

**CTFP Guidelines Revisions for Payment Processing  
Chapter 9 - Environmental Cleanup Program**

Item No.	2026 Guidelines Page	2026 Guideline Chapter	Section Title	Current Language	Proposed Language	Reason for Change
Minor clarifications have been made to this chapter. Revisions to this chapter will be made as part of the next Project x call for projects.						
<b>Tier 1 Grant Program</b>						
1	11-5	11	Reimbursements	For the Tier 1 Grant Program, OCTA will release funds through two payments. The initial payment will constitute 75 percent (75%) of the CTFP grant share of the contract award or grant amount at contract award, whichever is less. OCTA will disburse the final payment, approximately 25 percent (25%) of eligible funds, after approval of the final report. Further information on reimbursements can be located within Chapter 9 of the CTFP Guidelines.	<b>This program is administered on a progress payment basis, see Chapter 10.</b>	Revised to align with previously discussed revisions to the reimbursement process and align with the flow of other chapters.
2	11-6	11	2026 Tier 1 Call for Projects	The Tier 1 call will be open for 60 days. 2026 Tier 1 Call for Projects applications must be received by OCTA no later than 5:00 p.m. on Thursday, May 7, 2026. OCTA allocates funds on July 1 of each year. Tier 1 projects are not eligible for delay requests; please refer to Precept 17 for additional information. Funds will become available upon execution of a letter agreement. Projects that do not award construction contracts by December 31, 2027 will not be considered.	The Tier 1 call will be open for 60 days. 2026 Tier 1 Call for Projects applications must be received by OCTA no later than 5:00 p.m. on Thursday, May 7, 2026. OCTA allocates funds on July 1 of each year. Tier 1 projects are not eligible for delay requests; please refer to <b>Precept 18</b> for additional information. Funds will become available upon execution of a letter agreement. Projects that do not award construction contracts by December 31, 2027 will not be considered.	Update precept number to align with prior changes made.
3	11-6	11	Tier 1 Selection Criteria	<p>CTA will evaluate all proposals that meet the mandatory prerequisites based on competitive selection criteria (Exhibit 11-1) with the following categories:</p> <ul style="list-style-type: none"> <li>• Project Need, Transportation Nexus, and Water Quality Benefits (15 points)</li> <li>• Cost/Benefit (16 points)</li> <li>• Pollutant Reduction Benefits (12 points)</li> <li>• Effectiveness Against More Visible Forms of Pollutants (10 points)</li> <li>• Justification for Project Devices Considered and Proposed (5 points)</li> <li>• Proposed Device Performance Efficiency and/or Effectiveness (6 points)</li> <li>• Project Readiness (6 points)</li> <li>• Secondary attributes* (5 points)</li> <li>• Methodology for Measuring Pollutant Reduction Before and After Implementation (10 points)</li> <li>• Operations and Maintenance Plan (15 points)</li> </ul> <p>*Note: Project elements which may qualify for points under the "secondary attributes" category do not need to be eligible expenditures. See Eligible Expenditures and Ineligible Expenditures sections for further information.</p> <p>Each proposal can receive a maximum of 100 points, exclusive of five bonus points for cash overmatch. See Exhibit 11-1 for scoring categories and point distribution.</p>	<p>CTA will evaluate all proposals that meet the mandatory prerequisites based on competitive selection criteria (Exhibit <b>9-1</b>) with the following categories:</p> <ul style="list-style-type: none"> <li>• Project Need, Transportation Nexus, and Water Quality Benefits (15 points)</li> <li>• Cost/Benefit (16 points)</li> <li>• Pollutant Reduction Benefits (12 points)</li> <li>• Effectiveness Against More Visible Forms of Pollutants (10 points)</li> <li>• Justification for Project Devices Considered and Proposed (5 points)</li> <li>• Proposed Device Performance Efficiency and/or Effectiveness (6 points)</li> <li>• Project Readiness (6 points)</li> <li>• Secondary attributes* (5 points)</li> <li>• Methodology for Measuring Pollutant Reduction Before and After Implementation (10 points)</li> <li>• Operations and Maintenance Plan (15 points)</li> </ul> <p>*Note: Project elements which may qualify for points under the "secondary attributes" category do not need to be eligible expenditures. See Eligible Expenditures and Ineligible Expenditures sections for further information.</p> <p>Each proposal can receive a maximum of 100 points, exclusive of five bonus points for cash overmatch. See Exhibit <b>9-1</b> for scoring categories and point distribution.</p>	Update exhibit number to align with this chapter being moved from Chapter 11 to Chapter 9.
4	11-8	11	Exhibit 11-1 (Tier Scoring Criteria)	<b>Exhibit 11-1 (Tier 1 Scoring Criteria)</b>	<b>Exhibit 9-1 (Tier 1 Scoring Criteria)</b>	Update exhibit number to align with this chapter being moved from Chapter 11 to Chapter 9.
5	11-10	11	Application Process	<ul style="list-style-type: none"> <li>• A city council resolution specific to each proposed project and funding commitment 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 11-2. Local agencies, at a minimum, must include items a-l. The mechanism selected shall serve as a formal request for CTFP funds and states that matching funds will be provided by the agency. A final resolution authorizing a 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. For a project to be considered for funding the City Council approved resolution must be provided at least four (4) weeks PRIOR to the programming recommendations being presented to OCTA's Board.</li> </ul>	<ul style="list-style-type: none"> <li>• A city council resolution specific to each proposed project and funding commitment 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 <b>9-2</b>. Local agencies, at a minimum, must include items a-l. The mechanism selected shall serve as a formal request for CTFP funds and states that matching funds will be provided by the agency. A final resolution authorizing a 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. For a project to be considered for funding the City Council approved resolution must be provided at least four (4) weeks PRIOR to the programming recommendations being presented to OCTA's Board.</li> </ul>	Update exhibit number to align with this chapter being moved from Chapter 11 to Chapter 9.
6	11-12	11	Exhibit 11-2 (Tier 1 Sample Resolution)	<b>Exhibit 11-2 (Tier 1 Sample Resolution)</b> RESOLUTION NO.	<b>Exhibit 9-2 (Tier 1 Sample Resolution)</b> RESOLUTION NO.	Update exhibit number to align with this chapter being moved from Chapter 11 to Chapter 9.
7	11-13	11	Eligible Expenditures	<ul style="list-style-type: none"> <li>• For Tier 1, construction support cannot exceed 20 percent (20%) of the M2 grant, subject to match requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• For Tier 1, construction <b>engineering</b> cannot exceed 20 percent (20%) of the M2 grant, subject to match requirements.</li> </ul>	Revised "construction support" to "construction engineering" to align with proposed Definitions.
8	11-13	11	Reporting and Reimbursement	<p>A final report must be filed within 180 days of the project being completed with information as shown in Form 10-16. See Chapter 9 for the process and requirements regarding reimbursements and reporting for the Tier 1 Grant Program.</p> <p>Additionally, an exception to Precept #40: Agencies may appeal to the ECAC and the OCTA Board on any issues that the agency and OCTA cannot resolve, as such are the reviewing and approving bodies, respectively, for this program.</p>	<p>A <b>M2 Project Final Report</b> must be filed within 180 days of the project being completed. See Chapter <b>10</b> for the process and requirements regarding reimbursements and reporting for the Tier 1 Grant Program.</p> <p>Additionally, an exception to Precept <b>42</b>: Agencies may appeal to the ECAC and the OCTA Board on any issues that the agency and OCTA cannot resolve, as such are the reviewing and approving bodies, respectively, for this program.</p>	Update chapter number and precept number to align with revisions being made.

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Item No.	2026 Guidelines Page	2026 Guideline Chapter	Section Title	Current Language	Proposed Language	Reason for Change
9	11-14	11	Technical Review 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 field review. 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. Only CTFP eligible items listed on a project's cost estimate form will be reimbursed. See Chapter 10 for independent audit requirements beyond the 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 field review. 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. Only CTFP eligible items listed on a project's cost estimate form will be reimbursed. See Chapter 11 for independent audit requirements beyond the technical and/or field review.	Update chapter number to align with revisions being made.
<b>Tier 2 Grant Program</b>						
10	11-18	11	Eligible Expenditures	• For Tier 2, construction support cannot exceed 20 percent (20%) of the M2 grant, subject to match requirements.	• For Tier 2, construction <b>engineering</b> cannot exceed 20 percent (20%) of the M2 grant, subject to match requirements.	Revised "construction support" to "construction engineering" to align with proposed Definitions.
11	11-19	11	Reimbursements	For the Tier 2 Grant Program, OCTA will release funds through two payments. The initial payment will constitute 75 percent (75%) of the CTFP grant share of the contract award or grant amount at contract award, whichever is less. OCTA will disburse the final payment, approximately 25 percent (25%) of eligible funds, after approval of the final report. Further information on reimbursements can be located within Chapter 9 of the CTFP Guidelines.	<b>This program is administered on a progress payment basis, see Chapter 10.</b>	Revised section to reflect updated to the reimbursement process and align with the flow of other chapters.
12	11-19	11	Tier 2 Selection Criteria	OCTA will evaluate all proposals that meet the mandatory prerequisites based on competitive selection criteria (Exhibit 11-3) with the following categories: <ul style="list-style-type: none"> <li>• Problem and source identification</li> <li>• Project design</li> <li>• Project implementation and readiness</li> <li>• Project benefits</li> <li>• Performance metrics</li> </ul> Each proposal can receive a maximum of 100 points. Tier 2 selection criteria include both technical scoring criteria –70 percent (70%) weighting – and non-technical scoring criteria –30 percent (30%) weighting.	OCTA will evaluate all proposals that meet the mandatory prerequisites based on competitive selection criteria (Exhibit <b>9-3</b> ) with the following categories: <ul style="list-style-type: none"> <li>• Problem and source identification</li> <li>• Project design</li> <li>• Project implementation and readiness</li> <li>• Project benefits</li> <li>• Performance metrics</li> </ul> Each proposal can receive a maximum of 100 points. Tier 2 selection criteria include both technical scoring criteria –70 percent (70%) weighting – and non-technical scoring criteria –30 percent (30%) weighting.	Update exhibit number to align with this chapter being moved from Chapter 11 to Chapter 9.
13	11-20	11	Application Process	The technical scoring will be calculated wholly within the OCST Planning Module. The Tier 2 Grant Application Form (available electronically from OCTA) is required to evaluate general project information, funding, and to score non-technical project components. See Exhibit 11-3 for Tier 2 Scoring Criteria.	The technical scoring will be calculated wholly within the OCST Planning Module. The Tier 2 Grant Application Form (available electronically from OCTA) is required to evaluate general project information, funding, and to score non-technical project components. See Exhibit <b>9-3</b> for Tier 2 Scoring Criteria.	Update exhibit number to align with this chapter being moved from Chapter 11 to Chapter 9.
14	11-20	11	OCST Planning Module Project Entry	• City Council resolution specific to the project and funding commitment 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 11-4. Local agencies, at a minimum, must include items a-l. The mechanism selected shall serve as a formal request for CTFP funds and states that matching funds will be provided by the agency. A final resolution authorizing a 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.	• City Council resolution specific to the project and funding commitment 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 <b>9-4</b> . Local agencies, at a minimum, must include items a-l. The mechanism selected shall serve as a formal request for CTFP funds and states that matching funds will be provided by the agency. A final resolution authorizing a 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.	Update exhibit number to align with this chapter being moved from Chapter 11 to Chapter 9.
15	11-23	11	Reporting and Reimbursement	The Tier 2 Grant Program is consistent with Chapter 9 of the CTFP Guidelines regarding the process and requirements of reimbursements and reporting including semi-annual reviews. Upon completion of project construction, a 10-year final BMP O&M Plan is required to be submitted along with the final report.  Additionally, an exception to Precept #40: Agencies may appeal to the ECAC and the OCTA Board on any issues that the agency and OCTA cannot resolve.	The Tier 2 Grant Program is consistent with Chapter <b>10</b> of the CTFP Guidelines regarding the process and requirements of reimbursements and reporting including semi-annual reviews. Upon completion of project construction, a 10-year final BMP O&M Plan is required to be submitted along with the final report.  Additionally, an exception to Precept <b>42</b> : Agencies may appeal to the ECAC and the OCTA Board on any issues that the agency and OCTA cannot resolve.	Update chapter number and precept number to align with revisions being made.
16	11-23	11	Technical Review 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 field review. 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. Only CTFP eligible items listed on a project's cost estimate form will be reimbursed. See Chapter 10 for independent audit requirements beyond the 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 field review. 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. Only CTFP eligible items listed on a project's cost estimate form will be reimbursed. See Chapter <b>11</b> for independent audit requirements beyond the technical and/or field review.	Update chapter number to align with revisions being made.
17	11-24	11	Exhibit 11-3 Tier 2 Scoring Criteria	<b>Exhibit 11-3 Tier 2 Scoring Criteria</b>	<b>Exhibit 9-3 Tier 2 Scoring Criteria</b>	Update exhibit number to align with this chapter being moved from Chapter 11 to Chapter 9.
18	11-25	11	Exhibit 11-4 Sample Agency Resolution Requesting Funds for Proposed Project	<b>Exhibit 11-4 SAMPLE AGENCY RESOLUTION REQUESTING FUNDS FOR PROPOSED PROJECT</b>	<b>Exhibit 9-4 SAMPLE AGENCY RESOLUTION REQUESTING FUNDS FOR PROPOSED PROJECT</b>	Update exhibit number to align with this chapter being moved from Chapter 11 to Chapter 9.

**Color Key**

Red = Revised text in CTFP Guidelines

Green = The section was moved to improve the flow of the guidelines; however, no changes were made to the existing language.

Blue = Recommendation deferred to TSC