditures, ineligible project expenditures, and additional information that may be needed when applying for funds are included in this chapter. Each section should be read thoroughly before applying for funding. Applications should be prepared for the program that best fits the proposed project.

For specifics on the funding policies that apply to this call, refer to the Program Precepts in Section V of these guidelines.

Applications

In order for OCTA to consider a project for funding, applications will be prepared by the local agency responsible for the project application. OCTA shall require agencies to submit applications for the call for projects by **5:00 p.m. on Thursday, October 24, 2024**. Late and/or incomplete submittals will not be reviewed or considered. The local agency responsible for the project application must submit the application and any supporting documentation via OCFundtracker as outlined below.

A separate application package must be completed for each individual project and uploaded to OCFundtracker. **One (1) unbound printed hardcopy and one electronic copy on a USB, thumb drive, memory stick, or via electronic file upload and/or email** of each complete application shall also be mailed or delivered to:

Orange County Transportation Authority
550 South Main Street
P.O. Box 14184
Orange, California 92863-1584
Attn: Adrian Salazar
Email: asalazar@octa.net

Application Process

Project grants are determined through a competitive application process administered by OCTA. Agencies seeking funding must complete an online application, a supplemental application in the latest format, and provide supporting documentation that will be used to evaluate the project proposal as outlined below. Key information to be provided as part of the application process includes:

- Funding needs by phase and fiscal year
- Percent match rate per phase including funds type, source, and description (minimum 20 percent (20%))
- Lead agency (default – local agency)
- Lead and supporting agencies' contact information
- Supporting technical information
- Project development and implementation schedule
- Environmental clearances and other permits
- Any additional information deemed relevant by the applicant
- Complete photographic field review (including cabinet interiors and communication facilities) for all projects that ~~request OCTA to lead~~ exceed one million dollars in capital improvements. Original photos shall be uploaded to OCFundtracker as a single file or included with electronic copy of application.

A call for projects for the funding cycle will be issued as determined by the Board. Complete project applications must be submitted by the established due dates to be considered eligible for consideration.

An application should be submitted for a single corridor or route corridor project. Multiple corridors that form a "grid" may be submitted as separate or single project(s). However, the total number of corridors per route or grid corridor projects will be limited to three (3) ~~and the total number of intersections between these corridors are limited to fifty (50). A single corridor project not proposed as a connected route or grid project may be submitted and is not subject to the 50 intersection limit.~~ The following instructions should be used in developing project applications.

Applications will be reviewed by OCTA for consistency, accuracy, and concurrence. Once applications have been completed in accordance with the Program requirements, the

projects will be scored, ranked, and submitted to the TSC, TAC, and the Board for consideration and funding approval. OCTA reserves the right to evaluate submitted project costs for reasonableness as part of the review and selection process and suggest potential revisions to make the cost more appropriate. Grants will be subject to funding agreements with OCTA.

Other Application Materials

Supporting documentation is required to fully consider each project application. A Supplemental Application (available on the OCTA website and OCFundtracker) is required to be completed for each project application and included in the electronic submittal. **Any Supplemental Application not submitted in the 2025 format will NOT be considered.** The template is distributed with other application materials at the issuance of the Call for Projects. In addition to the funding plan described above, local agencies will be required to submit additional materials.

Lead Agency: Eligible jurisdictions consistent with Measure M2 Ordinance definitions and requirements.

Participating Agencies: All participating agencies must be identified and adopted City Council resolutions or Minute Order actions authorizing the participating agency's support of the project under the lead agency must be included. If the application claims Caltrans as a participant, then it shall contain a letter of support from Caltrans for the specific project and letters of support from all applicable agencies pledging to sign a cooperative agreement with Caltrans at the start of the project. The lead agency shall also pledge this commitment in the cover letter of the application. The required Caltrans fee will be a line item in the improvements list. The applicable agencies will be required to cover the required 20 percent (20%) match for the Caltrans line items. All agencies that have a Caltrans intersection/ramp in their jurisdiction are required to sign a cooperative agreement with Caltrans in order for the entire project to claim Caltrans as a participant.

Council Approval: A Council Resolution or Minute Order action authorizing request for funding consideration with a commitment of project local match funding must be provided with the project application from all participating agencies. **If a draft copy of the resolution is provided, the local agency must also provide the date the resolution will be finalized by the local agency's governing body.** A final copy of the City Council approved resolution must be provided at least four (4) weeks **PRIOR** to the consideration of programming recommendations by OCTA's Board of Directors.

Lead Agency

This Program is administered through a single lead agency: See Lead Agency definition above.

Local Agency Lead: Only the lead agency will receive payments in accordance with the CTFP Guidelines regarding payment for costs related to project for optimized signal timing development, capital improvements, planning, and related design. Payments will be disbursed consistent with Chapter 9. The lead agency is responsible for reimbursing other agencies as part of the effort. Additionally, the lead agency is also responsible for ensuring that all agencies participating in the project provide the local match proposed in the project application.

OCTA Lead (NOT AVAILABLE FOR 2025 CALL FOR PROJECTS): OCTA may, at the request of the involved local agencies, act as the lead agency for RTSSP projects. If the involved local agencies would like OCTA to implement a project on the signal synchronization network, the local agency shall work cooperatively with OCTA to develop the scope of work and cost elements of the project. For example, accounting for OCTA's administrative and project management efforts by incorporating an additional 10 percent (10%) of the total project cost when calculating the Cost Benefit of the project. The lead local agency shall contact OCTA with **a written request at least four weeks prior to deadline for submittal of the project grant application**. Applications must be prepared by a designated local agency acting in a lead capacity during grant preparation. Applications must include a complete photographic field review (as outlined above) when submitted. The application will be scored using the criteria outlined in the following sections. Based on local agency interest and OCTA resource availability, a limited number of projects can be developed and implemented by OCTA.

If any projects that are designated as OCTA led are awarded funding, OCTA will then be responsible for implementation of the project, including optimized signal timing development, capital improvements, planning, and related design. OCTA will implement the project based on the cost estimates developed in the application. Project elements may be modified based on final costs with the agreement of all participating agencies. OCTA will be responsible for ensuring that all agencies participating in the project provide the local match as identified in the project application (minimum 20 percent (20%)).

OCFundtracker Application Components

Final applications MUST be submitted via OCFundtracker and in hard copy format. Selection criteria must be inputted as part of the OCFundtracker online application and includes the following categories of information:

Transportation Significance, Number of Jurisdictions, Project Scale, Economic Effectiveness, Project Characteristics, Current Project Status, and Funding Match Rate.

Application Review and Program Adoption

OCTA staff will conduct a preliminary review of all applications for completeness and accuracy, may request supplemental information for projects during initial staff

evaluations, and prepare a recommended program of projects to the TSC and TAC. In addition, OCTA may hire a consultant(s) to verify information within individual applications including, but not limited to, project scope, cost estimates, vehicle miles traveled, and average daily traffic.

Final programming recommendations will be provided to the TSC and TAC for approval. Recommendations will be presented to the Board, who will approve projects for funding under the CTFP.

Local agencies awarded funding will be notified as to which projects have been funded and from what sources after the Board takes action. A tentative call schedule is detailed below:

Board authorization to issue call: August 12, 2024

Application submittal deadline: October 24, 2024

TSC/TAC Review: February/March 2025

Committee/Board approval: April/May 2025

Checklist Guide

The "Project P Regional Traffic Signal Synchronization Program Application Checklist" has been provided for the RTSSP (Exhibit 8-1). The checklist identifies the basic documentation required for the program. In addition to items required at the time of project submittal, additional items that are not specified may be requested later. The checklist should be provided as a table of contents for **each** application submitted. For any items that are required for the candidate project or program that are missing or incomplete, an explanation should be included in a cover letter with the application.

Sample Resolution Form

A resolution or minute action must be approved by the local agency's governing body. A sample resolution is included as Exhibit 8-2. Local agencies, at a minimum, must include items a-h from the sample resolution. The mechanism selected shall serve as a formal request for RTSSP funds and will state that matching funds will be provided by the agency, if necessary. All project requests (i.e., multiple corridors proposed for RTSSP funds) must be included in this action.

Project Definition

Local agencies are required to submit complete projects that, at minimum, result in field-implemented coordinated timing. Project tasks that are eligible for funding can consist of design, engineering, construction, and construction management. Partial projects that include design improvements, but do not field implement the improvements are ineligible.

Projects must consist of a corridor along the priority corridor network, signal synchronization network, or the MPAH. Projects previously awarded RTSSP funding must be complete with a Final Report for both phases submitted to OCTA. Projects can be the full length of the corridor or a segment that complies with the minimum project requirements identified later in the chapter.

All participating agencies (except Caltrans) and their respective project signals in the application must be participants of the OCTA Baseline Project in order to be eligible to waive the data collection, timing development, and timing implementation tasks of the Project P project. Offset signal improvements are also only available to applications that have full Baseline Project participation (excluding Caltrans).

Per the RTSSMP, the Project P projects are corridor-based. The applicant agency and owning agencies submitting a "route" project must provide evidence, including demonstrate through simulation, or actual vehicle counts and a description of the proposed route showing Origin—Destination to demonstrate that the interconnected ~~that proposed~~ linked corridors do form a coherent route. A "route" project shall meet the Minimum Eligibility Requirements as described on Page 8-19.

For route projects encompassing more than two (2) corridors, current Origin-Destination (OD) count data (field or third-party crowdsourcing accepted), shall be provided. This data shall include a detailed depiction of the route and clearly highlight the OD points using the collected vehicle data. Discussion with OCTA staff regarding OD data gathering prior to collection for the application is highly encouraged. The analysis must illustrate how the route offers a coherent and logical path, detail the expected benefits, and explain the rationale behind drivers' choice of this particular route. Additionally, routes must maintain the integrity of eligible and/or previously synchronized corridors, avoiding any disruption to established routes to ensure seamless connectivity. The provided data should be recent, preferably within the last 12 months, and collected during peak traffic hours. Include maps and diagrams that illustrate the OD points and the flow of the route. A draft application must be submitted **at least four (4) weeks** prior to the application deadline. **Failure to submit a draft application by September 26, 2024 will result in automatic disqualification of the project.** By adhering to these guidelines, applicants will ensure their projects align with the objectives of Project P.

A "grid" project shall consist of one main corridor that is specifically identified in the application with a maximum of two crossing corridors to make a grid. Grid projects shall also be multijurisdictional with a minimum of two local agencies, excluding Caltrans. For a grid project, applicant agency and owning agency must demonstrate through simulation or actual vehicle counts the following:

- Show that timing changes on the main corridor will greatly impact the crossing corridor(s)

- Crossing corridors shall have closely spaced signals in close proximity to the main corridor with timing changes along these crossings impacting the operation of the main corridor

All corridors in the grid shall individually meet the Minimum Eligibility Requirements and, as part of the project, travel time studies shall also be collected along all corridors making the grid.

Multimodal consideration of bicyclists and pedestrians along or crossing the intersection or roadway may enhance overall circulation. Therefore, active transportation elements may be included as part of the project as outlined in the following section.

Eligible Activities

The primary purpose of Project P is to provide funding for projects that develop and maintain corridor-based, multi-jurisdictional signal synchronization along corridors throughout Orange County. All projects funded by Project P must be corridor-based and have a signal coordination component that includes the following:

- Developing and implementing new signal synchronization timing parameters based on current travel patterns, and federal and state traffic signal timing mandates and guidance, including but not limited to the Manual on Uniform Traffic Control Devices (MUTCD). These tasks may be waived if **ALL** the applicants (excluding Caltrans) and all of their respective project signals are participating in the Baseline Project. All timing development (including data collection) and implementation for Caltrans intersection(s) included in the project will be the responsibility of the applicant. Funding/effort is allowed as part of the application.
- Monitor, maintain (minimum quarterly/maximum monthly) and/or regularly improve the newly implemented signal synchronization timing and parameters for the remainder of the project. As part of the closeout process, an O&M Report is required to document activities of the O&M phase. This is required regardless of Baseline participation.
- “Before” and “after” studies for the project comparing travel times, average speeds, ratio of green lights passed to red lights stopped (greens per red), average stops per mile, and emissions of greenhouse gases. The results of the “before” and “after” studies shall be included in the PI Report. This is required regardless of Baseline participation.

In addition to developing optimized signal timing, a project may include other improvements, as long as they contribute to the goal of multi-agency signal synchronization of corridors throughout Orange County. These improvements are restricted to the signal synchronization project limits (main corridor) but may include synchronization with traffic signalized intersections on the MPAH that are within 2,700 feet from either direction of the project corridor. These offset signals; however, will not

be counted towards the total number of signals on the project (for implementation of timing plans only). Projects waiving the development of optimized signal timing through the participation of the Baseline Project are eligible to include signal improvements at offset signals, as the Baseline Project will be evaluating timing countywide. As a reminder, the waiver for the development and implementation of timing will only be considered if ALL participating agencies and all of their respective project signals are part of the Baseline Project. No additional funds will be allocated for offset signals. All offset signal improvements must adhere to the CTFP Guidelines for eligibility. All improvements must be designed to enhance the specific project. Expenditures related to the design of systems, permitting, and environmental clearance are eligible for funding.

Caltrans encroachment permits and agency to Caltrans Cooperative Agreement fees are eligible activities. This includes Caltrans labor, such as expenses for reviewing signal timing plans, providing signal timing parameters, and providing existing timing sheets, etc. Applicant must specify how the project intends to handle Caltrans intersections.

Ineligible Expenditures

- Isolated traffic signal improvements
- Traffic hardware (pole, mast arms, lights, electrical, signs, etc.)
- Regular signal operation and maintenance (such as replacement of light bulbs or communication repairs)
- Field display equipment (Traffic signal heads other than pedestrian countdown, or special bicycle, or Transit Vehicle signal heads)
- Feasibility studies
- Relocation of utilities except for electrical service requirements
- Right-of-way
- Rewiring of complete intersection because of age or isolated mitigation

Funding Estimates

The streets and roads component of M2 is to receive 32 percent (32%) of net revenues, 4 percent (4%) of which are allocated for the RTSSP. The RTSSP will make an estimated \$270 million (2009 dollars) available over the course of the 30-year M2 Program. Programming estimates are developed in conjunction with a call for projects cycle corresponding to concurrent funding agreements with all local agencies.

The RTSSP targets over 2,000 intersections across Orange County for coordinated operations. Because of the limited amount of funds available for the RTSSP, a project cap of \$75,000 per signal or \$250,000 per project corridor mile included as part of each project (whichever is higher) has been established for this call for projects. Note that offset signals will not be counted towards the total number of signals on the project for purposes of calculating the project cap.

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on furthering the overall goal of multi-jurisdictional, corridor-based signal synchronization.

Transportation Significance: Points are awarded for projects that include offset signals along the project corridor, route, or grid. These offset signals do not count towards the project cap; however, are in relatively close proximity to affect the operation of the corridor(s). The applicant shall identify the number of offset signals on the corridor and the percentage of those offset signals that will be included in the project. The applicant is encouraged to verify offset signals numbers with OCTA prior to application submission as changes are not allowed after submission.

Vehicle miles traveled (VMT) is calculated as the centerline length of segment(s) on the corridor, route, or grid proposed for synchronization multiplied by the existing average daily traffic (ADT) for the proposed segment(s) length. For instance, for a three-mile segment with one-mile interval ADT data at of 200 vehicles, 300 vehicles, and 400 vehicles, the VMT would be calculated as:

$$200 \text{ vehicles} * 1 \text{ mile} + 300 \text{ vehicles} * 1 \text{ mile} + 400 \text{ vehicles} * 1 \text{ mile} = 900 \text{ vehicle miles.}$$

VMT should be calculated by the smallest segmentation on which the city typically collects ADT data. ADT must be based upon actual count information taken within 36 months preceding the application date and include 24-hour, midweek, bi-directional counts for each segment. All supporting data shall be organized in order in which they appear for the calculation of the VMT. Data from the OCTA Traffic Flow Map may not be used. Furthermore, outdated and/or non-compliant counts may result in project ineligibility (maximum: 25 points).

Economic Effectiveness: Total project cost divided by Existing VMT. If the applicant is electing OCTA to be the lead agency, the total project cost in this calculation must also include an additional 10 percent (10%) of the total project for OCTA administrative and project management efforts. This additional 10% is used to determine the project effectiveness only and is not counted towards the overall project budget cap (maximum: 10 points).

Project Characteristics: Points are awarded based on the project's average improvement score. Eligible improvements for each intersection are assigned an improvement score based on factors, such as priority for overall signal operations and existing conditions. Intersection improvement scores are then averaged together, and the average project score is used in the point breakdown table in Project Characteristics. For instance, a maximum score of fifty (50) is awarded to projects that are timing only without any capital improvements or average scores accumulate if a signal synchronization project is

combined with eligible improvements. The following improvements and requirements only apply to signalized intersections that are part of the application, including offset signal improvements for eligible applications.

Eligible Improvements		Score Based on Status	
Signal Timing (No Capital)		Online	Offline
	Timing Only	50	30
	Timing + Traffic Responsive (license only)	50	15
	Timing + Peer-to-Peer (configuration only)	50	40
	Timing + Traffic Adaptive (license only)	40	1
Signal Communication		No Time Source	Time Source
	Above ground (e.g., wireless, cellular, etc.)	50	30
	Fiber Optic underground	25	15
	All other (e.g., copper, aerial fiber, GPS, etc.)	5	1
Field Elements		None/5+ Years	Within 5 years
	ATC signal controller	50	10
	Signal cabinet on existing foundation	30	10
	Signal cabinet on new foundation	15	5
	BBS/USP (attached)	20	10
	BBS/UPS on existing foundation	10	5
	BBS/UPS on new foundation	5	1
	CCTV	30	10
	Vehicle detection (ATSPM inputs + counts)	50	30
	Vehicle detection (ATSPM inputs)	40	20
	Vehicle detection + bicycle detection	30	15
	Vehicle detection	30	15
	Bicycle detection	30	15
	Pedestrian detection (audible)	50	30
	Pedestrian detection	30	15
	Active transportation/pedestrian safety	50	30
	Transit Signal Priority	30	10
	EVP (hybrid or GPS)	40	10
	EVP (infrared)	30	10
	Speed feedback signs (existing post)	40	10
	Speed feedback signs (new post)	20	10
	Corridor Performance Monitoring	40	10
Minor Signal Operational Improvements		None/5+ Years	Within 5 years
	Channelization	40	20
	Signal phasing improvement	50	25

Eligible Improvements		Score Based on Status	
TMC/TOC		None/10+ Years	Within 10 years
	Central System (server, licenses, workstations)	40	20
	Display (video wall, VMS, etc.)	30	10
	UPS	20	5
Caltrans		Participation	No Participation
	Cooperative Agreement	50	25

Signal Timing (No Capital). Improvements in this category can only be selected if the entire project is a timing only project without any field improvements. Scores for this improvement category can be claimed for any one of the following depending on the status of the signal, whether is it online (connected to a central system and active) or offline (either connected and not active or not connected to a central system):

- Traffic Responsive only if all signals, in at least one agency on the project, are included in the system.
- Peer-to-Peer program on traffic control devices that have existing connectivity.
- Adaptive traffic signal systems only if all signals, in at least one agency on the project, are included in the system.

Signal Communication. Scores for this improvement category varies depending on the type of improvement coupled with the existing status of the signal, whether there is an existing reliable time source (e.g., GPS, master controller, direct connection to central system, etc.) that will keep the signal in synchronization along the corridor:

- Above ground communication installations, such as wireless radios and cellular devices, that are quick to build are the preferred medium to ensure all signals are online and operating. This should not include any construction between signalized intersections.
- New or upgraded fiber optic communication systems
 - New contemporary communication system improvements (e.g., Ethernet) including all conduits, pull boxes, fiber optic and/or copper cabling (not to exceed 120 strands), network switches and distribution systems. These systems should be sufficiently sized for the needs/capacity of the Intelligent Transportation System (ITS) network. Excess capacity is deemed non-participating and also, cannot be used as part of the required project match.
 - Software and hardware for system traffic control.
 - Control and monitoring interconnect conduit (including upgrades or replacement of existing systems).
 - Communication closure systems of conduit, cable, and associated equipment that are outside of project limits but complete a designated

communications link to an existing network for the Advanced Transportation Management System (ATMS) for an agency or agencies. Only communication links that are installed from a central location and/or communications hub to the project corridor that does not currently have a fiber connection to a central location are eligible.

- All other communication mediums, such as GPS clocks, copper twisted pair or aerial interconnect between signalized intersections, are eligible to ensure signals are online and in operation but are not encouraged.

Field Elements. This improvement category is focused on the field equipment/devices that will ensure the signals are enhanced to support advanced signal operations. Scores for this improvement category will vary depending on the existing lifespan of equipment/devices being upgraded. It is the applicant agency's responsibility to ensure the appropriate score is assigned, and OCTA may request for supporting documentation.

- Traffic signal controller replacement of antiquated units with Advanced Transportation controller (ATC) units. ATC shall comply with latest industry standards.
- Controller cabinet (assemblies) replacements that can be shown to enhance signal synchronization.
- Traffic signal Battery Backup System (BBS) or Uninterruptible Power Supply (UPS) that includes cabinet, batteries, and necessary configurations.
- Closed Circuit Television (CCTV). Intelligent cameras that include analytics, such as automated continuous counts are the preferred solution. If implemented, these cameras may require a data sharing agreement with OCTA in the future.
- Vehicle Detection System (VDS)
 - The ideal implementation for signal operations is a detection system that will increase the number of inputs, including separate bicycle and pedestrian detection inputs, into the signal controller for the purpose of signal performance measures, such as Automated Traffic Signal Performance Measures (ATSPM). Additionally, inputs that are specifically set to capture turning movement counts at the intersection.
 - Inductive loops, video detection, radar, sonar, thermal, hybrids thereof, and other types of vehicle detection systems that can distinguish bicycles. This includes implementing a separate bicycle minimum and/or clearance parameter in the traffic signal controller.
- Installation of new and/or improved traffic control devices to improve the accessibility, mobility, and safety of the facility for pedestrians and bicyclists. Americans with Disabilities Act (ADA) compliant pedestrian signals include, but not limited to, tactile and audible buttons in countdown signal heads.
- Active Transportation/Pedestrian Safety related elements

- High-Intensity Activated crosswalk signaling systems (HAWK)
- Pedestrian detection modules
- Bicycle detection modules.
- Rectangular Rapid Flashing Beacon Systems (RRFB) including striping, legends, and signage.
- Transit Signal Priority (TSP) intersection control equipment only.
- Emergency Vehicle Preempt (EVP) intersection control equipment only.
- Corridor Performance Monitoring implementations, such as Bluetooth and/or connected vehicle roadside units for signals on the project. If implemented, these items will require a data sharing agreement with OCTA.

Minor Signal Operational Improvements. Scores for this improvement category will vary depending on the existing lifespan. It is the applicant agency's responsibility to ensure the appropriate score is assigned, and OCTA may request for supporting documentation.

- Channelization (signing, striping, raised pavement markers, in lane flashing guidance or warning marking systems, and legends) improvements required for traffic signal phasing.
- Traffic signal phasing improvements that will improve traffic flow and system performance including protected permissive left turn phasing and shared pedestrian phasing, excluding display equipment and other ineligible activities as mentioned in these guidelines.

Traffic Management Center (TMC)/Traffic Operations Center (TOC). Scores for this improvement category will vary depending on the existing lifespan of equipment or software being upgraded. It is the applicant agency's responsibility to ensure the appropriate score is assigned, and OCTA may request for supporting documentation.

[Applicants shall include a breakdown of TMC/TOC improvements as an appendix to the Supplemental Application.](#)

- Central system
 - New TMCs or TOCs, such as a new Advanced Traffic Management System (ATMS). Any project funded under this category should plan for center-to-center communication (C2C) with nearby agencies and/or OCTA.
 - Upgrades to existing TMCs or TOCs. Any project funded under this category should plan for C2C with nearby agencies and/or OCTA.
 - Motorist information systems (up to 10 percent (10%) of total project costs for PI phase only).
 - Automated Traffic Signal Performance Measures (ATSPM) system can only be implemented if all signals, in at least one agency on the project, are included in the system, which will also be used during the O&M phase of the project. If implemented, these items will require a data sharing agreement with OCTA.

- Video display equipment, including wall monitors, screens, mounting cabinets, and optical engines (up to 10 percent (10%) of total construction costs for PI phase only).
- Uninterruptible Power Supply (UPS) for ATMS shall solely provide electrical power for ATMS Server(s), one dedicated workstation ~~workstation~~ station (console terminal) and related communications devices. UPS for ATMS is not intended to provide power to entire TMC, and approval of request for UPS is at the sole discretion of OCTA.

Caltrans. Scores for this category will depend on the commitment of a cooperative agreement with Caltrans that results in active Caltrans participation and inclusion of Caltrans as a partnering agency. The associated timing fee is an eligible expense. Note that if a cooperative agreement with Caltrans will not be executed, the participating agencies will still be responsible for modeling any Caltrans signalized intersections within the project limits.

Each project intersection that has proposed improvements will receive an average score per the specific improvements noted above and the project's score will be an average of all intersection averages (maximum: 20 points).

Project Scale: Points are earned for including more intersections along the signal synchronization network. For a grid, the number of signals and percent of signals being retimed will only be calculated for the corridor that is designated as the Main Corridor. For routes, the percent of signals being retimed will be calculated as the average of total project signals to total possible signals on each corridor that are part of the route (maximum: 20 points).

Note: Due to the length of Pacific Coast Highway (PCH) and the fact that broad portions of it are a Caltrans' owned facility, for CTFP project scoring purposes only, the "Percent of Main Corridor Being Retimed" scoring criteria (identified in Table 8-1) can be divided into the four following segments.

1. San Gabriel River (Los Angeles County Line) to North of Goldenwest Street
2. Goldenwest Street to School/State Park
3. South of School State Park to Doheny Park Road
4. South of Doheny Park Road to County Line

If an application is proposed to span two or more segments of PCH the "Percent of Main Corridor Being Retimed" calculation will be based upon the number of signals in the project application divided by total number of signals in the applicable segments.

Number of Jurisdictions: Points are earned for including multiple local agencies as part of the project (maximum: ~~10~~ 5 points).

Current Project Status: Points are earned based on the current status of the project development. Points for re-timing of a corridor can be claimed only if at least 75% of the previous project (RTSSP or Measure M Signal Improvement Program) is part of the new application **OR** at least 75% of the corridor (on MPAH) has never been funded. All corridors within a "route" or "grid" project must satisfy the 75% requirement to qualify for points. ~~Points can also be claimed for applicants who provide evidence that they can complete primary implementation within twelve months. Agencies that receive points for this category cannot request delays or time extensions throughout the life of the project.~~ Note: ~~Applications that designate OCTA as the lead agency or are participating in the Baseline Project are not eligible to claim implementation within 12 months~~ (maximum: ~~105~~ points).

Funding Match: The percentages shown in Table 8-1 apply to overall match rates. M2 requires a 20 percent (20%) local match for RTSSP projects. Project match rates above 20 percent (20%) are limited to dollar match only (maximum: 5 points).

Table 8-1 Point Breakdown

RTSSP SCORING CRITERIA Point Breakdown for Regional Traffic Signal Synchronization Program Projects Maximum Points = 100

<p>Transportation Significance Points: 25</p> <table border="1"> <thead> <tr> <th colspan="2">Inclusion of offset signals within 2700'</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>90% or above</td> <td></td> <td>10</td> </tr> <tr> <td>50 - 89%</td> <td></td> <td>5</td> </tr> <tr> <td>< 50%</td> <td></td> <td>0</td> </tr> </tbody> </table> <p>OR</p> <p>Participation in the Baseline Project 10</p> <p style="text-align: center;">AND</p> <table border="1"> <thead> <tr> <th colspan="2">Vehicle Miles Traveled (VMT)</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>250+</td> <td>thousand</td> <td>15</td> </tr> <tr> <td>200 - 249</td> <td>thousand</td> <td>10</td> </tr> <tr> <td>150 - 199</td> <td>thousand</td> <td>6</td> </tr> <tr> <td>100 - 149</td> <td>thousand</td> <td>3</td> </tr> <tr> <td>0 - 99</td> <td>thousand</td> <td>1</td> </tr> </tbody> </table> <p>Calculation: ADT x segment length (Applies only to coordinated segments of project)</p>	Inclusion of offset signals within 2700'		Points	90% or above		10	50 - 89%		5	< 50%		0	Vehicle Miles Traveled (VMT)		Points	250+	thousand	15	200 - 249	thousand	10	150 - 199	thousand	6	100 - 149	thousand	3	0 - 99	thousand	1	<p>Project Scale Points: 20</p> <table border="1"> <thead> <tr> <th colspan="2">Number of Signals on Main Corridor Coordinated by Project</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>50+</td> <td></td> <td>10</td> </tr> <tr> <td>40 - 49</td> <td></td> <td>8</td> </tr> <tr> <td>30 - 39</td> <td></td> <td>6</td> </tr> <tr> <td>20 - 29</td> <td></td> <td>4</td> </tr> <tr> <td>10 - 19</td> <td></td> <td>2</td> </tr> <tr> <td>< 10</td> <td></td> <td>0</td> </tr> </tbody> </table> <p style="text-align: center;">AND</p> <table border="1"> <thead> <tr> <th colspan="2">Percent of Main Corridor Signals Being Retimed</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>90% or above</td> <td></td> <td>10</td> </tr> <tr> <td>80 - 89%</td> <td></td> <td>8</td> </tr> <tr> <td>70 - 79%</td> <td></td> <td>6</td> </tr> <tr> <td>60 - 69%</td> <td></td> <td>4</td> </tr> <tr> <td>50 - 59%</td> <td></td> <td>2</td> </tr> <tr> <td>< 50%</td> <td></td> <td>0</td> </tr> </tbody> </table> <p>Calculation: Number of signals in project divided by total signals in full corridor length.</p>	Number of Signals on Main Corridor Coordinated by Project		Points	50+		10	40 - 49		8	30 - 39		6	20 - 29		4	10 - 19		2	< 10		0	Percent of Main Corridor Signals Being Retimed		Points	90% or above		10	80 - 89%		8	70 - 79%		6	60 - 69%		4	50 - 59%		2	< 50%		0
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Minimum Eligibility Requirements

All eligible local agencies may participate in the RTSSP. Caltrans facilities are eligible for the RTSSP, but Caltrans cannot act as the lead agency. Local agencies will be required to provide a minimum of 20 percent (20%) matching funds for eligible projects (see definition of matching funds below).

The goal of the RTSSP is to provide regional signal synchronization that crosses jurisdictional, geographical, or physical boundaries. To be eligible for RTSSP funding, a project must meet the following requirements:

1. Be on a street segment that is part of the signal synchronization network, or the MPAH. The project must be consistent with Local Signal Synchronization Plans and support the RTSSMP goals.
2. Be multi-jurisdictional, have documented support from all participating local agencies (cities, County, or Caltrans) and a minimum of 20 signals.

or

Be multi-jurisdictional, have documented support from all participating local agencies (cities, County, or Caltrans) and a minimum distance of five miles.

or

Include at minimum three local agencies, have documented support from all participating local agencies (cities, County, or Caltrans), and have a minimum intersection density of four intersections per mile with a minimum of eight signals.

or

Include the full length of the signal synchronization network corridor, or MPAH corridor.

Matching Funds

Local agencies along the corridor are required to provide a minimum local match funding of 20 percent (20%) for each phase of the project. As prescribed by the M2 Ordinance, this includes local sources, M2 Fair Share, and other public or private sources (herein referred to as a “cash match”). Projects can designate local matching funds as cash match, in-kind match provided by local agency staff and equipment, or a combination of both.

“In-kind match” is defined as those actions that local agencies will do in support of the project including staffing commitment and/or new eligible signal system investment related to improved signal synchronization. Examples of staffing commitment include, but are not limited to, implementation of intersection or system timing parameters, review of timing documentation, meeting participation, conducting or assisting in before/after

studies, and other similar efforts that directly enhance the signal synchronization project. Please note, any over-match commitment is subject to the same audit and requirements as in-kind match.

Administrative staff time for documentation of in-kind services is ineligible. Staff time charged to a project is limited to the caps as described in these guidelines. Allowable signal system investment would be improvements that are “eligible activities” per the funding guidelines, which can be shown to improve signal synchronization and would not include any prior investments made by the agency. For OCTA-led projects, match for equipment shall be in cash except when an agency elects to purchase equipment per the application. Project match beyond 20 percent (20%) is limited to cash match only.

In-kind match must be defined for each local agency as part of the supplemental application. In-kind match must be identified as staffing commitment and/or new signal system investment. The supplemental application template will include a section to input in-kind match type as well as additional data related to the match:

- Staffing commitment
 - Staff position
 - Number of hours
 - Hourly (fully burdened) rate
 - Total cost
- New signal system investment (limited to eligible activities)
 - Cost of any signal system investment
 - ~~Benefit to project~~Description of work

For OCTA-led projects, O&M activities will be permitted in-kind match only for local agency oversight functions. Contract activities will require cash match. Local agency contributions identified as cash match in the application cannot be converted into in-kind match.

OCTA staff will review in detail the presented cash and in-kind match by local agency for reasonableness.

Additionally, for projects designating OCTA as lead agency, a consultant traffic engineering firm may be contracted to provide staff and services to implement the project. Therefore, in-kind match designated as staffing commitment under an OCTA-led agency option shall be limited. The following will be used as a guide for staffing commitment, when the local agency develops the application:

- Primary Implementation (PI) (12 months)
 - Project Administration - Each local agency traffic engineer or equivalent participates in approximately 10-15 hours per month of project administration (meetings, review of reports, minutes, and other administration).

- Signal Synchronization Timing - Each local agency traffic engineer or equivalent reviews consultant developed draft and final timing plans for intersections within the local agency, approximately 2-4 hours per local agency intersection.
- Before and After Study - Each local agency traffic engineer or equivalent reviews consultant developed draft and final project Before and After Study, approximately 2-5 hours per local agency.
- Engineering design/review - Each local agency traffic engineer or equivalent reviews consultant developed engineer design within the local agency, approximately 2-4 hours per affected local agency intersection.
- System integration - Each local agency traffic engineer or equivalent provides support for this function (hours vary depending on improvements).
- Construction management - Each local agency traffic engineer or equivalent provides construction management support including inspection (hours vary depending on improvements).
- Ongoing O&M (24 months) - Each local agency traffic engineer or equivalent participates in ~~continued project level meetings of~~ 2-5 hours per local agency per month to review consultant traffic engineering progress. In addition, each local agency traffic engineer or equivalent reviews consultant developed draft and O&M Report.

For projects designating a local agency as lead, the above may be used as a guide with additional local match related to implementation, development, design, monitoring and other costs that the local agency may choose to include as local match. For instance, O&M may be performed by in-house staff and be calculated using a different formula (e.g., 2-5 hours per local agency signal for 24 months).

Participating agencies pledging in-kind services shall be responsible for keeping track of said hours and/or improvements. In-kind services are part of the total project cost. As indicated in the Precepts, construction support shall not exceed 20 percent (20%) of the M2 grant, subject to the match requirement. For OCTA-led projects, an in-kind services match report will be requested throughout the project to ensure agencies meet their promised in-kind match. All submissions shall include backup documentation, such as accounting/payroll detailed summaries, third-party invoices (consultant, contractor, and equipment) and are subject to Audit.

Project Cancellation

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

If a lead agency decides to cancel a project before completion of the entire project, for whatever reason, the agency shall notify OCTA as soon as possible. It is the responsibility of the project lead agency to repay OCTA for any funds received.

Project Extensions

Local agencies are provided at least 36 months to expend the funds from the date of encumbrance. Agencies can request timely-use of funds extensions through the SAR in accordance with the CTFP guidelines. Local agencies should issue a separate NTP when combining contracts for both the PI and O&M phases. NTP requirement should be identified in the initial contract/agreement to avoid obligation of both phases at the same time. If this procedure is followed by the local agency the NTP date will be considered the date of encumbrance for the O&M phase.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be conducted by OCTA Internal Audit Department or other authorized agent either through the normal annual process or on a schedule to be determined by the Board.

Data Compatibility

All count data, including average daily traffic (ADT) and intersection turning movement (ITM), collected as part of any funded project shall be provided to OCTA in Microsoft Excel format. Any data files containing numeric intersection or node identifiers shall use the same node identification (ID) numbers as is stored and maintained by OCTA. OCTA will provide a listing of intersections and corresponding unique node ID numbers upon request. Each count data filename shall describe the year the counts were collected, agency, type of count file, intersection name, and OCTA node ID number. As an example, an ITMturning-movement-count file recently collected for the intersection of Harbor Boulevard and Wilson Street in the City of Costa Mesa would be given the filename 2020_CostaMesa_ITM_Harbor-Wilson_4534.xls.

All traffic signal synchronization data collected and compiled as part of any funded project for both existing (before) and final optimized (after) conditions shall be provided to OCTA in Synchro version 10 or later format. This data shall include validated network layout,

node, link, lane, volume, timing, and phase data for all coordinated times. The nodes for these files shall also correspond to the OCTA node ID numbers.

Project Summary Information

For each application that is recommended for funding, the agency shall submit a PowerPoint presentation summarizing the pertinent project information for TAC review and discussion purposes. The presentation shall be no more than three (3) slides and should contain, at a minimum, a project description, project benefits, location map, and cost estimate. **OCTA staff will request the PowerPoint file when/if a project is recommended for funding.**

Exhibit 8-1

Project P – Regional Traffic Signal Synchronization Program Application Checklist

Project P Application Checklist	Page
RTSSP Online Application – submitted through OCFundTracker <ul style="list-style-type: none"> a. Transportation Significance b. Economic Effectiveness c. Project Characteristics d. Project Scale e. Number of Jurisdictions f. Current Project Status g. Funding Over-Match h. Cabinet photos, equipment specifications, as-built drawings, cabinet drawings, etc. 	Online
Section 1: Key Technical Information <ul style="list-style-type: none"> a. Name of Project Corridor/Grid/Route b. Project Limits c. Project Length d. Number of Signalized Intersections Along Corridor e. Participating Agencies/Traffic Forum Members f. Lead Agency g. Designation of the corridor to synchronize h. Project start and end date i. Previous funding j. Contact Information k. Signalized intersections that are part of the project l. Offset signalized intersections that are part of the project m. Project Map Depicting the Project Limits 	
Section 2: Regional Significance	
Section 3: Acknowledgement of Required Tasks	
Section 4: Funding Needs/ Costs for Proposed Project by Task <ul style="list-style-type: none"> a. Summary of Project Cost b. Summary of Cost by Agency c. Summary of Intersection Improvement Costs 	
Section 5: Detailed Local Match Commitment	
Section 6: Project Schedule for the 3 Year Grant Period by Task <ul style="list-style-type: none"> a. Project State and End Dates b. Project Schedule by Task 	
Appendices <ul style="list-style-type: none"> a. Calculations and Estimated Points b. Agency Improvement Calculations c. Vehicle Miles Traveled (VMT) d. Agency Resolutions and Letters of Support e. Additional Information (Optional) 	

Exhibit 8-2

Sample Resolution for Orange County Regional Traffic Signal Synchronization Program Projects

A resolution of the _____ City Council approving the submittal of _____ improvement project(s) to the Orange County Transportation Authority for funding under the competitive Measure M2 Regional Traffic Signal Synchronization Program.

THE CITY COUNCIL OF THE CITY OF _____ HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS THAT:

- a) WHEREAS, the Measure M2 Regional Traffic Signal Synchronization Program targets over 2,000 signalized intersections across Orange County to maintain traffic signal synchronization, improve traffic flow, and reduce congestion across jurisdictions; and
- b) WHEREAS, the City of _____ has been declared by the Orange County Transportation Authority to meet the eligibility requirements to receive revenues as part of Measure M2;
 - c) WHEREAS, the CITY must include all projects funded by Net Revenues in the seven-year Capital Improvement Program as part of the Renewed Measure M Ordinance eligibility requirement.
- d) WHEREAS, the CITY authorizes a formal amendment to the seven-year Capital Improvement Program to add projects approved for funding upon approval from the Orange County Transportation Authority Board of Directors, if necessary.
- e) WHEREAS, the City of _____ has currently adopted a Local Signal Synchronization Plan consistent with the Regional Traffic Signal Synchronization Master Plan as a key component of local agencies' efforts to synchronizing traffic signals across local agencies' boundaries; and
 - f) WHEREAS, the City of _____ will provide matching funds for each project as required by the Comprehensive Transportation Funding Programs Procedures Manual; and
- g) WHEREAS, the City of _____ will not use Renewed Measure M funds to supplant Developer Fees or other commitments; and
- h) WHEREAS, the City of _____ desires to implement multi-jurisdictional signal synchronization listed below; and

NOW, THEREFORE, BE IT RESOLVED THAT:

The City Council of the City of _____ hereby requests the Orange County Transportation Authority allocate funds in the amounts specified in the City's application to said City from the Regional Traffic Signal Synchronization Program. Said funds, if approved, shall be matched by funds from said City as required and shall be used as supplemental funding to aid the City in signal synchronization along the following street(s):

*Required language a-h

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Chapter 9 – Reimbursements and Reporting

Procedures for Receiving Funds

An implementing agency must encumber funds OCTA awards to a project phase within the fiscal year the grant is programmed (July 1-June 30). Prior to the encumbrance of funds, an agency must have a fully executed letter agreement with OCTA. An agency encumbers funds by awarding a contract, completing the appraisal or issuing an offer letter for one parcel of right-of-way, or by providing expense reports with supporting documentation to prove an agency's workforce costs (provided that the agency intends to complete the phase with agency staff). OCTA shall consider the primary contract(s) or the contract with the largest dollar amount, associated with the phase's tasks, when an agency uses a contract to show encumbrance of CTFP funds. Once an agency encumbers CTFP funds for a phase, it can begin the process for receiving payment of the funds.¹⁰

OCTA will release funds through two payments. The initial payment will provide up to 75 percent (75%) of the CTFP grant share of the contract award or grant amount, whichever is less. OCTA will disburse the final payment, 25 percent (25%) of eligible funds, after it approves the final report (See Precept 34).

For situations where a grant exceeds \$2 million, the final report retention shall be capped at \$500,000 per project phase but shall in no case be less than 10 percent (10%) of the grant for that phase. Should the 75/25 payment distribution ratio result in a final payment retention that exceeds \$500,000, the payment percentages will be adjusted to meet the \$500,000 cap until the 10 percent (10%) threshold is reached (See Precept 35).

Agencies shall submit payment requests to OCTA in a timely fashion. The M2 Ordinance requires the submittal of a final report within 180 days of the project phase completion date (See M2 Ordinance/definitions/Precept 36). Failure to submit a final report within the 180-day time frame will result in an agency being found ineligible to receive net revenues. Per the M2 Ordinance, no provision for extension is allowed. The term "project phase completion" refers to the date that the local agency has paid the final contractor/consultant invoice (including retention) for work performed and any pending litigation has been adjudicated for the engineering phase or for the ROW phase, and all liens/claims have been settled for the construction phase.

OCTA will provide a separate CTFP payment supplement that includes sample forms and instructions for payment submittals and can be downloaded from the OCFundtracker

¹⁰ Funds from state and federal sources funds will undertake a separate process. Local agencies must contact Caltrans local assistance for reimbursement.

database. Payment submittals are described in this chapter and must be submitted through OCTA's online database, OCFundtracker: <http://ocfundtracker.octa.net>. Detailed instructions for OCFundtracker are available online at the previously mentioned website. Staff is also available to assist agencies with this process. Agencies must upload appropriate backup documentation to the database. OCTA may request hardcopy payment requests.

Availability of Funds

The funds granted by OCTA for each phase will be available on July 1, the first day of the fiscal year in which the funds are programmed and upon implementation of the letter agreement for the specific project.

Cancellation of Project

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible during the planning phase shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty. ROW funding received for property acquisition prior to cancellation shall be repaid upon cancellation, regardless of whether property has been purchased or not. Construction funding received prior to cancellation shall be repaid upon cancellation.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Project O - Regional Capacity Program Initial Payment

Payment Requests

Payment requirements are located in the Guidelines. Staff may request additional documentation that is not listed on the checklist prior to approving the request.

The checklists and interactive electronic versions of all payment forms can be downloaded via OCFundtracker at <http://ocfundtracker.octa.net>.

OCTA usually releases funds through two payments. The initial payment will constitute 75 percent (75%) of the eligible contract award or allocation amount, whichever is less. In addition to the bid abstract, OCTA will require local agencies to submit appropriate backup documentation for all project phases to support the initial payment request. OCTA will release the final payment of remaining balance, usually the final 25 percent (25%) of CTFP grant funds, when the project is complete and OCTA accepts the final report. The balance is determined based on final costs for CTFP eligible program expenditures. Prior to submitting the report, review the program specific section in these guidelines that addresses the final report process.

OCTA will reimburse costs associated with the Measure M informational signs (fabrication, installation, and removal) and do not count against a project's grant. Measure M informational "Funded By" sign removal costs should be requested in the Final Report.

Prior to submitting an initial payment request, a local agency may request a meeting with OCTA staff to determine eligible/ineligible items prior to requesting reimbursement.

Below is additional information regarding the documentation requirements of initial payment requests:

1. Invoice – For initial payments, an agency shall invoice for 75 percent (75%) of the CTFP grant share of the primary contract(s) amount or grant amount, whichever is less. For situations where a grant exceeds \$2 million, the final report retention shall be capped at \$500,000 per project phase but shall in no case be less than 10 percent (10%) of the grant for that phase. Should the 75/25 payment distribution ratio result in a final payment retention that exceeds \$500,000, the payment percentages will be adjusted to meet the \$500,000 cap until the 10 percent (10%) threshold is reached (See Precept 35). Agencies seeking initial payment for the planning, environmental and preliminary engineering work performed by local agency forces, must submit payroll records and City Council budget allocation with the initial payment request. The payroll records should identify the project name, date of expenditures, amount, and employee position. It is recommended that a unique project key be created for each project and all project charges be billed under that job code. OCTA staff can provide a sample of acceptable form of payroll report upon local agency request.

2. Project Certification Letter – The public works director, or appropriate equivalent, shall submit a certification letter, with applicable statements, using the Project Certification Form 10-2. This will include the certification that the project being reimbursed has met the signage requirements laid out in Precept 21.
3. Documentation of the Contract Award – The agency shall submit a minute order, agency resolution, or other council/board action showing award of the contract and the contract amount. After contract award, the agency shall submit the project name, contractor/consultant company name, and project scope including bid/task list, for each contract. The city clerk, clerk of the board, or appropriate equivalent shall certify minutes. Agencies that use on-call consultants shall submit a purchase order or Notice to Proceed (NTP) that includes the project-specific scope of work for the contractor.
4. Revised Cost Estimate – The agency shall use the format provided in the Revised Costs Estimate Form 10-3 separating eligible and ineligible items.
5. Work Schedule – OCTA prefers a complete project schedule, but an agency may provide as little as the expected start and completion dates for preliminary engineering, final engineering, right-of-way, and construction phases on the Engineering & Construction Phase Initial Report Form 10-1A.
6. ROW Documents – Each parcel shall include an appraiser’s report, written offer letter, legal description with map, square footage of parcel(s), plat map (where applicable), and parcel map (where applicable). Agencies may submit equivalent documentation for OCTA’s consideration on a case-by-case basis. Agencies attempting to acquire five or more parcels for a project shall include a parcel location map. Initial payments for ROW will be considered after submittal of documentation of an issuance of an offer.
7. Plans, Specifications, & Estimate (PS&E) Certification – Agencies shall submit a PS&E certification using the PS&E Certification Form 10-4. The agency engineer shall certify that the local agency properly prepared and approved plans and specifications in accordance with authorized procedures and adopted standards, followed approved scope of work, and incorporated materials report.
8. Layout Plans – An agency shall not submit layout plans that print on paper larger than 11 inches by 17 inches.
9. Documentation of Decision to Use Local Agency Forces – For all project phases, for any work performed by local agency forces in lieu of a primary contract, local agency must document that local agency forces could perform the work more cost effectively or timely than a contractor; and documentation of this decision can be supplied in case of audit.
10. Documentation Supporting Local Agency Liability for Utility Relocation Costs – Local agency liability can be supported by the documentation of property rights, franchise

rights/agreements, state and local statutes/ordinances, permits, or a finding by the local agency's counsel.

Reimbursement

OCTA shall not reimburse for a project prior to the beginning of the fiscal year of the grant. If an agency receives an advancement and begins work prior to the start of the fiscal year of the grant, the agency may request an initial payment against the grant. If an agency receives an advancement and completes a project prior to the start of the fiscal year of the grant, OCTA shall disburse the grant in a single payment. OCTA must accept the final report prior to issuing a payment.

Calculation of Payment

Once an agency encumbers Measure M funds, the agency may request a maximum of 75 percent (75%) of the CTFP share of the contract award amount or grant amount, whichever is less. For situations where a grant exceeds \$2 million, (See Precept 36). An example of calculating the initial funding request for a standard 75/25 payment is described below.

Example:

CTFP Grant Allocation	OCTA Match Rate	Local Agency Match Rate
\$200,000	80%	20%

Step 1

$$\text{Eligible Expenses} \times \text{OCTA Match Rate} = \text{Product}$$

$$\$ 225,000.00 \times 80\% = \$ 180,000.00$$

Step 2

Check if Product is greater than or less than
CTFP Allocation Amount: \$200,000

Step 3

Use the lower of the **Product** or **Allocation** \$ 180,000.00
 In this case the \$180,000 amount is less

Step 4

Then multiply the **\$180,000** amount by 75% (Initial Payment Percentage)

\$180,000	X	75%	=	\$135,000.00
				Invoice Amount

Project O - Regional Capacity Program Final Report and Payment Process

The remaining CTFP funds are reimbursed to the lead agency following completion of the final reporting process. This final payment is calculated by considering the grant allocation amount, the minimum local agency match rate, how much has been previously reimbursed as part of the initial payment, and the total eligible costs that can be applied to the grant (see program specific eligibility sections). M2 funds are applied proportionally to all eligible project expenses. Prior to submitting the Final Report, review the following section which includes items important to the final reporting process. The CTFP Payment Supplement provides additional instructions and sample forms to complete payment requests. Payment requirements are located in this chapter.

Project Cost Changes

If the contract price is lower than the amount programmed, and the agency requested additional items and/or change orders during construction/study, OCTA may approve the additional costs during the review of the final report. OCTA will review these reports to:

1. Determine that the agency submitted proper justification for the change order(s)
2. Determine if the items are eligible for reimbursement
3. Confirm that expenses are within the project's original scope of work
4. The lead agency should provide information supporting the need for the change orders in the final report. Changes in project limits for construction projects are not eligible for reimbursement.

Final Payment Documentation Requirements

The items listed below are to be submitted to complete the final reporting process.

1. Invoice - For final payments, an agency shall invoice for the remaining balance of the OCTA share of eligible costs or up to the grant amount, Final payment request invoices shall normally be approximately 25 percent (25%) of the eligible funds. Interest earned by an agency for initial payments received shall be applied to and deducted from the final payment balance amount.
2. Project Certification Letter – The public works director, or appropriate equivalent, shall submit a certification letter, with applicable statements, using the Project Certification Form 10-2. This will include the certification that the project being reimbursed has met the signage requirements laid out in Precept 22.
3. Documentation of the Contract Award – The agency shall submit a minute order, agency resolution, or other council/board action showing award of the contract and the contract amount. After contract award, the agency shall submit the project name,

contractor/consultant company name, and project scope including bid/task list, for each contract. The city clerk, clerk of the board, or appropriate equivalent shall certify minutes. Agencies that use on-call consultants would need to submit a purchase order or NTP that includes the scope of work for the contractor.

4. PS&E Certification – Agencies shall submit a PS&E certification using the PS&E Certification Form 10-4. The agency engineer shall certify that the local agency properly prepared and approved plans and specifications in accordance with authorized procedures and adopted standards, followed approved scope of work, and incorporated materials report.
5. Final Report Form – The local agency shall prepare a final report form using the Engineering & Construction Phase Final Report Form 10-5A.
6. Division of Costs – Supportive material shall equal the Division of Costs Form 10-6 totals that are located in the final report form separating eligible and ineligible items.
7. Where ineligible costs are twenty percent (20%) or greater of the overall project cost, indicating considerable work outside of the goal and purpose of Project O, shared project costs that cannot be directly attributed to the eligible or ineligible work, will be prorated based on the share of the project that is eligible compared to ineligible.
8. Proof of Project Payment – The required documentation that will be submitted includes approved contract invoices and may also include, but is not limited to, supportive material for agency work forces, equipment, material, and corresponding proof of payment. Additional records are required to be maintained as outlined in the Audit (Chapter 10).
9. Layout Plans – An agency shall not submit layout plans that print on paper larger than 11 inches by 17 inches (where applicable). Agencies shall submit the most recently updated final design plans or “as-built” plans.
10. Documentation of Decision to Use Local Agency Forces or Agency Workforce – For all project phases, for any work performed by local agency forces or agency workforce in lieu of a primary contract for that phase, local agency must document that local agency forces could perform the work more cost effectively, more timely than a contractor or provide other appropriate justification. Documentation of this decision would also be required for audit.
11. Documentation Supporting Local Agency Liability for Utility Relocation Costs – Local agency liability can be supported by the documentation of property rights, franchise rights/agreements, state and local statutes/ordinances, permits, or a finding by the local agency’s counsel.

12. ROW Documents – Each parcel shall include an appraiser’s report, written offer letter, legal description with map, square footage of parcel(s), plat map (where applicable), and parcel map (where applicable). Agencies may submit equivalent documentation for OCTA’s considerations on a case-by-case basis. Agencies attempting to acquire five or more parcels for a project shall include a parcel location map.
13. Summary of ROW Acquisition – Agencies shall submit a summary of ROW acquisition as described in the Summary of ROW acquisition Form 10-5B.
14. Notice of Completion – An agency shall submit The Notice of Completion form to certify the phase completion date (Form 10-7). See Definition 26 for phase completion date.
15. Before and After Project Photos (implementation and construction phases) – photographs showing the project before and after the improvements. Photographs should be high quality resolution images in JPEG or PNG file formats.

Electronic copies of all payment forms can be downloaded from OCFundtracker.

Timely Final Reports

OCTA will work with local agencies to ensure the timeliness of final reports by utilizing the following procedures:

1. Local agencies should notify OCTA of the project phase completion date within 30 days of completion.
2. Local agencies to file a final report within 180 days of project phase completion date.
3. OCTA to issue a notification to the project manager, public works directors or TAC representative(s) 90 days after the project completion date, as reported in OCFundtracker, to remind local agencies that the final report is due in 90 days. OCTA staff will provide guidance to assist in preparation of the final report.
4. OCTA may issue a final notice letter to the project manager, public works directors or TAC representative(s) with a copy to the agency’s management and finance director if OCTA does not receive the final report within 180 days of the project completion date. The final notice letter will inform the local agencies that if OCTA does not receive a response to the final notice letter and the final report within 180 days, then the funds will be unencumbered and OCTA shall request that the agency return disbursed funds, plus interest.
5. OCTA to issue the final payment to local agencies within 60 days of receiving the complete final report and all supporting documentation.

Failure to Submit Final Report

Agencies who fail to submit a Final Report will be required to repay applicable M2 funds received for the project in a manner consistent with the Master Funding Agreement and/or will be found ineligible to receive M2 Net Revenues.

Excess Right-of-Way

Agencies that use Net Revenues (through CTFP or LFS programs) to acquire project ROW shall dispose of land deemed in excess of the proposed transportation use. Excess land sold by the lead agency will be disposed of in accordance with the process established in Government Code, Article 8, Surplus Land, Section 54220-54232, etc. Seq. and the ROW acquisition/disposal plan submitted as part of the application process. The agency shall return proceeds from the sale to OCTA. OCTA shall return the funds to the program of origin for future use.

Proceeds from the sale of excess ROW shall be returned to OCTA in proportion to the amount of M2 funds used in the purchase.

Agencies shall submit ROW documents for all parcels utilizing M2 Net Revenues. Agencies must submit the following documents:

- Summary of the ROW required for the project
- Plat maps and legal descriptions for ROW acquisitions
- Parcel location map
- Identification of anticipated excess right-of-way, if any
- Appraisal reports for excess right-of-way
- ROW acquisition/disposal plan

OCTA shall consider excess ROW with a value of \$10,000 or less as an uneconomic remnant. OCTA shall determine if excess ROW is considered an uneconomic remnant.

The agency shall submit a fair market value appraisal report for the excess land of each parcel. Appraisers must conduct appraisals in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP). If an agency suspects that the excess ROW has a value of \$10,000 or less, the agency may conduct a limited fair market value appraisal to confirm the value of the excess right-of-way. The agency shall submit the appraisals with the ROW final report.

OCTA shall retain from the final payment the value of excess ROW that is proportional to OCTA's percentage match rate to the project up to OCTA's match rate of ROW grant. However, if the local agency provided additional funds beyond what was originally estimated, OCTA will be reimbursed based on its proportional share of the cost of right-of-way.

Comprehensive Transportation Funding Programs



An agency may include incidental expenditures from the disposal of property in their final report for the ROW grant.

An agency shall begin the process to sell excess ROW within 60 days after acceptance of the construction improvements.

OCTA shall not close out the ROW grant or construction grant until the agency and OCTA resolve questions regarding excess right-of-way.

Example:

OCTA's ROW grant:	\$500,000
OCTA grant match rate	75%
Parcel Costs:	
Cost – Parcel 1:	\$300,000
Cost – Parcel 2:	\$380,000
Cost – Parcel 3:	\$120,000
Cost – Parcel 4:	<u>\$100,000</u>
Total ROW Costs:	\$900,000
Payment with no excess ROW:	\$500,000

Excess right-of-way

Value of excess ROW for parcel 1:	\$200,000
Value of excess ROW for parcel 2:	\$105,000
Value of excess ROW for parcel 3:	\$ 0
Value of excess ROW for parcel 4:	<u>\$ 0</u>
Total Value of excess ROW:	\$305,000

OCTA contribution to ROW acquisition:

CTFP ROW contribution ÷ Agency total cost of right-of-way

$$\$500,000 \div \$900,000 = 56\%$$

OCTA's shall reduce the final ROW payment by:

Parcel 1:	\$200,000 x 56% =	\$112,000
Parcel 2:	\$105,000 x 56% =	+ <u>\$58,800</u>
Total:		\$170,800
Payment (incorporating excess right-of-way):		\$500,000
		- <u>\$170,800</u>
		\$329,200

Agency Workforce and Equipment Rental

An agency must provide supporting documentation for work completed by agency staff or the use of agency workforce. The decision or justification that local agency forces could perform the work more cost effectively, more timely than a contractor or other justification must be documented. It is recommended that a unique project job key be created for each project and all project charges be billed under that job code. The agency shall multiply the fully burdened labor rate by the number of hours for each staff person assigned to the project. An agency may add overhead costs at an allowable rate up to 30 percent (30%) of payroll and fringe benefits.

An agency must provide supporting documentation for equipment used by local agency staff. An agency may use local agency or Caltrans surcharge and equipment rental rates.

Technical and/or Field Review

Once an agency submits a final report for a project, OCTA shall review the report for compliance with the CTFP Guidelines and may conduct a technical and/or field review. As part of the technical/field review of a CTFP project, OCTA may:

- review ROW acquisitions and the potential for excess right-of-way
- compare hourly breakdown of staff time compared to staff time sheets
- conduct a project field review – ensure improvements are within scope
- review items that agencies self-certify
- verification of the reasonableness of project costs

OCTA may review all phases of the project.

OCTA will use the project cost estimate forms submitted with the application and revised where appropriate, project accounting records and the final report as the primary items to conduct the review. Agencies must maintain separate records for projects (i.e., expenditures, interest) to ensure compliance. OCTA will only reimburse eligible CTFP items listed on the cost estimate. The implementing agency is expected to complete the entire scope of work as presented in the original application.

See Chapter 10 for independent audit requirements beyond the technical/field review.

Reporting of Local Fair Share (LFS)

For the purposes of reporting non-project work (maintenance, repair, and other non-project related costs) funded by Measure M LFS funds, the Measure M2 expenditure report cited M2 Ordinance, Section III(B)(8) shall satisfy reporting requirements. If LFS funds are used for projects, the local agency shall also include those projects and the utilized LFS funds and/or other Measure M2 funds in the Measure M2 expenditure report.

Project P - Regional Traffic Signal Synchronization Program Reimbursements and Reporting Requirements

The previous sections of this chapter outline the process and requirements regarding reimbursements and reporting for all competitive programs that are part of Measure M2. A lead agency shall also use the following additional reporting and documentation requirements specific to any competitive project funded through RTSSP (Project P) as part of the reimbursement process.

Procedures for Receiving Funds

RTSSP funds projects with a three (3) year grant. Projects are divided into two components for the purposes of reimbursements and reporting: PI and Ongoing O&M.

Primary Implementation (PI) includes the following:

- Project administration (required)
- Developing and implementing optimized signal synchronization timing (required)
- Producing a PI Report, which includes the Before and After Study for the proposed project (required)
- Engineering design of signal improvements for the project (optional)
- System integration (optional)
- Proposed signal improvements, construction support, and contingency (optional):
 - New or upgraded detection
 - New or upgraded communication systems
 - Intersection/field system modernization and replacement
 - Minor signal operation improvements
 - Traffic management centers
 - Real-time traffic actuated operations and demonstration projects
- Note: Equipment and quantity must be consistent with the project application.
- Contingencies (optional)
- Construction management (optional)

Ongoing Operation and Maintenance (O&M) includes the following:

- Monitoring and improving optimized signal timing (required)
- Communications support (optional)
- Detection support (optional)
- O&M report (required)

A lead agency must encumber funds OCTA allocates to a project within the fiscal year of the grant and after funding agreements with OCTA are executed. A lead agency encumbers funds by awarding a contract or providing expense reports to prove the lead or a participating agency's workforce costs, provided that the lead agency intends to complete the PI with lead agency or participating agency staff. Once an agency encumbers RTSSP (Project P) funds for PI, it can begin the process for receiving payment of the funds. Note that only the lead agency will receive payment of funds from OCTA. Any funds that are due to other participating agencies are the responsibility of the lead agency and not OCTA.

The project lead agency must submit payment requests through OCTA's online database, [OCFundtracker](#). Additional details about the retention caps, timely payment requests, project closeout, and payment are available in Chapter 9.

Availability of Funds

The funds allocated for projects will be available to project lead agencies July 1st of the programmed year and after funding agreements with OCTA are executed.

Initial Payment Requests for Primary Implementation

The initial payment will provide up to 75 percent (75%) of funds for the PI of the project. The following information specific to the RTSSP (Project P) Project is provided regarding the documentation requirements for initial payment of PI after an agency encumbers funds for the project.

The interactive electronic versions of all payment forms can be downloaded via OCFundtracker.

The final report has been provided so a lead agency can determine the reporting and documentation required for an initial payment request. Staff may request additional documentation that is not listed on the PI Report prior to approving the request. The checklist and electronic versions of the forms are available through OCFundtracker.

Below is additional information regarding documentation requirements for RTSSP payment requests..

- Invoice - For initial payments, the lead agency shall invoice for 75 percent (75%) of the CTFP grant share of the contract amount or grant amount of the project's PI, whichever is less. For final payments of the PI, the lead agency shall invoice the remaining balance of the project's PI phase contract amount or programmed amount, whichever is less
- Project Certification Letter (initial and final)
- Revised Cost Estimate (initial)

- PS&E Certification (initial and final)
- Certification of Phase (initial)
- Report Submission
- Division of Cost Schedule (final)
- Work Schedule - OCTA requires a complete project schedule, including expected start and completion dates for tasks in the PI and Ongoing O&M phases (initial and final)
- ROW Documents - No requirements as ROW is not a part of RTSSP
- Before and After Project Photos (PI phase) – photographs showing the project before and after the improvements. Photographs should be high quality resolution images in JPEG or PNG file formats (final).

Details on other aspects on Initial Payment Requests for PI including project advancement and reimbursement is available in this chapter.

Example of Initial Reimbursement for Primary Implementation (PI):

CTFP Grant Allocation	OCTA Match Rate	Local Agency Match Rate
\$960,000.00	80%	20%

Step 1

$$\text{Eligible Expenses} \times \text{OCTA Match Rate} = \text{Product}$$

$$\$1,000,000.00 \times 80\% = \$800,000.00$$

Step 2

Check if **Product** is greater than or less than **CTFP Grant Allocation Amount**:
\$800,000 vs **\$960,000**

Step 3

Use the lower of the **Product** or **CTFP Grant Allocation**
 In this case, the **\$800,000.00** amount is lower

Step 4

Then multiply the amount by **75%** (Initial Payment Percentage)

\$800,000.00	x	75%	=	\$600,000.00
				Invoice Amount

Final Payment Requests for Primary Implementation

OCTA will release the remaining balance to the lead agency, approximately 25 percent (25%) of funds for the PI, when the project's PI phase is complete and OCTA receives the project Before and After Study. The balance is determined based on the final costs for the eligible RTSSP expenditures. The Before and After Study is defined as the following:

This study shall at minimum collect morning and evening peak period using travel times, average speeds, green lights to red lights, stops per mile, and the derived CSPI metric. In addition, greenhouse gas and gasoline savings should be identified. This information shall be developed both before any signal timing changes have been made and after the PI. The study shall compare the information collected both before and after the timing changes. Comparisons shall identify the absolute and percent differences for the entire corridor, by segment, direction, and time period. Segments will be defined by major traffic movements as observed during the project (e.g. commuting segments between freeways, pedestrian-friendly segments in a downtown area, etc.).

The PI Report, which includes the Before and After Study for RTSSP, shall be included as a requirement at the end of the Primary Implementation phase and as part of the Final Report as required by the M2 Ordinance, Attachment B, Section III.A.9.

Payment Requests for Ongoing Operations and Maintenance

The payments for the Ongoing O&M portion of the project award will cover the remainder of the grant period after the PI phase is completed and will be paid as a reimbursement upon proof of work/payment and receipt of invoice. The invoice should include the Final O&M report with details on the ongoing O&M work done including the required (1) work monitoring and improving optimized signal timing; and optional (2) communications and detection support.

O&M Report

The O&M Report shall be completed in accordance with all CTFP Guidelines upon the end of the O&M phase. In addition, the O&M Report shall summarize the O&M period, documenting the O&M efforts and procedures for continuing maintenance. At a minimum, the O&M Report shall include when travel runs were conducted and issues and solutions throughout the phase. The report shall document all planned and programmed improvements on the study corridor as well as recommendations for further infrastructure improvements that would likely enhance the corridor signal coordination project results.

Project X - Environmental Cleanup Program Reimbursements & Reporting Requirements

The interactive electronic versions of all payment forms can be downloaded via OCFundtracker. These processes are applicable to the Tier 1 and Tier 2 Grant Programs:

Initial payments:

1. Invoice – For initial payments, an agency shall invoice for 75 percent (75%) of the CTFP grant share of the contract amount or grant amount, whichever is less. For situations where a grant exceeds \$2 million, the final report retention shall be capped at \$500,000 per project phase; but, shall in no case be less than 10 percent (10%) of the grant for that phase. Should the 75/25 payment distribution ratio result in a final payment retention that exceeds \$500,000, the payment percentages will be adjusted to meet the \$500,000 cap until the 10 percent (10%) threshold is reached (See Precept 35).
2. Project Certification Letter – The public works director, or appropriate equivalent, shall submit a certification letter, with applicable statements, using the Project Certification Form 10-2.
3. Documentation of the Contract Award – The agency shall submit a minute order, agency resolution, or other council/board action showing award of the contract and the contract amount. After contract award, the agency shall submit the project name, contractor/consultant company name, and project scope including bid/task list, for each contract. The city clerk, clerk of the board, or appropriate equivalent shall certify minutes. Agencies that use on-call consultants shall submit a purchase order that includes the scope of work for the contractor.
4. Revised Cost Estimate – The agency shall use the format provided in the Revised Costs Estimate Form 10-3 [separating eligible and ineligible items](#).
5. PS&E Certification – The agency shall provide PS&E certification using the PS&E Certification Form 10-4. The agency engineer shall certify that the local agency properly prepared and approved plans and specifications in accordance with authorized procedures and adopted standards, followed approved scope of work, and incorporated materials report.
6. ECP (Project X) Initial Payment - The agency shall prepare an initial payment report form using the ECP Initial Payment Report 10-5A.
7. Location Maps of Installation – The agency shall provide a map that shows the specific locations Best Management Practices (BMP) devices were installed with catch basin identification numbers, as applicable.

Final Reporting Process:

The items listed below are to be submitted to complete the final reporting process. A final report must be filed within 180 days of the project phase completion. Additionally, an exception to Precept 29: agencies may appeal to the ECAC and the OCTA Board on any issues that the agency and OCTA cannot resolve, as such are the approving bodies for this program.

1. Invoice – For final payments, an agency shall invoice for the remaining balance of the OCTA share of eligible costs up to the grant amount. Final payment request invoices shall normally be approximately 25 percent (25%) of the eligible funds. Interest earned by an agency for initial payments received shall be applied to and deducted from the final payment balance amount.
2. Project Certification Letter – The public works director, or appropriate equivalent, shall submit a certification letter, with applicable statements, using the Project Certification Form 10-2.
3. Documentation of the Contract Award – The agency shall submit a minute order, agency resolution, or other council/board action showing award of the contract and the contract amount. After contract award, the agency shall submit the project name, contractor/consultant company name, and project scope including bid/task list, for each contract. The city clerk, clerk of the board, or appropriate equivalent shall certify minutes. Agencies that use on-call consultants would need to submit a purchase order or NTP that includes the scope of work for the contractor.
4. PS&E Certification – Agencies shall submit a PS&E certification using the PS&E Certification Form 10-4.
5. Final Report Division of Costs Schedule – The agency shall use the format provided in Form 10-6.
6. Certification of Phase Completion – The agency shall certify the phase completion date using the Form 10-7. See definition 22 for phase completion date.
7. ECP (Project X) Final Report Form 10-16 – The agency shall prepare a final report form using the ECP Final Report Form 10-16.
8. Location Maps of Installation – The agency shall provide a map that shows the specific locations BMP devices were installed with catch basin identification numbers, as applicable.
9. Proof of Project Payment – The required documentation that will be submitted includes approved contract invoices and may also include, but is not limited to, supportive material for agency work forces, equipment, material, and corresponding

proof of payment. Additional records are required to be maintained as outlined in the Audit chapter.

10. Form 10-17 (where applicable) Supporting documentation for O&M costs (if used as local match).

For Tier 1 of the ECP (Project X), where ongoing O&M of the project were pledged as a local match, as part of the semi-annual review reporting process, OCTA will verify local agency O&M expenditures to ensure local match commitments are being met. Local agencies must complete the In-Kind O&M Report Form 10-17 for each ECP (Project X) grant as part of their semi-annual review updates.

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Quick Build Projects



Active Transportation Grant Opportunities

2024 Sustainable Communities Program –
Active Transportation and Safety

WWW.SCAG.CA.GOV

Building partnerships for the region's mobility goals

- Improve mobility across the region for people walking and biking, especially children and older adults.
- Strategically invest in communities most harmed by traffic injuries and fatalities.



Mobility goals in action: Calexico (2022)



Rockwood Avenue, Before



Rockwood Avenue, After

Mobility goals in action: Long Beach (2023)



South Street, Before

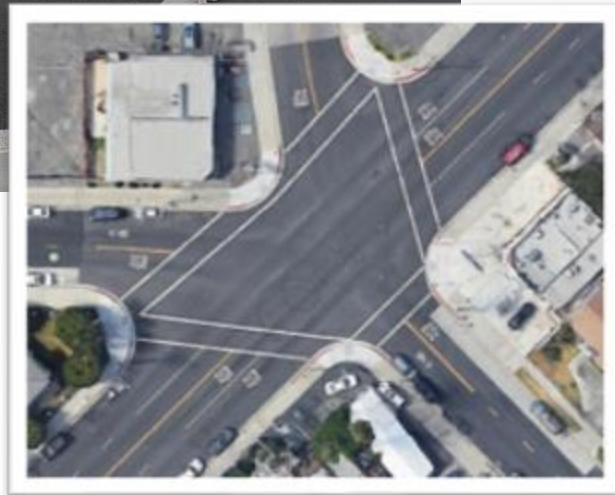


South Street, After

Mobility goals in action: El Monte (2024)



Mountain View Road, Before



Mountain View Road, After

Sustainable Communities Program – Active Transportation & Safety

- Funding for local jurisdictions, schools, and tribal governments to improve traffic safety.
- \$10.4 million available across two project types:
 - **Quick-Build**
 - **Plans**
 - *Active Transportation, Bike/Ped, Safe Routes to School/for Seniors/etc.*
- Call for Applications Summer to Fall 2024



Pasadena Curb Extension (2024)

Quick-Builds: Implement, Engage, Adjust

- **Implement:** Quick-builds allow communities to respond to a safety need before committing to a permanent project.
- **Engage:** Gather feedback to refine concepts before committing to a permanent project.
- **Adjust:** Maintain, modify or remove quick-build elements based on assessment.
- Award maximum: \$900,000



Ojai Protected Bike Lane (2021)

Potential Quick Builds in Orange County

HSIP Cycle 11 Projects

- City of Anaheim
 - Solar-powered RRFBs at 12 locations near schools, parks, and trails
- City of Mission Viejo
 - RRFBs with pedestrian safety features: high-visibility crosswalks, advance yield lines, curb extensions, and signage



Potential Quick Builds in Orange County

Draw from recent and ongoing plans



June 2022



City of Stanton
Draft Active Transportation Plan
December 2020



Community / Areawide Plans

- Funded plans will include required components for a future Active Transportation Program (ATP) application.
- Proposed project must benefit a disadvantaged community.
- Award maximum: \$500,000



SCAG Grant Support

- In **partnership** with awarded jurisdiction, SCAG leads the following:
 - Procures design consultant
 - Holds consultant contract
 - MOU with grantee/agency

What you can do now

- **Review** the program guidelines at scag.ca.gov/scp
- **Identify** specific safety problem areas and potential projects
 - Draw from existing and in-progress plans: Local Road Safety Plan, Active Transportation Plan, Safe Routes to School, Bicycle and Pedestrian Master Plan
- **Connect** with SCAG staff:

SCP-ATS Call Lead

Rachel Om

Senior Regional Planner

om@scag.ca.gov

Program Contact

Andres Carrasquillo

Principal Regional Planner

carrasquillo@scag.ca.gov

SCP-ATS Schedule

- Call for Projects Opens: Summer 2024
- Virtual Workshops: Summer 2024
- SCP-ATS Application Deadline: Fall 2024

- Final Project Selection: June 2025
- Funds Available for Procurement*: Fall 2025 – Spring 2026
- Projects Begin*: Summer/Fall 2026 – Spring/Summer 2027

**Tentative dates for procurement and kick-off dependent on SCAG's coordination with Caltrans and FHWA*



THANK YOU!

For more information, please visit:

www.scag.ca.gov/scp



Correspondence



Item 5, Attachment A: OCTA Board Items of Interest

- **Monday, May 13, 2024**

Item #7: Acceptance of Grant Awards from the California Department of Toxic Substances Control and the California Transportation Commission

Item #19: Measure M2 Comprehensive Transportation Funding Programs - Proposed Off-Cycle Guidelines Revisions

Item #20: Comprehensive Transportation Funding Programs - 2024 Call for Projects Programming Recommendations

- **Monday, May 28, 2024**

Item #6: 2024 Enhanced Mobility for Seniors and Individuals with Disabilities Program and Call for Projects

Item #8: Measure M2 Eligibility for the City of Orange

Item #13: Measure M2 Eligibility for the City of Cypress

Item #14: Measure M2 Eligibility for the City of Buena Park

- **Monday, June 10, 2024**

Item #7: Measure M2 Quarterly Progress Report for the Period of January 2024 through March 2024

Item #8: Comprehensive Transportation Funding Programs Semi-Annual Review - March 2024



AGENDA

Technical Advisory Committee

Item #5

Item 5, Attachment B: Announcements by Email

- Action Requested: CTFP/OCFundtracker Payment Process Experience Survey, Due 5/10, *sent 5/1/2024*
- [Rescheduled Date] May 22, 2024 OCTA Technical Steering Committee Meeting Confirmation Notice, *sent 5/3/2024*
- 2024 EMSD Update, *sent 5/6/2024*
- REMINDER: Please Submit Today 5/10 - OCFundtracker Payment Process Experience Survey, *sent 5/13/2024*
- Reopened Until 5pm Today 5/13 - OCFundtracker Payment Process Experience Survey, *sent 5/13/2024*
- May 22, 2024 OCTA Technical Steering Committee Meeting Cancellation Notice, *sent 5/17/2024*
- Indirect Cost Finding Excludes Cities from Receiving M2 Funds and Compliance Audit/Increased Scrutiny for FY 2023-24, *sent 5/31/2024*
- EMSD Call for Projects Release Notice, *sent 6/4/2024*
- June 12, 2024 Technical Steering Committee (TSC) Meeting Confirmation Notice, *sent 6/7/2024*
- Not Yet Submitted: FY 24/25 Local Streets and Roads Funding Eligibility – Closes July 1st, *sent 6/14/2024*



**Indirect Cost Finding Excludes
Cities from Receiving M2 Funds
and Compliance Audit/Increased
Scrutiny for FY 2023-24**

Charvalen Alacar

From: Charvalen Alacar
Sent: Friday, May 31, 2024 1:54 PM
Cc: Adriann Cardoso
Subject: Indirect Cost Finding Excludes Cities from Receiving M2 Funds and Compliance Audit/Increased Scrutiny for FY 2023-24

Message sent on behalf of Adriann Cardoso, Capital Programming Manager

Hello TAC members,

Recognizing the importance of compliance with Measure M2 (M2) eligibility requirements, the Orange County Transportation Authority (OCTA) wants to make sure that local agencies are aware of the Board of Directors (Board) actions from Tuesday, May 28th related to one instance of ineligibility resulting from the failure to meet the Maintenance of Effort (MOE) requirement and another instance of ineligibility resulting from the lack of adequate support for Local Fair Share expenditures.

Earlier this month, OCTA's Internal Auditor delivered the results of an independent auditor's report related to selected cities' compliance with M2 requirements for fiscal year (FY) 2022-23. One city did not meet its MOE benchmark after indirect costs that could not be supported as having a fair and reasonable basis were deducted from their MOE expenditures. The city will be ineligible to receive M2 funds until they can demonstrate through an internal audit review of their MOE as reported in the FY 2023-24 expenditure report that they have met their MOE benchmark and made up for the disallowed expenditures. In the interim, the city is precluded from competing in M2 competitive programs.

Another city allocated indirect labor charges to their Local Fair Share (LFS) funds; however, could not provide sufficient evidence that the allocation of costs was fair and reasonable. As a result, the independent auditors deemed the charges not allowable per the M2 Ordinance, which resulted in this city having to reimburse OCTA the disallowed funds, being ineligible to receive M2 funds for five years, and being unable to compete in the M2 competitive programs during the period of ineligibility. The strict five-year ineligibility action relates to safeguards built into the Measure M Ordinance to ensure that M2 funds are utilized for authorized purposes.

The auditor's finding that disallowed MOE or LFS expenditures was based on the lack of an acceptable cost allocation plan. Since every city's expenditures and cost structure are unique, OCTA does not dictate how cities develop a cost allocation plan. The critical requirement is that the methodology used must represent a fair and equitable allocation of costs, which mirrors California State Gas Tax Guidelines requirements. The plan should be based on current or historical data and be updated every 3-5 years.

Over the last several years, several other cities have had similar findings related to indirect costs assigned to MOE, which could not be sufficiently supported. As a result, a few cities did not meet their MOE benchmark, impacting their M2 eligibility. This year is the first time this issue emerged in the use of LFS funds, which resulted in a significant five-year impact on M2 eligibility.

If your city uses LFS funds for indirect costs or includes indirect costs in MOE expenditures, please ensure that your jurisdiction has a current, documented cost allocation plan.

Also, please note for fiscal year 2023-24, there will be increased scrutiny of local agency compliance with the M2 Ordinance, as the OCTA Taxpayer Oversight Committee has requested a compliance audit in addition to OCTA reviews of the selected cities' using agreed-upon procedures.



AGENDA

Technical Advisory Committee

Item #7

March 2024 CTFP Semi-Annual Review Update



June 10, 2024

To: Members of the Board of Directors

From: Darrell E. Johnson, Chief Executive Officer 

Subject: Comprehensive Transportation Funding Programs Semi-Annual Review – March 2024

Overview

The Orange County Transportation Authority recently completed the March 2024 semi-annual review of the Comprehensive Transportation Funding Programs projects. The review focused on the delivery status of Measure M2 grant-funded projects and provided an opportunity for local jurisdictions to update project information and request modifications. Staff has evaluated the requests, and the recommended project adjustments are presented for Board of Directors' review and approval.

Recommendations

- A. Approve requested adjustments to Comprehensive Transportation Funding Programs projects, Local Fair Share funds, and Senior Mobility Program funds.
- B. Approve an exception to the Comprehensive Transportation Funding Programs guidelines for Environmental Cleanup Program Tier I projects to grant additional timely use of funds extensions due to unique circumstances.

Background

The Comprehensive Transportation Funding Programs (CTFP) is the mechanism which the Orange County Transportation Authority (OCTA) uses to administer and monitor funding for streets and roads (Projects O and Q), signal synchronization (Project P), transit (Projects S, U, V, and W), and water quality (Project X) programs. The CTFP guidelines provide local jurisdictions with comprehensive information for the pursuit, administration, and delivery of the various transportation funding grants. A summary of the basic program objectives within the CTFP guidelines is provided in Attachment A. Projects

awarded through the CTFP undergo a biannual review conducted by OCTA until the project is delivered and the grant close-out process is completed.

During each of the biennial reviews, OCTA meets with representatives from local jurisdictions to review the status of projects and requested project changes. This process is known as the semi-annual review. The primary purpose of the semi-annual review process is to promote the timely use of Measure M2 (M2) grants awarded to support local projects. This is achieved by reviewing individual project status, assessing the continued viability of projects, addressing local jurisdiction concerns, confirming availability of local match funds, ensuring timely closeout of all projects funded through the CTFP, and addressing any other project-related issues or concerns. For this review period, local jurisdictions were required to submit status updates and requests for project changes by March 15, 2024.

Discussion

The March 2024 semi-annual review project adjustments include the following:

- Seven project delays,
- 12 timely use of funds extensions for projects funded with competitive funds, including seven for Project X (Environmental Cleanup Program) projects with in-kind operations and maintenance (O&M) commitments,
- 27 timely use of funds extensions for the Local Fair Share Program (LFS),
- 76 timely use of funds extensions for the Senior Mobility Program (SMP),
- Five project scope changes,
- One project fund transfer, and
- Two OCTA-initiated project requests (adjustments to prior semi-annual review transfer requests).

Local jurisdictions identified several reasons justifying the need for project adjustments, including procurement and local match funding delays, prolonged coronavirus impacts, supply chain delays, construction coordination challenges, staffing issues, project design changes, and service schedule modifications.

The number of changes requested for competitively funded grants represent 9.8 percent of the active projects funded through the CTFP call for projects process. In this review cycle, 63 of the 130 total project adjustment requests submitted were reported as being partly due to continued impact from the pandemic's cascading effects.

Staff is recommending Board of Directors' (Board) approval of the project adjustments listed above. Additional information on the 130 proposed

adjustments is included in Attachment B, which outlines all local jurisdiction requests and Attachment C, which provides a narrative of the requests.

Board approval is also requested to authorize an exception to a CTFP guidelines requirement for seven timely use of funds extensions for the Environmental Cleanup Program (ECP) Tier I grants (Project X) with a local match requirement being met through the ongoing O&M costs incurred by the local jurisdiction to maintain the ECP-funded improvements. The exception specifically relates to the maximum timeframe of ten years to deliver the O&M match amount pledged by the grantee in the project application. Due to unforeseen circumstances such as pandemic-induced delays, data loss incident, and reduction of catch basin cleanings from pervading drought conditions, it has taken longer than the current ten-year expectation articulated in the CTFP guidelines to meet the O&M in-kind match requirement. Board approval will grant the City of Brea (City) an additional 12 years to meet their local match requirement for seven ECP grants. OCTA estimates that the City will meet their \$1.26 million in O&M expenditures by 2037.

Staff is also requesting Board approval of two OCTA-initiated adjustments. These incorporate technical corrections to program the funds consistent with how the projects were phased in order to complete project closeout processes.

M2 CTFP Summary

The M2 CTFP summary table provided below includes an update on the status of M2 CTFP-funded projects by phase and funding allocation amount. The table also documents programmatic changes that have occurred since the September 2023 semi-annual review.

M2 CTFP Summary Table				
Project Status	September 2023 Semi-Annual Review		March 2024 Semi-Annual Review	
	Project Phases	Allocations (in millions)	Project Phases	Allocations ¹ (after adjustments)
Planned ²	54	\$ 65.0	43	\$ 54.7
Started ³	120	\$179.6	110	\$171.8
Pending ⁴	109	\$120.6	120	\$133.4
Completed ⁵	450	\$208.5	459	\$213.3
Cancelled ⁶	73	\$ 82.3	74	\$ 82.8
Total	806	\$656.0	806	\$656.0

¹ Allocations in millions, subject to change pending final reconciliation.

² Planned - indicates that funds have not been obligated and/or are pending contract award.

³ Started - indicates that the phase is underway, and funds are obligated.

⁴ Pending - indicates that phase work is completed, and final report submittal/approval is pending.

⁵ Completed - indicates that phase work is completed, the final report is approved, and final payment has been made.

⁶ Cancelled - indicates that the phase work will not be completed, and project savings will be returned to the program.

* Note: the project phase and allocations listed above are subject to frequent and regular changes primarily due to project status updates, final reconciliations, and project closeout processes.

Key items to note are:

- Since the inception of M2, OCTA has programmed over \$656 million in competitive funds through the March 2024 semi-annual review period, including approximately \$37.8 million in state and federal funds.
- Total accumulated project savings, since inception, are estimated to be approximately \$85 million. These savings have been returned to M2 source programs and are used to support future funding cycles as appropriate. Cost savings from delivered projects are realized for various reasons such as contractor bids that are lower than the grant application estimate, quantity adjustments, and minor construction modifications.
- As of the drafting of this report, 579 individual project phases (120 pending plus 459 completed from the table) have been completed. This represents a 79 percent project delivery rate (excluding cancelled projects), which reflects all projects that have been granted funds.
- In the last six months, 20 project phases were completed while ten project phases were started.
- Another 153 project phases, or 21 percent, are considered currently active (110 started and 43 planned).

Based on the CTFP guidelines, the recommended project adjustments identified in this staff report are appropriate and necessary. These requested adjustments have also been reviewed and approved by the OCTA Technical Advisory Committee.

Next Steps

Pending approval by the Board, staff will monitor the implementation of the actions included in this report through future semi-annual review cycles, typically reported biannually.

Summary

Consistent with the semi-annual review process, staff has reviewed all active M2 CTFP-funded project phases, as well as timely use of funds provisions for LFS and SMP services and is recommending approval of all requested project adjustments and the exception to the guidelines identified in this report.

Attachments

- A. Measure M2 Comprehensive Transportation Funding Programs and Local Formula Programs Summary
- B. Comprehensive Transportation Funding Programs, March 2024 Semi-Annual Review Adjustment Requests
- C. Comprehensive Transportation Funding Programs, March 2024 Semi-Annual Review Adjustment Request Descriptions

Prepared By:



Cynthia Morales
Senior Transportation Funding Analyst
(714) 560-5905

Approved By:



Kia Mortazavi
Executive Director, Planning
(714) 560-5741

**Measure M2 Comprehensive Transportation Funding Programs and
Local Formula Programs Summary**

Comprehensive Transportation Funding Programs (CTFP)

The Orange County Transportation Authority's (OCTA) CTFP represents a collection of competitive Measure M2 (M2) funding programs, which are available to Orange County local jurisdictions to assist in funding streets and roads, transit, and transportation-related environmental cleanup and improvement efforts.

Each program within the CTFP has a specific objective, funding source, and set of selection criteria. Applications for CTFP competitive programs are submitted during calls for projects (call). Each funding program has its own call cycle with some calls occurring annually (and others occurring less frequently), depending upon local agency interest, funding availability, and County transportation needs. OCTA staff and various technical review committees review, vet, and develop funding recommendations for each call prior to submittal to the OCTA Board of Directors for final input, review, and approval of programming recommendations.

A brief summary of each of the competitive M2 funding programs included in the CTFP is provided below.

Regional Capacity Program

The Regional Capacity Program (Project O) is a competitive program which funds improvements to the County's Master Plan of Arterial Highways (MPAH). The MPAH is the County's backbone arterial highway network, and Project O supports roadway construction and widenings, intersection improvements, and arterial highway to freeway transitions.

Regional Traffic Signal Synchronization Program

The Regional Traffic Signal Synchronization Program (Project P) is a competitive program which provides funding to implement multi-jurisdictional signal synchronization projects in order to provide drivers a better travel experience by providing reduced travel times, stops, and delays. The overall goal of the program is to regularly coordinate 2,000 signals along 750 miles of the County's roadway network.

Transit Extensions to Metrolink

The Transit Extensions to Metrolink Program (Project S) is a competitive program, which provides funds to local jurisdictions in order to enhance their regional transit capabilities through creation of new connections between residential/employment centers and the existing Metrolink system.

Community-Based Transit/Circulators

The Community-Based Transit/Circulators Program (Project V) provides competitive funds to local jurisdictions to develop and implement local transit services, such as community-based circulators, shuttles, bus trolleys, and other shared-ride services, which both complement regional bus and rail services, and also meet needs in areas not adequately served by regional transit.

Safe Transit Stops

The Safe Transit Stops Program (Project W) allocates funds to eligible local jurisdictions so they can implement passenger amenity improvements (i.e., constructing or improving shelters, providing new and/or additional seating, waste receptacles, signage, etc.) at the 100 busiest bus stops in the County.

Environmental Cleanup Program

The Environmental Cleanup Program (Project X) provides competitive funds for water quality improvement projects that address transportation-generated pollution. Project X is a two-tiered funding program with Tier I projects mitigating the more visible form of pollution (i.e., trash and debris), which accumulates on County roadways. The Tier II component of the program provides funding for multi-jurisdictional projects focused on implementing large-scale best management practices construction projects.

Local Formula Funding Programs

Formula funds are distributed to local jurisdictions by OCTA on a regular basis, so long as local jurisdictions are eligible to receive M2 funds (and meet other program-specific criteria). A brief summary of the formula-based programs is provided below.

Local Fair Share Program

The Local Fair Share Program (Project Q) provides flexible formula funds to help local jurisdictions pay for the escalating cost of restoring aging street systems. Cities can use these funds for other local transportation needs as well, so long as these funds are supplementing and not supplanting local jurisdictions' transportation expenditures.

Senior Mobility Program

The Senior Mobility Program (Project U) provides formula funds to fill in gaps between local fixed-route buses and OC ACCESS services. Under this program, participating local jurisdictions are eligible to receive funds and vehicles from OCTA to assist in operating local transit systems, which best fit the needs of older adults in their communities.

Comprehensive Transportation Funding Programs
 March 2024 Semi-Annual Review Adjustment Requests

ATTACHMENT B

Delay Requests*									
No.	Agency	Project Number	Project	Project Title	Phase	Current FY	Current Grant	Proposed Delay (Months)	Proposed FY
1	OCTA ¹	22-OCTA-TSP-4022 ⁴	P	Bake Parkway and Rockfield Boulevard RTSSP Project	O&M	23/24	\$ 166,160	24	25/26
2	OCTA ²	22-OCTA-TSP-4024 ⁴	P	Crown Valley Parkway Regional Traffic Signal Synchronization Program Project	O&M	23/24	\$ 120,000	24	25/26
3	OCTA ³	22-OCTA-TSP-4025 ⁴	P	Moulton Parkway/Golden Lantern Regional Traffic Signal Synchronization Program Project	O&M	23/24	\$ 144,000	24	25/26
4	Santa Ana	23-SNTA-ACE-4043 ⁵	O	Bristol Street Improvements Phase IV - Warner Avenue to Saint Andrew Place	CON	23/24	\$ 11,910,061	24	25/26
5	Santa Ana	23-SNTA-ACE-4044 ⁵	O	Warner Avenue Improvements - Oak Street to Grand Avenue	CON	23/24	\$ 11,997,206	24	25/26
6	Santa Ana	23-SNTA-ICE-4041 ⁵	O	Bristol Street and Memory Lane Intersection Improvements	CON	23/24	\$ 1,501,900	24	25/26
7	Yorba Linda	23-YLND-ACE-4046 ⁴	O	Lakeview Avenue Improvements from Bastanchury Road to Oriente Drive	CON	23/24	\$ 1,083,259	24	25/26
Delays (7) - Total Phase Grants							\$ 26,922,586		

*Once obligated, Comprehensive Transportation Funding Programs funds expire 36 months from the contract award date. Local agencies may request up to an additional 24 months to obligate funds.

1. Project led by OCTA as requested by participating agencies: Irvine, Lake Forest, and Caltrans
2. Project led by OCTA as requested by participating agencies: County of Orange, Dana Point, Laguna Niguel, Mission Viejo, and Caltrans
3. Project led by OCTA as requested by participating agencies: Dana Point, Laguna Hills, Laguna Niguel, and Caltrans

Reasons for Project Adjustments

4. Procurement delays (request for proposal delays)
5. Funding delays (construction cost increases)

Acronyms

- Caltrans - California Department of Transportation
- CON - Construction
- FY - Fiscal year
- O&M - Operations and Maintenance
- OCTA - Orange County Transportation Authority
- RTSSP - Regional Traffic Signal Synchronization Program

Comprehensive Transportation Funding Programs
 March 2024 Semi-Annual Review Adjustment Requests

Timely-Use of Funds Extension Requests - Comprehensive Transportation Funding Programs*								
No.	Agency	Project Number	Project	Project Title	Phase	Current FY	Current Grant	Proposed Time Extension (Months)
1	Fullerton	19-FULL-TSP-3936 ¹	P	Harbor Boulevard Corridor	IMP	21/22	\$ 2,105,395	24
2	Fullerton	19-FULL-TSP-3936 ¹	P	Harbor Boulevard Corridor	O&M	22/23	\$ 69,600	24
3	La Habra	20-LHAB-TSP-3975 ²	P	Lambert Road Corridor	IMP	20/21	\$ 1,813,074	24
4	La Habra	20-LHAB-TSP-3975 ²	P	Lambert Road Corridor	O&M	21/22	\$ 60,000	24
5	Orange	20-ORNG-TSP-3976 ^{1,2}	P	Tustin Avenue - Rose Drive RTSSP	IMP	20/21	\$ 2,663,153	24
Comprehensive Transportation Funding Programs Timely-Use of Funds Extensions (5) - Total Phase Grants							\$ 6,711,222	

*Once obligated, Comprehensive Transportation Funding Programs funds expire 36 months from the contract award date. Local agencies may request extension(s) of up to an additional 24 mont

Reasons for Project Adjustments

1. Coronavirus impacts (stakeholder coordination, traffic data collection, supply chain delays)
2. Construction related (construction coordinating delays)

Acronyms

- FY - Fiscal year
 IMP - Implementation
 O&M - Operations and Maintenance
 RTSSP - Regional Traffic Signal Synchronization Program

Comprehensive Transportation Funding Programs
 March 2024 Semi-Annual Review Adjustment Requests

Timely Use of Funds Extension Requests - Project X Tier I In-Kind Operations & Maintenance Match Commitment*									
No.	Agency	Project Number	Project	Project Title	Phase	O&M In-Kind Match Commitment	O&M Remaining Balances	Current Expenditure Deadline	Proposed Time Extension
1	Brea	12-BREA-ECP-3605 ¹	X	Citywide Catch Basin Inserts Project 7524 Phase II	O&M	\$ 138,815	\$ 46,522	3/15/2025**	12 years
2	Brea	13-BREA-ECP-3683 ¹	X	Citywide Catch Basin Inserts Project 7524 Phase III	O&M	\$ 288,587	\$ 171,717	4/18/2024	12 years
3	Brea	14-BREA-ECP-3749 ¹	X	Citywide Catch Basin Inserts Project 7524 Phase IV	O&M	\$ 121,212	\$ 20,223	6/5/2025	12 years
4	Brea	15-BREA-ECP-3798 ¹	X	Citywide Catch Basin Inserts Project 7524 Phase 5	O&M	\$ 366,128	\$ 285,061	5/13/2026	12 years
5	Brea	16-BREA-ECP-3846 ¹	X	Citywide Catch Basin Inserts Project 7524 Phase 6	O&M	\$ 359,924	\$ 292,433	2/3/2027	12 years
6	Brea	16-BREA-ECP-3847 ¹	X	Citywide Catch Basin Inserts Project 7524 Phase 7	O&M	\$ 378,005	\$ 313,960	2/3/2027	12 years
7	Brea	16-BREA-ECP-3848 ¹	X	Citywide Catch Basin Inserts Project 7524 Phase 8	O&M	\$ 155,894	\$ 129,566	7/14/2027	12 years
In-Kind O&M Match Commitment Timely-Use of Funds Extensions (7) - Total Phase Grants						\$ 1,808,565			

*For older Project X Tier I allocations, ongoing O&M for the project was allowed to be pledged as match in lieu of (or in addition to) cash contributions. The O&M implementation timeframe has traditionally been ten years. These requests, if approved, would provide the City of Brea an additional 12 years to deliver on its O&M match contribution.

** Previously granted a 24-month funds extension as part of the September 2021 semi-annual review.

Reasons for Project Adjustments

1. Coronavirus impacts, cyber attack, drought conditions

Waiver Request

CTFP Guidelines - For Project X Tier I ongoing O&M of the project a maximum of ten years can be pledged on a match.

Acronyms

FY - Fiscal year

O&M - Operations and Maintenance

Comprehensive Transportation Funding Programs
 March 2024 Semi-Annual Review Adjustment Requests

Timely-Use of Funds Extension Requests - LFS*					
No.	Agency	FY of Disbursement	Disbursement	Proposed Extension Amount	FY Extension Deadline for Tracking^
1-6	La Habra	FY 2021/22	\$ 199,938	\$ 199,938	6/30/2026
			\$ 198,500	\$ 198,500	6/30/2026
			\$ 184,441	\$ 184,441	6/30/2026
			\$ 227,902	\$ 227,902	6/30/2026
			\$ 175,180	\$ 175,180	6/30/2026
7-12	Lake Forest	FY 2021/22	\$ 208,491	\$ 208,491	6/30/2026
			\$ 299,308	\$ 299,308	6/30/2026
			\$ 297,155	\$ 297,155	6/30/2026
			\$ 276,108	\$ 276,108	6/30/2026
			\$ 341,170	\$ 341,170	6/30/2026
13-15	Santa Ana	FY 2021/22	\$ 262,246	\$ 262,246	6/30/2026
			\$ 312,112	\$ 312,112	6/30/2026
			\$ 941,038	\$ 596,101	6/30/2026
			\$ 1,162,785	\$ 1,162,785	6/30/2026
			\$ 893,792	\$ 893,792	6/30/2026
16-21	Seal Beach	FY 2021/22	\$ 71,349	\$ 71,349	6/30/2026
			\$ 86,370	\$ 86,370	6/30/2026
			\$ 85,749	\$ 85,749	6/30/2026
			\$ 79,675	\$ 79,675	6/30/2026
			\$ 98,450	\$ 98,450	6/30/2026
22-27	Yorba Linda	FY 2021/22	\$ 75,675	\$ 75,675	6/30/2026
			\$ 225,580	\$ 225,580	6/30/2026
			\$ 223,957	\$ 223,957	6/30/2026
			\$ 208,095	\$ 208,095	6/30/2026
			\$ 257,131	\$ 257,131	6/30/2026
			\$ 197,647	\$ 197,647	6/30/2026
			\$ 235,230	\$ 235,230	6/30/2026
LFS Timely-Use of Funds Extensions (27) - Total				\$ 7,480,138	

*Net revenues received by local jurisdictions through the LFS Program shall be expended within three years of receipt. An extension may be granted but is limited to a total of five years from the date of receipt of funds.

^The Orange County Transportation Authority tracks expenditures based on the FY of receipt and processes extension requests in FY increments for uniform review purposes. However, the local jurisdiction has three years from the disbursement date to expend funds and with approval of this action, will have an additional two-year extension. The disbursements in this table are recommended to be approved for a two-year extension, which may result in eligible expenditures occurring after the FY extension tracking date, which falls at the end of the FY (June 30). For expenses incurred after the June 30 FY extension tracking deadline, the local jurisdiction will be responsible for providing appropriate back up as requested to demonstrate that the funds were spent within the three years from date of disbursement if no extension is requested or the three years plus two additional years if an extension is requested. Requests for extensions should be submitted as part of the semi-annual review process prior to the end of the second fiscal year of receipt of funds. Requests for extensions must also include a plan of expenditure.

Acronyms

CTFP - Comprehensive Transportation Funding Programs
 FY - Fiscal Year

LFS - Local Fair Share
 M2 - Measure M2

Comprehensive Transportation Funding Programs
March 2024 Semi-Annual Review Adjustment Requests

Timely-Use of Funds Extension Requests - SMP*					
No.	Agency	FY of Disbursement	Disbursement	Proposed Extension Amount	FY Extension Deadline for Tracking ^A
1-5	Aliso Viejo ¹	FY 2021/22	\$ 5,586	\$ 5,586	6/30/2026
			\$ 5,190	\$ 5,190	6/30/2026
			\$ 6,413	\$ 6,413	6/30/2026
			\$ 4,930	\$ 4,930	6/30/2026
			\$ 5,867	\$ 5,867	6/30/2026
6-11	Anaheim	FY 2021/22	\$ 49,456	\$ 39,761	6/30/2026
			\$ 60,939	\$ 60,939	6/30/2026
			\$ 60,501	\$ 60,501	6/30/2026
			\$ 56,215	\$ 56,215	6/30/2026
			\$ 69,462	\$ 69,462	6/30/2026
			\$ 63,546	\$ 63,546	6/30/2026
12-17	Dana Point ¹	FY 2021/22	\$ 11,135	\$ 11,135	6/30/2026
			\$ 11,055	\$ 11,055	6/30/2026
			\$ 10,272	\$ 10,272	6/30/2026
			\$ 12,693	\$ 12,693	6/30/2026
			\$ 9,756	\$ 9,756	6/30/2026
			\$ 11,612	\$ 11,612	6/30/2026
18-24	Garden Grove ¹	FY 2021/22	\$ 28,542	\$ 28,542	6/30/2026
			\$ 35,168	\$ 35,168	6/30/2026
			\$ 34,916	\$ 34,916	6/30/2026
			\$ 32,443	\$ 32,443	6/30/2026
			\$ 40,087	\$ 40,087	6/30/2026
			\$ 30,814	\$ 30,814	6/30/2026
			\$ 36,673	\$ 36,673	6/30/2026
25-29	Laguna Niguel ¹	FY 2020/21	\$ 13,087	\$ 13,087	6/30/2025
			\$ 15,505	\$ 15,505	6/30/2025
			\$ 11,393	\$ 11,393	6/30/2025
			\$ 13,973	\$ 13,973	6/30/2025
			\$ 13,193	\$ 13,193	6/30/2025
30-35	Laguna Niguel ¹	FY 2021/22	\$ 13,538	\$ 13,538	6/30/2026
			\$ 16,682	\$ 16,682	6/30/2026
			\$ 16,562	\$ 16,562	6/30/2026
			\$ 15,389	\$ 15,389	6/30/2026
			\$ 19,015	\$ 19,015	6/30/2026
			\$ 14,616	\$ 14,616	6/30/2026
36-41	Lake Forest ¹	FY 2021/22	\$ 15,106	\$ 15,106	6/30/2026
			\$ 14,997	\$ 14,997	6/30/2026
			\$ 13,935	\$ 13,935	6/30/2026
			\$ 17,218	\$ 17,218	6/30/2026
			\$ 13,235	\$ 13,235	6/30/2026
			\$ 15,752	\$ 15,752	6/30/2026
42-47	Mission Viejo ¹	FY 2021/22	\$ 26,154	\$ 26,154	6/30/2026
			\$ 25,966	\$ 25,966	6/30/2026
			\$ 24,127	\$ 24,127	6/30/2026
			\$ 29,812	\$ 29,812	6/30/2026
			\$ 22,916	\$ 22,916	6/30/2026
			\$ 27,273	\$ 27,273	6/30/2026
48-53	Orange ¹	FY 2021/22	\$ 28,271	\$ 28,271	6/30/2026
			\$ 28,068	\$ 28,068	6/30/2026
			\$ 26,080	\$ 26,080	6/30/2026
			\$ 32,225	\$ 32,225	6/30/2026
			\$ 24,771	\$ 24,771	6/30/2026
			\$ 29,481	\$ 29,481	6/30/2026
54-59	San Clemente ¹	FY 2021/22	\$ 16,288	\$ 16,288	6/30/2026
			\$ 16,171	\$ 16,171	6/30/2026
			\$ 15,026	\$ 15,026	6/30/2026
			\$ 18,567	\$ 18,567	6/30/2026
			\$ 14,272	\$ 14,272	6/30/2026
			\$ 16,985	\$ 16,985	6/30/2026

Comprehensive Transportation Funding Programs
March 2024 Semi-Annual Review Adjustment Requests

60-66	Santa Ana	FY 2021/22	\$ 35,190	\$ 35,190	6/30/2026
			\$ 43,361	\$ 43,361	6/30/2026
			\$ 43,049	\$ 43,049	6/30/2026
			\$ 40,000	\$ 40,000	6/30/2026
			\$ 49,425	\$ 49,425	6/30/2026
			\$ 37,992	\$ 37,992	6/30/2026
			\$ 45,216	\$ 45,216	6/30/2026
67-70	Stanton	FY 2021/22	\$ 6,691	\$ 6,691	6/30/2026
			\$ 8,267	\$ 8,267	6/30/2026
			\$ 6,355	\$ 6,355	6/30/2026
			\$ 7,563	\$ 7,563	6/30/2026
71-76	Villa Park	FY 2021/22	\$ 2,486	\$ 2,486	6/30/2026
			\$ 2,468	\$ 2,468	6/30/2026
			\$ 2,293	\$ 2,293	6/30/2026
			\$ 2,834	\$ 2,834	6/30/2026
			\$ 2,178	\$ 2,178	6/30/2026
			\$ 2,592	\$ 2,592	6/30/2026
SMP Timely-Use of Funds Extensions (76) - Total				\$ 1,697,184	

*Net revenues received by local jurisdictions through the SMP shall be expended within three years. An extension may be granted but is limited to a total of five years from the date of receipt of funds.

^The Orange County Transportation Authority (OCTA) tracks expenditures based on the FY of receipt and processes extension requests in FY increments for uniform review purposes. However, the local jurisdiction has three years from the disbursement date to expend funds and with approval of this action, will have an additional two-year extension. The disbursements in this table are recommended to be approved for a two-year extension, which may result in eligible expenditures occurring after the FY extension tracking date, which falls at the end of the FY (June 30th). For expenses incurred after the June 30th FY extension tracking deadline, the local jurisdiction will be responsible for providing appropriate back up as requested to demonstrate that the funds were spent within the three years from date of disbursement if no extension is requested or the three years plus two additional years if an extension is requested. Requests for extensions should be submitted as part of the semi-annual review process prior to the end of the second fiscal year of receipt of funds. Requests for extensions must also include a service plan.

Reasons for Project Adjustments: 1 Coronavirus impacts

Acronyms: FY- Fiscal Year SMP - Senior Mobility Program

Comprehensive Transportation Funding Programs
 March 2024 Semi-Annual Review Adjustment Requests

Scope Change Requests*								
No.	Agency	Project Number	Project	Project Title	Summary of Scope Change	Phase	Current FY	Current Grant
1	Costa Mesa	19-CMSA-STS-3929 ¹	W	Costa Mesa Safe Transit Stop Improvements	Reduction to the original scope amenities which included eight benches and eight 22-gallon trash receptacles to four benches and four 32-gallon trash receptacles. At the time of application the City of Costa Mesa misunderstood the number of benches for the number of seats per bench. Four 32-gallon trash receptacles are being installed due to construction cost increases.	CON	21/22	\$ 74,500
2	La Habra	22-LHAB-TSP-4023 ¹	P	Euclid Street Corridor	Modification to equipment to install fiber optic cable which will be beneficial to the overall intent of the project.	IMP	22/23	\$ 4,702,773
3	OCTA [†]	18-OCTA-TSP-3894 ^{1,2}	P	Katella Avenue / Villa Park Road / Santiago Canyon Road RTSSP	Modification to equipment due to equipment being installed as part of another project, Caltrans' requirement changes, installation of new equipment at different locations and relocation of equipment within the corridor.	IMP	18/19	\$ 1,476,219
4	San Clemente	16-SCLM-CBT-3840 ³	V	San Clemente Summer Trolley	Initiate Saturday and Sunday service for the 2024 operating season with an early start of March 16.	O&M	16/17M	\$ 656,293
5	San Juan Capistrano	18-SJCP-CBT-3915 ³	V	Special Event and Weekend Summer Trolley Service	Removal of Friday June service (June 7, 14, 21 and 28) and replace it with weekend service on May 25, 26 and 27 with continuation on June 1 and 2.	O&M	18/19M	\$ 654,478
Scope Changes (5) - Total Phase Grants								\$ 7,564,263

*Agencies may request minor scope changes for Comprehensive Transportation Funding Programs projects so long as the agency can demonstrate substantial consistency and attainment of proposed transportation benefits compared to the original project scope as committed to in the project application. No additional funding is being requested to effectuate the recommended modifications.

[†] Project led by OCTA as requested by participating agencies: Anaheim, County of Orange, Cypress, Garden Grove, Los Alamitos, Orange, Stanton, and Villa Park

Reasons for Project Adjustments

1. Construction related (design modifications, relocation of equipment, equipment changes)
2. Equipment installed as part of another project
3. Service schedule modification

Acronyms

- Caltrans - California Department of Transportation
- FY - Fiscal year
- IMP - Implementation
- M - Multiple years
- O&M - Operations and Maintenance
- RTSSP - Regional Traffic Signal Synchronization Program

Comprehensive Transportation Funding Programs
March 2024 Semi-Annual Review Adjustment Requests

Transfer Requests*									
No.	Agency	Project Number	Project	Project Title	Phase	Current FY	Current Grant	Transfer Amount	Proposed Grant
1	OCTA [†]	18-OCTA-TSP-3894 ¹	P	Katella Avenue / Villa Park Road / Santiago Canyon Road RTSSP	IMP	18/19	\$ 1,476,291	\$ (26,690)	\$ 1,449,601
					O&M	21/22	\$ 53,280	\$ 26,690	\$ 79,970
Transfer Requests (1) - Total Project Grants							\$ 1,529,571	\$ -	\$ 1,529,571

*An implementing agency may request to transfer 100 percent of savings between subsequent phases (or years) within a project. Funds can only be transferred to a phase that has already been awarded competitive funds. Such requests must be made prior to the acceptance of a final report and submitted as part of a semi-annual review process.

[†] Project led by OCTA as requested by participating agencies: Anaheim, County of Orange, Cypress, Garden Grove, Los Alamitos, Orange, Stanton, and Villa Park

Reasons for Project Adjustments

1. Project savings

Acronyms

- FY - Fiscal year
- IMP - Implementation
- OCTA - Orange County Transportation Authority
- O&M - Operations and Maintenance
- RTSSP - Regional Traffic Signal Synchronization Program

Comprehensive Transportation Funding Programs
March 2024 Semi-Annual Review Adjustment Requests

Other: CTFP Requests								
No.	Agency	Project Number	Project	Project Title	Phase	Current Grant	Proposed Allocation	Technical Adjustment
1	OCTA ¹	18-OCTA-TSP-3901 ³	P	Main Street RTSSP	IMP	\$ 960,481	\$ 1,072,419	\$ 111,938
					O&M	\$ 214,033	\$ 102,095	\$ (111,938)
2	OCTA ²	18-OCTA-TSP-3905 ⁴	P	Los Alisos Boulevard Route Project	IMP	\$ 651,985	\$ 654,327	\$ 2,342
					O&M	\$ 33,482	\$ 31,140	\$ (2,342)

1. Project led by OCTA as requested by participating agencies: Irvine, Orange, Santa Ana, and Caltrans

2. Project led by OCTA as requested by participating agencies: Aliso Viejo, Laguna Hills, Lake Forest, Mission Viejo, and Rancho Santa Margarita

Reasons for Technical Adjustments

- 3. Correction to March 2022 semi-annual review transfer request, approved by the Board on 7/11/2022.
- 4. Cancellation to March 2023 semi-annual review transfer request, approved by the Board on 6/12/2023.

Acronyms

- IMP - Implementation
- OCTA - Orange County Transportation Authority
- O&M - Operations and Maintenance
- RTSSP - Regional Traffic Signal Synchronization Program

**Comprehensive Transportation Funding Programs
March 2024 Semi-Annual Review Adjustment Request Descriptions**

Delays

Local jurisdictions may request a one-time delay of up to 24 months to obligate funds. During this semi-annual review cycle, the following delay requests were submitted.

The Orange County Transportation Authority (OCTA), as administrative lead for the cities of Irvine, Lake Forest, and the California Department of Transportation (Caltrans), is requesting a 24-month delay for the operations and maintenance (O&M) phase of the Bake Parkway and Rockfield Boulevard Regional Traffic Signal Synchronization Program (RTSSP) Project (22-OCTA-TSP-4022) due to delays in the procurement process.

OCTA, as administrative lead for the County of Orange, the cities of Dana Point, Laguna Niguel, Mission Viejo, and Caltrans, is requesting a 24-month delay for the O&M phase of the Crown Valley Parkway RTSSP Project (22-OCTA-TSP-4024) due to delays in the procurement process.

OCTA, as administrative lead for the cities of Dana Point, Laguna Hills, Laguna Niguel, and Caltrans, is requesting a 24-month delay for the O&M phase of the Moulton Parkway/Golden Lantern RTSSP Project (22-OCTA-TSP-4025) due to delays in the procurement process.

The City of Santa Ana (Santa Ana) is requesting a 24-month delay for the construction (CON) phases of the projects listed below due to funding delays caused by construction cost increases.

- Bristol Street Improvements Phase IV - Warner Avenue to Saint Andrew Place Project (23-SNTA-ACE-4043)
- Warner Avenue Improvements - Oak Street to Grand Avenue Project (23-SNTA-ACE-4044)
- Bristol Street and Memory Lane Intersection Improvements Project (23-SNTA-ICE-4041)

The City of Yorba Linda (Yorba Linda) is requesting a 24-month delay for the CON phase of the Lakeview Avenue Improvements Project from Bastanchury Road to Oriente Drive (23-YLND-ACE-4046) due to delays in the procurement process.

The Comprehensive Transportation Funding Programs (CTFP) Timely Use of Funds Extensions

CTFP funds expire 36 months from the contract award date. Local agencies may request an extension(s) of up to 24 months. During this semi-annual review cycle, the following CTFP timely use of funds extension requests were submitted.

The City of Fullerton is requesting a 24-month timely use of funds extension for the implementation (IMP) and O&M phases of the Harbor Boulevard Corridor Project (19-FULL-TSP-3936) due to unforeseen pandemic impacts to traffic data collection and stakeholder coordination.

The City of La Habra (La Habra) is requesting a 24-month timely use of funds extension for the IMP and O&M phases of the Lambert Road Corridor Project (20-LHAB-TSP-3975) due to delays caused by the construction of the Lambert Road/State Route 57 Freeway improvements.

The City of Orange (Orange) is requesting a 24-month timely use of funds extension for the IMP phase of the Tustin Avenue - Rose Drive RTSSP Project (20-ORNG-TSP-3976) due to unforeseen pandemic impacts, supply chain shortages, administrative staff shortages, and project delivery method of design-bid-build.

Project X Tier I In-Kind O&M Timely Use of Funds Extensions

For older Project X Tier I allocations, ongoing O&M for projects was allowed to be pledged as a match in lieu of (or in addition to) a cash match. The O&M implementation timeframe has traditionally been set to a maximum of ten years.

During the semi-annual review, the City of Brea (Brea) submitted the following in-kind O&M timely use of funds extension requests to go beyond the ten-year maximum due to unforeseen pandemic impacts, a city cyber-attack, and drought conditions. The proposed extension will be for an additional 12 years to allow Brea the necessary time to meet their match requirements. Note: as part of this adjustment, Board of Directors' (Board) approval is requested for a waiver to the CTFP guidelines that in-kind O&M match has a maximum of ten years.

- Citywide Catch Basin Inserts Project 7524 - Phase 2 (12-BREA-ECP-3605)
- Citywide Catch Basin Inserts Project 7524 - Phase 3 (13-BREA-ECP-3683)
- Citywide Catch Basin Inserts Project 7524 - Phase 4 (14-BREA-ECP-3749)
- Citywide Catch Basin Inserts Project 7524 - Phase 5 (15-BREA-ECP-3798)
- Citywide Catch Basin Inserts Project 7524 - Phase 6 (16-BREA-ECP-3846)
- Citywide Catch Basin Inserts Project 7524 - Phase 7 (16-BREA-ECP-3847)
- Citywide Catch Basin Inserts Project 7524 - Phase 8 (16-BREA-ECP-3848)

Local Fair Share (LFS) Timely Use of Funds Extensions

Once issued, LFS funds expire three years from the check issuance date. An extension may be granted but is limited to a total of five years from the date of disbursement. For review purposes, OCTA tracks expenditures based on the fiscal year¹ (FY) of receipt. Requests for extensions must be submitted prior to expiration and should be submitted as part of the semi-annual review process prior to the end of the second FY funds were disbursed. Local jurisdictions may request an extension(s) of up to two years for Board consideration; however, OCTA will track Board-approved extensions in FY increments. During this semi-annual review cycle, the following timely use of funds LFS extension requests were submitted:

La Habra is requesting a two-year timely use of funds extension of \$1,194,452. The funds being considered for extensions were disbursed in FY 2021-22 through six separate installments and

¹ FY means July 1 through June 30. For example, funds received in March 2022, tracked by FY, should be spent by June 30, 2024.

should be expended by the FY extension deadlines provided in Attachment B. La Habra indicated these funds will be directed towards citywide street rehabilitation improvements.

- \$199,938, from June 2024 to June 2026
- \$198,500, from June 2024 to June 2026
- \$184,441, from June 2024 to June 2026
- \$227,902, from June 2024 to June 2026
- \$175,180, from June 2024 to June 2026
- \$208,491, from June 2024 to June 2026

The City of Lake Forest (Lake Forest) is requesting a two-year timely use of funds extension of \$1,788,099. The funds being considered for extensions were disbursed in FY 2021-22 through six separate installments and should be expended by the FY extension deadlines provided in Attachment B. Lake Forest indicated these funds will be directed towards citywide street rehabilitation improvements.

- \$299,308, from June 2024 to June 2026
- \$297,155, from June 2024 to June 2026
- \$276,108, from June 2024 to June 2026
- \$341,170, from June 2024 to June 2026
- \$262,246, from June 2024 to June 2026
- \$312,112, from June 2024 to June 2026

Santa Ana is requesting a two-year timely use of funds extension of \$2,652,678. The funds being considered for extensions were disbursed in FY 2021-22 through three separate installments and should be expended by the FY extension deadlines provided in Attachment B. Santa Ana indicated these funds will be directed towards city street bicycle lane improvements.

- \$596,101, from June 2024 to June 2026
- \$1,162,785, from June 2024 to June 2026
- \$893,792, from June 2024 to June 2026

The City of Seal Beach (Seal Beach) is requesting a two-year timely use of funds extension of \$497,269. The funds being considered for extensions were disbursed in FY 2021-22 through six separate installments and should be expended by the FY extension deadlines provided in Attachment B. Seal Beach indicated these funds will be directed towards city street bicycle lane improvements.

- \$71,349, from June 2024 to June 2026
- \$86,370, from June 2024 to June 2026
- \$85,749, from June 2024 to June 2026
- \$79,675, from June 2024 to June 2026
- \$98,450, from June 2024 to June 2026
- \$75,675, from June 2024 to June 2026

Yorba Linda is requesting a two-year timely use of funds extension of \$1,347,640. The funds being considered for extension were disbursed in FY 2021-22 through six separate installments and should be expended by the FY extension tracking deadlines provided in Attachment B. Yorba Linda has indicated these funds will be directed towards traffic signal improvements and citywide street rehabilitation improvements.

- \$225,580, from June 2024 to June 2026
- \$223,957, from June 2024 to June 2026
- \$208,095, from June 2024 to June 2026
- \$257,131, from June 2024 to June 2026
- \$197,647, from June 2024 to June 2026
- \$235,230, from June 2024 to June 2026

Senior Mobility Program (SMP) Timely Use of Funds Extensions

Once issued, SMP funds expire three years from the check issuance date. An extension may be granted but is limited to a total of five years from the date of disbursement. For review purposes, OCTA tracks expenditures based on the FY² of receipt. Local jurisdictions may request an extension(s) of up to two years for Board consideration; however, OCTA will track Board-approved extensions in FY increments. During this semi-annual review cycle, the following timely use of funds SMP extension requests were submitted:

The City of Aliso Viejo (Aliso Viejo) is requesting a two-year timely use of funds extension for \$27,986. The funds being considered for extension were disbursed in FY 2021-22 as five separate installments and should be expended by the FY extension deadline provided in Attachment B.

- \$5,586, from June 2024 to June 2026
- \$5,190, from June 2024 to June 2026
- \$6,413, from June 2024 to June 2026
- \$4,930, from June 2024 to June 2026
- \$5,867, from June 2024 to June 2026

The City of Anaheim (Anaheim) is requesting a two-year timely use of funds extension for \$350,424. The funds being considered for extensions were disbursed in FY 2021-22 through six separate installments and should be expended by the FY extension deadlines provided in Attachment B.

- \$39,761, from June 2024 to June 2026
- \$60,939, from June 2024 to June 2026
- \$60,501, from June 2024 to June 2026
- \$56,215, from June 2024 to June 2026
- \$69,462, from June 2024 to June 2026
- \$63,546, from June 2024 to June 2026

² FY means July 1 through June 30. For example, funds received in March 2022, tracked by FY, should be spent by June 30, 2024.

The City of Dana Point (Dana Point) is requesting a two-year timely use of funds extension for \$66,523. The funds being considered for extension were disbursed in FY 2021-22 as six separate installments and should be expended by the FY extension deadline provided in Attachment B.

- \$11,135, from June 2024 to June 2026
- \$11,055, from June 2024 to June 2026
- \$10,272, from June 2024 to June 2026
- \$12,693, from June 2024 to June 2026
- \$9,756, from June 2024 to June 2026
- \$11,612, from June 2024 to June 2026

The City of Garden Grove (Garden Grove) is requesting a two-year timely use of funds extension for \$238,643. The funds being considered for extension were disbursed in FY 2021-22 as six separate installments and should be expended by the FY extension deadline provided in Attachment B.

- \$28,542, from June 2024 to June 2026
- \$35,168, from June 2024 to June 2026
- \$34,916, from June 2024 to June 2026
- \$32,443, from June 2024 to June 2026
- \$40,087, from June 2024 to June 2026
- \$30,814, from June 2024 to June 2026
- \$36,673, from June 2024 to June 2026

The City of Laguna Niguel (Laguna Niguel) is requesting a two-year timely use of funds extension for \$67,151. The funds being considered for extension were disbursed in FY 2020-21 as five separate installments and should be expended by the FY extension deadline provided in Attachment B.

- \$13,087, from June 2023 to June 2025
- \$15,505, from June 2023 to June 2025
- \$11,393, from June 2023 to June 2025
- \$13,973, from June 2023 to June 2025
- \$13,193, from June 2023 to June 2025

Laguna Niguel is also requesting a two-year timely use of funds extension for \$95,802. The funds being considered for extension were disbursed in FY 2021-22 as six separate installments and should be expended by the FY extension deadline provided in Attachment B.

- \$13,538, from June 2024 to June 2026
- \$16,682, from June 2024 to June 2026
- \$16,562, from June 2024 to June 2026
- \$15,389, from June 2024 to June 2026
- \$19,015, from June 2024 to June 2026
- \$14,616, from June 2024 to June 2026

Lake Forest is requesting a two-year timely use of funds extension for \$90,243. The funds being considered for extensions were disbursed in FY 2021-22 through six separate installments and should be expended by the FY extension deadlines provided in Attachment B.

- \$15,106, from June 2024 to June 2026
- \$14,997, from June 2024 to June 2026
- \$13,935, from June 2024 to June 2026
- \$17,218, from June 2024 to June 2026
- \$13,235, from June 2024 to June 2026
- \$15,752, from June 2024 to June 2026

The City of Mission Viejo (Mission Viejo) is requesting a two-year timely use of funds extension for \$156,249. The funds being considered for extensions were disbursed in FY 2021-22 through six separate installments and should be expended by the FY extension deadlines provided in Attachment B.

- \$26,154, from June 2024 to June 2026
- \$25,966, from June 2024 to June 2026
- \$24,127, from June 2024 to June 2026
- \$29,812, from June 2024 to June 2026
- \$22,916, from June 2024 to June 2026
- \$27,273, from June 2024 to June 2026

Orange is requesting a two-year timely use of funds extension for \$168,896. The funds being considered for extension were disbursed in FY 2021-22 as six separate installments and should be expended by the FY extension deadline provided in Attachment B.

- \$28,271, from June 2024 to June 2026
- \$28,068, from June 2024 to June 2026
- \$26,080, from June 2024 to June 2026
- \$32,225, from June 2024 to June 2026
- \$24,771, from June 2024 to June 2026
- \$29,481, from June 2024 to June 2026

The City of San Clemente (San Clemente) is requesting a two-year timely use of funds extension for \$97,309. The funds being considered for extension were disbursed in FY 2021-22 as six separate installments and should be expended by the FY extension deadline provided in Attachment B.

- \$16,288, from June 2024 to June 2026
- \$16,171, from June 2024 to June 2026
- \$15,026, from June 2024 to June 2026
- \$18,567, from June 2024 to June 2026
- \$14,272, from June 2024 to June 2026
- \$16,985, from June 2024 to June 2026

Santa Ana is requesting a two-year timely use of funds extension for \$294,232. The funds being considered for extension were disbursed in FY 2021-22 as seven separate installments and should be expended by the FY extension deadline provided in Attachment B.

- \$35,190, from June 2024 to June 2026
- \$43,361, from June 2024 to June 2026
- \$43,049, from June 2024 to June 2026
- \$40,000, from June 2024 to June 2026
- \$49,425, from June 2024 to June 2026
- \$37,992, from June 2024 to June 2026
- \$45,216, from June 2024 to June 2026

The City of Stanton (Stanton) is requesting a two-year timely use of funds extension for \$28,876. The funds being considered for extensions were disbursed in FY 2021-22 through four separate installments and should be expended by the FY extension deadlines provided in Attachment B.

- \$6,691, from June 2024 to June 2026
- \$8,267, from June 2024 to June 2026
- \$6,355, from June 2024 to June 2026
- \$7,563, from June 2024 to June 2026

The City of Villa Park (Villa Park) is requesting a two-year timely use of funds extension for \$14,851. The funds being considered for extensions were disbursed in FY 2021-22 through six separate installments and should be expended by the FY extension deadlines provided in Attachment B.

- \$2,486, from June 2024 to June 2026
- \$2,468, from June 2024 to June 2026
- \$2,293, from June 2024 to June 2026
- \$2,834, from June 2024 to June 2026
- \$2,178, from June 2024 to June 2026
- \$2,592, from June 2024 to June 2026

Scope Changes

Agencies may request material changes for CTFP projects if they can assure that project benefits as committed to in the initial application can still be delivered. During this semi-annual review cycle, the following scope change requests were submitted.

The City of Costa Mesa (Costa Mesa) is requesting a scope change to the CON phase of the Costa Mesa Safe Transit Stop Improvements Project (19-CMSA-STS-3929). The scope change includes the reduction of eight benches to four benches due to a misunderstanding from Costa Mesa at the time of the application. Costa Mesa misunderstood eight seats for eight benches when it was originally supposed to be four benches providing eight seats. The scope change also includes a reduction of eight 22-gallon trash receptacles to four 32-gallon trash receptacles due to construction cost increases.

La Habra is requesting a scope change to the IMP phase of the Euclid Street Corridor Project (22-LHAB-TSP-4023). The scope change includes installation of fiber optic cable along Euclid Street between Broadway and Crone Street. During the field inventory and engineer design efforts, it was noted that additional signal synchronization-related improvements will be beneficial to the overall intent of the project.

OCTA, as administrative lead for the County of Orange and the cities of Anaheim, Cypress, Garden Grove, Los Alamitos, Orange, Stanton, and Villa Park, is requesting a scope change for the Katella Avenue/Villa Park Road/Santiago Canyon Road RTSSP Project (18-OCTA-TSP-3894). The scope change includes equipment modifications due to equipment installed as part of another project, equipment no longer needed due to Caltrans' requirement changes, and modification to equipment locations.

Installation of new equipment was determined to be unnecessary due to equipment being installed as part of another project at the following locations: Main Street, Struck Avenue, West Street/Disneyland Way, Stadium Promenade, Walnut Street, Convention Center, Clementine Street, Haster Street, Lewis Street, State College, Stadium Promenade, and Shaffer Street.

Installation of new equipment was determined to be unnecessary due to Caltrans requirement changes at the following locations: Cottonwood Way, all Anaheim locations, Los Alamitos City Hall, and Winners Circle.

With the project savings from removal of the mentioned items, installation of additional new equipment at the following locations will enhance signal synchronization and operations: Civic Center to Cottonwood Way, Walnut Street/Wallingsford Road, Los Alamitos Boulevard, Cherry Street, Kaylor Street, Bloomfield Street, Noel Street, Lexington Drive, Winners Circle, Brookhurst Street to Convention Center, Haster Street, Center Drive, Lemon Street, Nutwood Street, Tiara Street, Walnut Street, Clementine, Howell Avenue, and Anaheim locations.

Relocation of the equipment due to improvements no longer being needed at the original locations but were needed in other locations along the project corridor at the following locations: Brookhurst Street, Euclid Street, West Street/Disneyland Drive, Harbor Boulevard, State College Boulevard, Stadium Crossing to Nutwood, Tiara, Ninth Street, Walnut Street, Convention Center, Market/Auburn Way, Clementine Street to Harbor Boulevard, and State College Boulevard to Douglass Road.

San Clemente is requesting a scope change to the O&M phase of the San Clemente Summer Trolley Service (16-SCLM-CBT-3840) in order to provide weekend Saturday and Sunday service outside of the original operating window specified in the grant application. San Clemente is requesting to initiate weekend services approximately ten weeks earlier, beginning March 16th, for the summer operating season due to high ridership.

The City of San Juan Capistrano is requesting a scope change for the Special Event and Weekend Summer Trolley Service (18-SJCP-CBT-3915). The scope change includes the removal of their Friday service in June (June 7, 14, 21 and 28) due to low ridership. Instead,

the service will start on the weekend of May 25th through Labor Day and continue June 1st and 2nd.

Transfers

The CTFP guidelines allow agencies to request to transfer up to 100 percent of savings of funds between subsequent phases or years within a project. Funds can only be transferred to a phase or year that has already been awarded competitive funds. Such requests must be made prior to the acceptance of a final report and submitted as part of the semi-annual review process. During this review cycle, the following transfer request was submitted in order to utilize general project savings.

OCTA, as administrative lead for the County of Orange and the cities of Anaheim, Cypress, Garden Grove, Los Alamitos, Orange, Stanton, and Villa Park, is requesting a transfer for the Katella Avenue/Villa Park Road/Santiago Canyon Road RTSSP Project (18-OCTA-TSP-3894). The request is to transfer project savings of \$26,690 from the IMP phase to the O&M phase.

Other/OCTA-Initiated

OCTA, as administrative lead for the cities of Irvine, Orange, Santa Ana, and Caltrans, is requesting approval of a technical correction to clarify final phase allocations in order to complete the project closeout process for the project listed below. The technical correction is due to an overestimate of SB 1 (Chapter 5, Statutes of 2017) Local Partnership Program (LPP) funds.

- Main Street RTSSP Project (18-OCTA-TSP-3901)
 - IMP increased by \$111,938; Final Allocation: \$1,072,419
 - O&M reduced by \$111,938; Final Allocation: \$102,095

OCTA, as administrative lead for the cities of Aliso Viejo, Laguna Hills, Lake Forest, Mission Viejo, and Rancho Santa Margarita, is requesting approval of a technical correction in order to clarify final phase allocations in order to complete the project closeout process for the project listed below. The technical correction is due to an overestimate of SB 1 LPP funds.

- Los Alisos Boulevard Route Project (18-OCTA-TSP-3905)
 - IMP increased by \$2,342; Final Allocation: \$654,327
 - O&M reduced by \$2,342; Final Allocation: \$31,140



AGENDA

Technical Advisory Committee

Item #7

M2 Eligibility FY 2024-25 Submittals Reminders

**Measure M2 Eligibility Requirements and Submittal Schedule Summary
Fiscal Year 2024-25**

M2 Eligibility Category	Schedule	Due June 28, 2024
Capital Improvement Program (CIP)	Annual (June 28, 2024)	✓
Circulation Element/Master Plan of Arterial Highways (MPAH) Consistency	Odd numbered years (June 30, 2025)	N/A
Congestion Management Program (CMP)	Odd numbered years (June 30, 2025)	N/A
Expenditure Report	Annual (December 31, 2024)	N/A (Due in Dec. 2024)
Local Signal Synchronization Plan (LSSP)	Every Three Years (June 30, 2026)	N/A
Maintenance of Effort (MOE)	Annual (June 28, 2024)	✓
Mitigation Fee Program (MFP)	Odd numbered years (June 30, 2025) ¹	N/A
No Supplanting Existing Commitments	Annual (June 28, 2024)	✓
Pavement Management Plan (PMP)	Every two years (June 28, 2024) ²	✓
Project Final Report	Within Six Months of Project Completion	Ongoing
Timely Expenditure of Funds	Annual (June 28, 2024)	✓
Traffic Forum Participation	Annual (June 28, 2024)	✓
Transit/ Non-Motorized Transportation in General Plan	Annual (June 28, 2024)	✓

N/A – Not applicable

Note: Requirements regularly scheduled for future eligibility cycles are shaded.

¹ Jurisdictions must submit an updated program and revised fee schedule or process methodology when updates occur to their mitigation program and/or nexus study, regardless of eligibility submittal schedule.

² 14 agencies update their PMPs on odd-numbered fiscal years, while 21 agencies update their PMPs on even-numbered fiscal years.

Pavement Management Plan (PMP) Submittal Schedule for FY 2024-25

Local Jurisdiction	Due June 28, 2024
Aliso Viejo	✓
Anaheim	N/A – due next cycle
Brea	N/A – due next cycle
Buena Park	✓
Costa Mesa	✓
County of Orange	N/A – due next cycle
Cypress	N/A – due next cycle
Dana Point	N/A – due next cycle
Fountain Valley	✓
Fullerton	✓
Garden Grove	✓
Huntington Beach	✓
Irvine	N/A – due next cycle
La Habra	N/A – due next cycle
La Palma	✓
Laguna Beach	✓
Laguna Hills	✓
Laguna Niguel	✓
Laguna Woods	✓
Lake Forest	N/A – due next cycle
Los Alamitos	N/A – due next cycle
Mission Viejo	✓
Newport Beach	N/A – due next cycle
Orange	✓
Placentia	✓
Rancho Santa Margarita	✓
San Clemente	N/A – due next cycle
San Juan Capistrano	N/A – due next cycle
Santa Ana	✓
Seal Beach	✓
Stanton	N/A – due next cycle
Tustin	N/A – due next cycle
Villa Park	✓
Westminster	✓
Yorba Linda	✓

As you work toward closing out these FY 2023-24 programs, please keep the recent findings in mind and ensure your methods to account for transportation expenditures comply with accepted accounting methods. Also, please share this information with your Finance Directors and others at your agency as appropriate. OCTA staff will add an item to our next Technical Advisory Committee meeting agenda to review this topic and answer your questions. We thank you in advance for your attention to this critical matter.

Please feel free to contact me at 714-560-5915 or by email, acardoso@octa.net, if you have any questions.

Thank you,

Adriann Cardoso

Pronouns: She/Her/Hers

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