



Orange County Transportation Authority

Technical Steering Committee Agenda Wednesday, May 27, 2026 at 1:30 p.m.

550 South Main Street, Orange, California, Room 07

SPECIAL

Call to Order

Action Items

1. **Approval of Minutes**
Clerk of the Board

Recommendation(s)

Approve the minutes of the May 13, 2026, Technical Steering Committee meeting.

Attachments:

[Minutes](#)

Informational Items

2. **Correspondence Items of Interest**

Overview

Staff included items of interest presented at Orange County Transportation Authority Board Meetings or distributed to the Committee via email.

Attachments:

[Correspondence](#)

Discussion Items

3. **Comprehensive Transportation Funding Programs Guidelines - Review Session #5 Workshop**
Cynthia Morales/Charvalen Alacar

Attachments:

[Attachment A](#)

[Attachment B](#)

[Attachment C](#)

[Attachment D](#)

4. **Staff Comments**

TECHNICAL STEERING COMMITTEE MEETING AGENDA

5. Committee Member Comments

6. Items for Future Agendas

7. Public Comments

8. Adjournment

The next regularly scheduled meeting of this Committee will be held:

1:30 p.m. on Wednesday, June 10, 2026

OCTA Headquarters
550 South Main Street
Orange, California

Accommodations

Any person with a disability requiring accommodation to participate in this meeting should contact the Clerk of the Board's office at (714) 560-5676, no less than two business days prior to the meeting to make arrangements.

Agenda Descriptions

Agenda descriptions are intended to provide a summary of items of business to be transacted or discussed. The Board/Committee may take any action that 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 this agenda are available for viewing at www.octa.net or at OCTA Headquarters, 600 S. Main Street, Orange, CA during normal business hours.

Meeting Access and Public Comments on Agenda Items

Public comments can be made in-person at the meeting by completing speaker's card and submitting it to the Clerk of the Board prior to the item being called by the Chair. Public speakers will be recognized by the Chair and comments shall be limited to three minutes (unless otherwise directed by the Chair). Language translation can be provided upon request, if available.

Written Comment

Written comments may be emailed to Committees@octa.net no later than 5:00 p.m. the day prior to the meeting. Timely received written comments will be part of the public record and distributed to the Board/Committee.



Committee Members Present

Iris Lee, Chair
Temo Galvez, District 1
Joe Ames, District 5
Raja Sethuraman, At-Large
Justin Golliher, At-Large

Staff Present

Rose Casey, Planning
Charvalen Alacar, Planning
Cynthia Morales, Staff Liaison
Andrea West, Clerk of the Board
Alicia Yang, Planning
OCTA Staff

Committee Members Absent

Jacki Scott, Vice Chair
Kenny Nguyen, District 2
Jamie Lai, District 3
Rudy Emami, District 4

Call to Order

The May 13, 2026, Technical Steering Committee meeting was called to order by Chair Lee at 1:31 p.m.

Action Items

1. Approval of Minutes

A motion was made by Member Sethuraman, seconded by Member Galvez, and declared passed by those present, to approve the minutes of the April 8, 2026, Technical Steering Committee meeting.

The following members abstained from voting on this item:

- Justin Golliher, At-Large

Informational Items

2. Correspondence Items of Interest

Chair Lee directed Members to the agenda for information related to this item.

Discussion Items

3. Comprehensive Transportation Funding Programs Guidelines - Review Session #4 Workshop

Alicia Yang and Charvalen Alacar, Planning Division, made a presentation, and the Committee provided feedback.

Public Comment was heard from Chau Vu.



4. Staff Comments

There were no staff comments received.

5. Committee Member Comments

There were no committee member comments.

6. Items for Future Agendas

No items were recommended.

7. Public Comments

No public comments were received for this meeting.

8. Adjournment

The meeting adjourned at 2:07 p.m.

The next scheduled meeting of this Committee will be held:

1:30 p.m. on Wednesday, May 27, 2026
OCTA Headquarters
550 South Main Street
Orange, California



Correspondence



AGENDA

*Technical Steering Committee
Attachment*

OCTA Board Items of Interest

- **Monday, May 11, 2026**

Item #8: Proposed Response to 2025-2026 Orange County Grand Jury Report, "Connecting Orange County to LAX: Evaluating Transportation Options"

Item #9: 2026 Board of Directors and Chief Executive Officer Initiatives and Action Plan - First Quarter Progress Report

Item #10: Cooperative Agreement No. C250331 with the California Department of Transportation to fund the Construction of the State Route 74 Ortega Highway Gap Closure and Multimodal Improvement Project

Item #12: Draft 2026 State Route 91 Implementation Plan

Announcements by Email

- REMINDER: 2026 Measure M2 ECP Tier 1 Call Closes Next Thursday, May 7th, *sent on 4/30/2026*
- May 13, 2026 OCTA Technical Steering Committee Agenda and Meeting Information, *sent on 5/8/2026*
- REMINDER: 2026 OCTA Pavement Management Training, Begins Tue 5/19, *sent on 5/11/2026*
- MSRC Zero-Emission Transit Bus Incentive Program Solicitation Notice, *sent on 5/20/2026*

**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.						
Tier 1 Grant Program						
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.	This program is administered on a progress payment basis, see Chapter 10.	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 Precept 18 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"> • Project Need, Transportation Nexus, and Water Quality Benefits (15 points) • Cost/Benefit (16 points) • Pollutant Reduction Benefits (12 points) • Effectiveness Against More Visible Forms of Pollutants (10 points) • Justification for Project Devices Considered and Proposed (5 points) • Proposed Device Performance Efficiency and/or Effectiveness (6 points) • Project Readiness (6 points) • Secondary attributes* (5 points) • Methodology for Measuring Pollutant Reduction Before and After Implementation (10 points) • Operations and Maintenance Plan (15 points) <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 9-1) with the following categories:</p> <ul style="list-style-type: none"> • Project Need, Transportation Nexus, and Water Quality Benefits (15 points) • Cost/Benefit (16 points) • Pollutant Reduction Benefits (12 points) • Effectiveness Against More Visible Forms of Pollutants (10 points) • Justification for Project Devices Considered and Proposed (5 points) • Proposed Device Performance Efficiency and/or Effectiveness (6 points) • Project Readiness (6 points) • Secondary attributes* (5 points) • Methodology for Measuring Pollutant Reduction Before and After Implementation (10 points) • Operations and Maintenance Plan (15 points) <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 9-1 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)	Exhibit 11-1 (Tier 1 Scoring Criteria)	Exhibit 9-1 (Tier 1 Scoring Criteria)	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"> • 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. 	<ul style="list-style-type: none"> • 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 9-2. 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. 	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)	Exhibit 11-2 (Tier 1 Sample Resolution) RESOLUTION NO.	Exhibit 9-2 (Tier 1 Sample Resolution) 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"> • For Tier 1, construction support cannot exceed 20 percent (20%) of the M2 grant, subject to match requirements. 	<ul style="list-style-type: none"> • For Tier 1, construction engineering cannot exceed 20 percent (20%) of the M2 grant, subject to match requirements. 	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 M2 Project Final Report must be filed within 180 days of the project being completed. See Chapter 10 for the process and requirements regarding reimbursements and reporting for the Tier 1 Grant Program.</p> <p>Additionally, an exception to Precept 42: 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.

**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
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.
Tier 2 Grant Program						
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 engineering 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.	This program is administered on a progress payment basis, see Chapter 10.	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"> • Problem and source identification • Project design • Project implementation and readiness • Project benefits • Performance metrics 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 9-3) with the following categories: <ul style="list-style-type: none"> • Problem and source identification • Project design • Project implementation and readiness • Project benefits • Performance metrics 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 9-3 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 9-4 . 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.	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 10 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 42 : 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 11 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	Exhibit 11-3 Tier 2 Scoring Criteria	Exhibit 9-3 Tier 2 Scoring Criteria	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	Exhibit 11-4 SAMPLE AGENCY RESOLUTION REQUESTING FUNDS FOR PROPOSED PROJECT	Exhibit 9-4 SAMPLE AGENCY RESOLUTION REQUESTING FUNDS FOR PROPOSED PROJECT	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

CTFP Guidelines Revisions for Payment Processing
Chapter 10 - Reimbursement and Reporting

Item No.	2026 Guidelines Page	2026 Guidelines Chapter	Section Title	Current Language	Proposed Language	Reason for Change
1	9-1	9	Procedures for Receiving Funds	<p>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.</p>	<p>An implementing jurisdiction must encumber funds OCTA awards to a project phase within the fiscal year the grant is programmed (July 1-June 30). For example, if a project phase is programmed for fiscal year 2027-28, the implementing jurisdiction must encumber funds by June 30, 2028. For jurisdictions awarded funding for the construction or PI phases, OCTA will work with the local jurisdiction following Board approval of the grant to determine eligible and ineligible costs. Written confirmation from OCTA identifying these eligible and ineligible costs must be obtained prior to encumbering funds for the construction phase and before issuing any construction-related Notice to Proceed, task order, or contract for PI construction activities.</p> <p>A local jurisdiction may demonstrate encumbrance of funds by: (1) awarding a contract; (2), completing the appraisal or issuing an offer letter for one parcel of right-of-way; (3), 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) (4), or by issuing a Notice to Proceed, which must include the project name, scope of services to be provided and cost.</p> <p>When a contract is used to demonstrate encumbrance, OCTA shall consider the primary contract(s) or the contract with the largest dollar amount, associated with the phase's tasks. Once an the jurisdiction has encumbered CTFP funds for a phase and has a fully executed letter agreement, it can may initiate the process for requesting payment of the funds.</p>	<p>Reimbursement and Reporting chapter moved to Chapter 10 (from Chapter 9) to align with Master Agreements between OCTA and local jurisdictions.</p> <p>Revise section to align with the newly proposed progress payment process and OCTA's written approval process of eligibility items.</p>
2	9-1	9	Procedures for Receiving Funds	<p>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 35).</p> <p>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 36).</p>	<p>OCTA will disburse grant funds through a progress payment process. To receive any payment, the local jurisdiction must submit a payment request via OCFundtracker. The local jurisdiction may elect to receive an initial payment of up to twenty percent (20%) of the total grant amount, followed by progress payment requests, or may elect to proceed directly with progress payment requests. In all cases, the local jurisdiction shall submit progress payment requests on a semi-annual basis. Unless otherwise determined by a separate cooperative agreement, progress payments must be submitted in accordance with the schedule shown in Exhibit 10-1. The odd numbered-year jurisdictions must submit progress payments by September 30th and March 31st. The even numbered-year jurisdictions must submit progress payments by December 31st and June 30th.</p> <p>All payments issued, including any initial payment and subsequent progress payments, shall cumulatively be reimbursed up to ninety percent (90%) of the total grant amount, unless otherwise determined by a separate cooperative agreement. The final retention payment will be issued within sixty (60) days following OCTA's receipt and approval of a complete and accurate Final CTFP Expenditure Report.</p>	<p>Revise section to align with the proposed progress payment process.</p> <p>Create a payment submittal schedule intended to help distribute local jurisdiction reimbursement requests more evenly throughout the year and mitigate the receipt of a large volume of requests at the same time. The proposed schedule maintains the proposed semi-annual submittal requirement while staggering submittal periods between March, June, September, and December using an odd/even jurisdiction assignment system similar to the process currently used for PMP submittals.</p>
3	9-5	9	Reimbursement	<p>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.</p>	<p>OCTA shall not reimburse for a project prior to the programmed 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 CTFP Expenditure Report prior to issuing the final payment. However, if the project is not anticipated to be completed prior to the start of the fiscal year of the grant, the local jurisdiction shall follow the progress payment process.</p>	<p>This section was moved to earlier in the chapter to improve the flow of the information.</p> <p>Add that if the project is not anticipated to be completed it shall follow the proposed progress payment process.</p>

**CTFP Guidelines Revisions for Payment Processing
Chapter 10 - Reimbursement and Reporting**

Item No.	2026 Guidelines Page	2026 Guidelines Chapter	Section Title	Current Language	Proposed Language	Reason for Change																																				
4	9-5	9	Procedures for Receiving Funds	<p>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).</p> <p>An example of calculating the initial funding request for a standard 75/25 payment is described below.</p> <p>Example:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>CTFP Grant Allocation</td> <td>OCTA Match Rate</td> <td>Local Agency Match Rate</td> </tr> <tr> <td align="center">\$200,000</td> <td align="center">80%</td> <td align="center">20%</td> </tr> </table> <p>Step 1 Eligible Expenses x OCTA Match Rate = Product \$ 225,000.00 X 80% = \$ 180,000.00</p> <p>Step 2 Check if Product is greater than or less than CTFP Allocation Amount: \$200,000</p> <p>Step 3 Use the lower of the Product or Allocation \$ 180,000.00 In this case the \$180,000 amount is less</p> <p>Step 4 Then multiply the \$180,000 amount by 75% (Initial Payment Percentage)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>\$180,000</td> <td>X</td> <td>75%</td> <td>=</td> <td>\$135,000.00</td> </tr> <tr> <td colspan="4"></td> <td align="right">Invoice Amount</td> </tr> </table>	CTFP Grant Allocation	OCTA Match Rate	Local Agency Match Rate	\$200,000	80%	20%	\$180,000	X	75%	=	\$135,000.00					Invoice Amount	<p>Once an agency encumbers Measure M funds and has a fully executed letter agreement, the jurisdiction may request a maximum of 20 percent (20%) of the grant amount as an initial payment.</p> <p>Examples of calculating the initial payment request and a progress payment are described below.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Initial Payment Example If the total grant amount is \$1,000,000, the initial payment is 20% of the grant.</p> <p>Formula</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Grant Amount</td> <td>x</td> <td>Initial Payment Percentage</td> <td>=</td> <td>Initial Payment</td> </tr> <tr> <td align="center">\$1,000,000</td> <td></td> <td align="center">20%</td> <td></td> <td align="center">\$200,000</td> </tr> </table> <p>Result: The initial payment to the local jurisdiction would be \$200,000.</p> </div> <p>The remaining balance shall be requested by the local jurisdiction through progress payment submissions and will be reimbursed based on paid eligible costs during the reporting period.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Progress Payment Example If the reported expenditures are \$300,000 and OCTA's match rate is 75%, and OCTA has determined the costs to be fully eligible, the progress payment amount will be 75% of the \$300,000.</p> <p>Calculation: Paid Expenditures x OCTA Match Rate = Progress Payment Amount</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Paid Expenditures</td> <td>x</td> <td>OCTA Match Rate</td> <td>=</td> <td>Progress Payment Amount</td> </tr> <tr> <td align="center">\$300,000</td> <td></td> <td align="center">75%</td> <td></td> <td align="center">\$225,000</td> </tr> </table> <p>Result: The progress payment amount would be \$225,000 for the reporting period.</p> </div> <p>The combined total of the initial payment and/or all progress payments shall not exceed ninety percent (90%) of the grant. Retention will be ten percent (10%) of the grant and will not be released until acceptance of the Final CTFP Expenditure Report, unless otherwise determined by a separate cooperative agreement.</p>	Grant Amount	x	Initial Payment Percentage	=	Initial Payment	\$1,000,000		20%		\$200,000	Paid Expenditures	x	OCTA Match Rate	=	Progress Payment Amount	\$300,000		75%		\$225,000	Revise section to align with proposed progress payment process.
CTFP Grant Allocation	OCTA Match Rate	Local Agency Match Rate																																								
\$200,000	80%	20%																																								
\$180,000	X	75%	=	\$135,000.00																																						
				Invoice Amount																																						
Grant Amount	x	Initial Payment Percentage	=	Initial Payment																																						
\$1,000,000		20%		\$200,000																																						
Paid Expenditures	x	OCTA Match Rate	=	Progress Payment Amount																																						
\$300,000		75%		\$225,000																																						
5	9-1	9	Procedures for Receiving Funds	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 37). 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.	The M2 Ordinance requires the submittal of an M2 Project Final Report within 180 days of the project phase completion date (See M2 Ordinance/Definition 28/Precept 37). 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 jurisdiction 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.	Update the referenced Definition and Precept numbers. Bold the text to emphasize the severity of consequences for not submitting an M2 Project Final Report within 180 days of project completion.																																				
6	9-1	9	Procedures for Receiving Funds	OCTA will provide a separate CTFP payment supplement that includes sample forms and instructions for payment submittals and can be downloaded from the OCFundtracker 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.	OCTA will provide separate CTFP payment sample forms and instructions for payment submittals that can be downloaded from the OCFundtracker database. Payment submittals are described in this chapter and must be submitted through OCTA's online database, OCFundtracker. Detailed instructions for OCFundtracker are available online at the previously mentioned website. Staff is also available to assist jurisdictions with this process. Local jurisdictions must upload appropriate backup documentation to the database. OCTA will not initiate review of any payment request until all documents listed on the Payment Checklist have been submitted through OCFundtracker and a payment request has been opened.	Clarify that the local jurisdictions must submit their payment request on OCFundtracker. This will help OCTA know when payment requests are ready to be reviewed and processed.																																				
7	9-8	9	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.	Timely M2 Project Final Reports The M2 Project Final Report is a requirement of the M2 Ordinance and is distinct from the Final CTFP Expenditure Report. The M2 Project Final Report serves as the local jurisdiction's certification of project completion for projects funded with Net Revenues and shall include a description of the work performed, an accounting of Net Revenues expended, and any interest earned on Net Revenues allocated to the project. 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. OCTA to issue a reminder 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. 3. Local jurisdictions must file a final M2 Project Final Report within 180 days of project phase completion date. 4. If the M2 Project Final Report is not received within the 180-day deadline OCTA may issue a final notice letter to inform the local jurisdiction funds will be unencumbered, request that the agency return disbursed funds, plus interest and subsequent action may be taken to find the jurisdiction ineligible to receive Net Revenues.	Final Reports section was moved to earlier in the chapter to improve the flow of the information. Formally refer to the M2 Ordinance-required final report as the "M2 Project Final Report" to distinguish it from other closeout or expenditure reporting documents and address past confusion. This clarifies that the M2 Project Final Report is distinct from the Final CTFP Expenditure Report and serves as the local jurisdiction's certification of project completion and accounting of expended M2 funds. Clarify that the 180-day reporting deadline is an important requirement tied to eligibility status. Clarify the consequences of late or missing reports, including unencumbering M2 funds, requiring repayment of disbursed CTFP funds plus applicable interest, and advising that the jurisdiction may be deemed ineligible to receive Net Revenues.																																				

**CTFP Guidelines Revisions for Payment Processing
Chapter 10 - Reimbursement and Reporting**

Item No.	2026 Guidelines Page	2026 Guidelines Chapter	Section Title	Current Language	Proposed Language	Reason for Change
8	9-11	9	Agency Workforce and Equipment Rental	The local jurisdiction 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. The jurisdiction may add overhead costs at an allowable rate up to 30 percent (30%) of payroll and fringe benefits. The jurisdiction must provide supporting documentation for equipment used by local agency staff. The jurisdiction may use local agency or Caltrans surcharge and equipment rental rates.	No materials changes to text	This section was moved to earlier in the chapter to improve the flow of the information; however no changes were made to the existing language.
9	9-11	9	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.	Once a local jurisdiction submits a final CTFP expenditure 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 CTFP Expenditure 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 OCTA approved scope. For construction and PI phases, OCTA will use the OCTA written approval of eligible costs, project accounting records and the Final CTFP Expenditure Report as the primary items to conduct the review. See Chapter 11 for independent audit requirements beyond the technical/field review.	Add clarification that, for the construction and PI phases, OCTA's technical and/or field reviews will be based on OCTA's written approval to ensure consistency with the proposed process.
10	New	New	Appeal Process	None	An appeal may be submitted only if the disputed amount is at least \$100,000 or 10% of the grant amount, whichever is less. Appeals must be submitted as part of the semi-annual review process. The local jurisdiction may file an appeal by submitting a brief written statement of the facts and circumstances to OCTA staff, including references to applicable CTFP Guidelines language. The appellant local jurisdiction must submit a written statement which proposes an action for TAC consideration. The TAC shall designate TSC to receive and review the appeal. The TSC shall consider the local jurisdiction's appeal along with information provided by staff, any known precedents or past practices, the CTFP guidelines and the Ordinance. The TSC shall report to the TAC on its findings. Depending on the findings and consistency with the Ordinance, staff will make a recommendation as part of the subsequent semi-annual review staff report. The Board shall have final approval on appeals.	Add section further clarify the appeal process that was proposed under Precept 42.
11	9-11	9	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.	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. For further information, please refer to the Measure M2 Eligibility Guidelines which can be found on the Eligibility Website: https://www.octa.net/M2Eligibility.	Provide link to the OCTA M2 Eligibility website as a resource for accessibility and reference.
12	9-2	9	Availability of Funding	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.	No materials changes to text	This section was moved to earlier in the chapter to improve the flow of the information; however no changes were made to the existing language.
13	9-2	9	Cancellation of Project	If a local jurisdiction decides to cancel a project, for whatever reason, the jurisdiction 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.	No materials changes to text	This section was moved to earlier in the chapter to improve the flow of the information; however no changes were made to the existing language.
14	New	New	Exhibit 10-1 Progress Payment Schedule	None	See redline version of the CTFP guidelines for revisions	Add an exhibit to visually show the proposed progress payment schedule.

**CTFP Guidelines Revisions for Payment Processing
Chapter 10 - Reimbursement and Reporting**

Item No.	2026 Guidelines Page	2026 Guidelines Chapter	Section Title	Current Language	Proposed Language	Reason for Change
Project O - Regional Capacity Program Reimbursement and Reporting Section						
15	9-3	9	Project O - Regional Capacity Program Reimbursement and Reporting	<p>Payment Requests</p> <p>Payment requirements are located in the Guidelines. Staff may request additional documentation that is not listed on the checklist prior to approving the request.</p> <p>The checklists and interactive electronic versions of all payment forms can be downloaded via OCFundtracker at http://ocfundtracker.octa.net.</p> <p>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.</p> <p>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</p> <p>Below is additional information regarding the documentation requirements of initial payment requests:</p>	<p>Project O – Regional Capacity Initial Payment Requests Process</p> <p>The local jurisdiction must submit a payment request to receive an initial payment, as described under the Procedures for Receiving Funds section of this chapter. Staff may request additional documentation that is not listed on the checklist prior to approving the request.</p> <p>Checklists and interactive electronic versions of all payment forms can be downloaded via OCFundtracker at http://ocfundtracker.octa.net.</p> <p>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 CTFP Expenditure Report.</p> <p>The initial payment request must include the following:</p>	<p>Clarify that the local jurisdictions must submit a payment request to receive an initial payment. Revise the term "final report" to "Final CTFP Expenditure Report" to align with the proposed Definitions.</p>
16	9-3	9	Project O Regional Capacity Program - Initial Payment Request Process	<p>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 36). 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.</p>	<p>1. Invoice – The local jurisdiction shall invoice OCTA for up to twenty percent (20%) of the CTFP grant. Jurisdictions seeking reimbursement for planning, environmental, or preliminary engineering work performed by local agency forces must also submit payroll records and City Council budget allocation documentation. Payroll records must identify the project name, date(s) of expenditure, amount, and employee position. It is recommended that a unique project key be established and all project charges be tracked under that job code. OCTA staff can provide a sample payroll report upon request. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount.</p>	<p>Revise invoice language to align with the proposed progress payment process. Include the minimum invoice information required by OCTA Accounts Payable to ensure accurate distribution of funds.</p>
17	9-4	9	Project O - Initial Payment Request Process	<p>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.</p>	<p>2. Project and Plans, Specifications, & Estimate (PS&E) Certification Form – The local jurisdiction shall submit a completed Project and PS&E Certification Form, signed by the Public Works Director, City Engineer, or appropriate authorized equivalent. The form shall certify that the project complies with all applicable requirements, including signage requirements outlined in Precept 24, and that the plans and specifications were properly prepared and approved in accordance with authorized procedures and adopted standards, that the approved scope of work was followed, and that the materials report was incorporated.</p>	<p>Combine the Project Certification Letter and the PS&E Certification Form into a single form to streamline the process and reduce the number of forms required to be completed by local jurisdictions. Clarify that the form shall be signed by the Public Works Director, City Engineer, or other appropriately authorized equivalent representative.</p>
18	9-4	9	Project O Regional Capacity Program - Initial Payment Request Process	<p>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.</p>	<p>3. Documentation of the Contract Award – The local jurisdiction shall provide documentation demonstrating award of the contract. Acceptable documentation includes a minute order, agency resolution, executed contract, purchase order, NTP or other action authorized by an approved delegate. All submitted documentation shall clearly identify the contract amount, project name, project scope of work, and the associated bid documents or task list, and shall be certified, as applicable, by the City Clerk, Clerk of the Board, or other duly authorized official. For contracts issued under on-call or as-needed consultant agreements, the local jurisdiction shall submit a purchase order or NTP that clearly defines the project-specific scope of work and includes the associated bid/task list. Bid/task list with lump sum items may require an itemized breakdown of the costs.</p>	<p>Clarify that all supporting documentation must clearly identify the contract amount, project name, and project scope of work, and include the associated bid/task list. Further clarify that lump sum bid/task lists may require submission of an itemized cost breakdown to facilitate review and verification of project-related expenses under the CTFP requirements.</p>

**CTFP Guidelines Revisions for Payment Processing
Chapter 10 - Reimbursement and Reporting**

Item No.	2026 Guidelines Page	2026 Guidelines Chapter	Section Title	Current Language	Proposed Language	Reason for Change
19	9-4	9	Project O Regional Capacity Program - Initial Payment Request Process	4. Revised Cost Estimate – The agency shall use the format provided in the Revised Costs Estimate Form 10-3 separating eligible and ineligible items.	4. Contract Cost Summary – The jurisdiction shall use the format provided in the Contract Cost Summar Form and must fully itemize all costs, clearly separating eligible and ineligible items. Lump sum submissions will not be accepted, will be returned to the local jurisdiction for revision and the payment request will be removed from the queue. The local jurisdiction will need to resubmit as a new payment request once the revisions are made.	Update the form name from “Revised Cost Estimate” to “Contract Cost Summary” to better reflect that the information provided must be based on the awarded contract amount. Additionally, clarify that lump sum submissions are not acceptable, as itemized cost information is required to support review and reimbursement processing. This has been OCTA’s current practice and is being added to the Guidelines for clarification and consistency. Lump sum submissions will be returned to the local jurisdiction for revision, and the associated payment request will be removed from the processing queue until a revised submittal is received.
20	9-4	9	Project O Regional Capacity Program - Initial Payment Request Process	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.	5. Initial Payment Form – The local jurisdiction shall submit a completed Initial Payment Form. For the project schedule section, OCTA prefers submission of a complete project schedule; however, at a minimum, the jurisdiction may provide the anticipated start and completion dates for the preliminary engineering, final engineering, right-of-way, and construction phases. For the ROW phase, the local jurisdiction shall submit a fully completed Right-of-Way Phase Initial Report Form.	Update the form title from “Work Schedule” to “Initial Payment Form” to reflect the correct name of the form. Minor revisions were also made to improve clarity and overall flow.
21	9-4	9	Project O Regional Capacity Program - Initial Payment Request Process	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.		The PS&E form was combined with the Project Certification Letter, see Item Number 17.
22	9-4	9	Project O Regional Capacity Program - Initial Payment Request Process	New	7. ROW Disposal Plan – Provide an updated ROW disposal plan reflecting changes that have occurred since the original application submittal	Add a new requirement for the ROW Disposal Plan requiring local jurisdictions to submit an updated ROW Disposal Plan reflecting any changes that have occurred since the original application submittal. This clarification is intended to improve consistency and reduce potential confusion during the reimbursement review process.
23	9-4	9	Project O Regional Capacity Program - Initial Payment Request Process	8. Layout Plans – An agency shall not submit layout plans that print on paper larger than 11 inches by 17 inches.	8. Layout Plans – The local jurisdiction shall submit the most current and up-to-date layout plans available at the time of the payment request	Clarify that the local jurisdiction shall submit the most current and up-to-date layout plans at the time of the payment request. This requirement is intended to help avoid confusion regarding eligible and ineligible project items and ensure OCTA’s reimbursement review is based on the latest approved project information.
24	New	New	Project O Regional Capacity Program - Progress Payment Process	None	<p>The local jurisdiction must submit a progress payment semi-annually for incurred cost that have been paid. Staff may request additional documentation that is not listed on the checklist prior to approving the request.</p> <p>The local jurisdiction must submit progress payments in accordance with the schedule shown in Exhibit 10-1. If the local jurisdiction elects not to receive an initial payment, the first progress payment request must also include the documentation required for initial payment, as described in the section above.</p> <p>The Progress Payment Form is available for download via OCFundtracker.</p> <p>Each progress payment request must include the following:</p> <ol style="list-style-type: none"> 1. Invoice – The local jurisdiction shall submit an invoice to OCTA for OCTA’s share of eligible project costs paid during the applicable reporting period. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount. 2. Progress Payment Form – The form must be fully completed and include itemized project costs, clearly separating eligible and ineligible expenses. Lump sum submissions will not be accepted, will be returned to the local jurisdiction for revision and the payment request will be removed from the queue. The local jurisdiction will need to resubmit as a new payment request once the revisions are made. The project manager must sign and certify that the costs listed are true and accurate. 3. Proof of Payment – Provide approved invoices and supporting documentation that correspond to the costs listed on the Progress Payment Form. <p>Once the local jurisdiction has been reimbursed for ninety percent (90%) of the total grant amount, OCTA will not issue additional payments until the project is complete and all closeout requirements are met. However, the local jurisdiction must continue to submit progress payment requests to document ongoing project status and costs.</p> <p>If the local jurisdiction does not have any expenses to report during a given period, it must submit the No Cost Report Form indicating no costs for that reporting period.</p>	<p>Add a new section outlining the proposed Progress Payment Process. The new section identifies the documentation and minimum requirements necessary for submission of a progress payment request, including invoice requirements, the Progress Payment Form, and proof of payment documentation. The section also clarifies that local jurisdictions are required to continue submitting progress payment documentation even after reimbursement of ninety percent (90%) of the grant amount in order to document ongoing project status and costs. In addition, the section introduces a No Cost Report Form for reporting periods in which the local jurisdiction has no eligible costs to report.</p> <p>The proposed process maintains OCTA’s ability to monitor project progress, improve consistency in reimbursement documentation, and reduce delays or confusion during payment processing.</p> <p>Proposed language was added under each program reimbursement section for consistency.</p>

**CTFP Guidelines Revisions for Payment Processing
Chapter 10 - Reimbursement and Reporting**

Item No.	2026 Guidelines Page	2026 Guidelines Chapter	Section Title	Current Language	Proposed Language	Reason for Change
25	9-6	9	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.	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 reimbursement request. OCTA will review these reports to: 1. Determine if the items are eligible for reimbursement 2. Confirm that expenses are consistent within delivering the OCTA approved scope of work 3. The lead agency should provide information supporting the need for the change orders. Changes in project limits for construction projects are not eligible for reimbursement.	This section was moved earlier in the chapter to improve the overall flow and organization of the information. Additionally, the first item from the existing language was removed because it has contributed to delays in the reimbursement process due to incomplete or unavailable documentation from local jurisdictions. Proposed language was added under each program reimbursement section for consistency.
26	New	New	M2 Project Final Report	None	The local jurisdiction shall notify OCTA in writing of the project phase completion date within thirty (30) days of completion to establish the applicable reporting deadline. Pursuant to M2 Ordinance requirements, the local jurisdiction shall submit the Project Final Report Form within one hundred eighty (180) days from the project completion date. The 180-day deadline is a mandatory M2 requirement directly tied to the local jurisdiction's eligibility to receive M2 Net Revenues, and no extensions shall be granted. The Project Final Report Form is available for download via OCFundtracker.	Add a new section for the M2 Project Final Report to further clarify and emphasize the local jurisdiction's reporting requirements under the M2 Ordinance. The added language is intended to improve awareness of the mandatory reporting timeline and its direct connection to M2 Net Revenue eligibility. Proposed language was added under each program reimbursement section for consistency.
27	9-6	9	Project O - Regional Capacity Program Final 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.	The remaining CTFP funds shall be reimbursed to the lead jurisdiction following completion of the final payment process. Prior to submitting the Final CTFP Expenditure Report, review the following section which includes items important to the final CTFP process.	Revised this section to align with the proposed payment process.
28	9-6	9	Project O - Regional Capacity Program Final Payment Process	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.	The final payment must include the following: 1. Invoice - The local jurisdiction shall invoice for the remaining balance of the OCTA share of the grant amount. Interest earned by an agency for payments received shall be applied to and deducted from the final payment balance amount.	Revised this section to align with the proposed payment process.
29	9-6	9	Project O - Regional Capacity Program Final Payment Process	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.	2. Progress Payment Form - The form must be fully completed, indicate it is the final progress payment and include itemized project costs, clearly separating eligible and ineligible expenses. Lump sum submissions will not be accepted, will be returned to the local jurisdiction for revision and the payment request will be removed from the queue. The local jurisdiction will need to resubmit as a new payment request once the revisions are made. The project manager must sign and certify that the costs listed are true and accurate.	Removed the requirement for the Project Certification Letter as part of the final payment request process, as this documentation is required to be submitted with the initial payment request or the first progress payment request. Added in the Progress Payment Form, which must indicate it is the final payment request and include itemized project costs, clearly separating eligible and ineligible items.
30	9-6	9	Project O - Regional Capacity Program Final Payment Process	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.	3. 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. This does not supersede the OCTA written confirmation of eligible and ineligible expenses provided before the start of the project.	This section was moved to earlier in the chapter due to the removal of certain requirements. Removed the requirement for Documentation of Contract award as part of the final payment request process, as this documentation is already required to be submitted with the initial payment request or the first progress payment request. Clarified that this section does not supersede the OCTA written confirmation of eligible and ineligible expenses provided before the start of the project.
31	9-7	9	Project O - Regional Capacity Program Final Payment Process	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.	4. Proof of Project Payment – The required documentation that will be submitted includes approved 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 11).	Removed the requirement for the PS&E Certification as part of the final payment request process, as this documentation is required to be submitted with the initial payment request or the first progress payment request. Added in the Proof of Payment which aligns with the proposed payment process.
32	9-7	9	Project O - Regional Capacity Program Final Payment Process	5. Final Report Form – The local agency shall prepare a final report form using the Engineering & Construction Phase Final Report Form 10-5A.	5. Layout Plans – The local jurisdiction shall submit the most current and up-to-date layout plans available at the time of the payment request.	Removed the requirement of the Final Report Form as part of the final payment request process. Added in the Layout Plans to ensure OCTA has the most up-to-date plans.

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33	9-7	9	Project O - Regional Capacity Program Final Payment Process	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.	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 considerations on a case-by-case basis. Agencies attempting to acquire five or more parcels for a project shall include a parcel location map. For ROW grants with surplus land please see the Excess Right of Way section for additional required documentation and disposal process.	This section was moved to earlier in the chapter due to the removal of certain requirements; however no changes were made to the existing language.
34	9-7	9	Project O - Regional Capacity Program Final Payment Process	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.	7. Summary of ROW Acquisition – Agencies shall submit a summary of ROW acquisition as described in the Progress Payment Form.	This section was moved to earlier in the chapter due to the removal of certain requirements; however no changes were made to the existing language. Revised applicable form containing the ROW acquisition summary.
35	9-7	9	Project O - Regional Capacity Program Final Payment Process	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).	8. Notice of Completion – An agency shall submit the Notice of Completion form to certify the phase completion date (Form 10-7). See Definition 30 for phase completion date.	This section was moved to earlier in the chapter due to the removal of certain requirements. Revise the Definition number to 30.
36	9-7	9	Project O - Regional Capacity Program Final Payment Process	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.	9. Before and After Project Photos (construction phases) – photographs showing the project before and after the improvements. Photographs should be high quality resolution images in JPEG or PNG file formats.	This section was moved to earlier in the chapter due to the removal of certain requirements; however no changes were made to the existing language.
37	9-7	9	Project O - Regional Capacity Program Final Payment Process	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.		Removed the requirement for Documentation of Decision to Use Local Agency Forces or Agency Workforce as part of the final payment request process as documentation needs to be provided, as this documentation is required to be submitted with the initial payment request or the first progress payment request.
38	9-7	9	Project O - Regional Capacity Program Final Payment Process	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.		Removed the requirement for Documentation Supporting Local Agency Liability for Utility Relocation Costs as part of the final payment request process, as this documentation is required to be submitted with the initial payment request or the first progress payment request.
39	9-8	9	Project O - Regional Capacity Program Final Payment Process	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.		This section was moved to earlier in the chapter due to the removal of certain requirements; however no changes were made to the existing language.
40	9-8	9	Project O - Regional Capacity Program Final Payment Process	13. Summary of ROW Acquisition – Agencies shall submit a summary of ROW acquisition as described in the Summary of ROW acquisition Form 10-5B.		This section was moved to earlier in the chapter due to the removal of certain requirements; however no changes were made to the existing language.
41	9-8	9	Project O - Regional Capacity Program Final Payment Process	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.		This section was moved to earlier in the chapter due to the removal of certain requirements.
42	9-8	9	Project O - Regional Capacity Program Final Payment Process	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.		This section was moved to earlier in the chapter due to the removal of certain requirements; however no changes were made to the existing language.
Project P - Regional Traffic Signal Synchronization Program Reimbursement and Reporting Section						
43	9-12	9	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.	The Procedures for Receiving Funds section 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.	Revise the language to clarify that references to “previous sections of this chapter” pertain to the “Procedures of Receiving Funds” section.
44	9-12	9	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.	Under the RTSSP projects are divided into two components for the purposes of reimbursements and reporting: PI and Ongoing O&M	Remove the reference to the three-year grant requirement to align with the proposed changes made under the RTSSP chapter.

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45	9-12	9	Procedures for Receiving Funds	<p>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.</p> <p>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.</p>		Remove this section, as the information is already addressed under the "Procedures of Receiving Funds" section.
46	9-13	9	Availability of Funding	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.		Remove this section, as the information is already addressed under the "Procedures of Receiving Funds" section.
47	9-13	9	Project P – Regional Traffic Signal Synchronization Initial Payment Process	<p>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.</p> <p>The interactive electronic versions of all payment forms can be downloaded via OCFundtracker.</p> <p>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.</p>	<p>The local jurisdiction must submit a payment request to receive an initial payment. Staff may request additional documentation that is not listed on the checklist prior to approving the request.</p> <p>Checklists and interactive electronic versions of all payment forms can be downloaded via OCFundtracker.</p>	Revise this section to align with the proposed progress payment process.
48	9-13	9	Primary Implementation Initial Payment Process	<p>Below is additional information regarding documentation requirements for RTSSP payment requests.</p> <ul style="list-style-type: none"> • 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 • 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). <p>Details on other aspects on Initial Payment Requests for PI including project advancement and reimbursement is available in this chapter.</p>	<p>Primary Implementation Initial Payment Process The PI initial payment request must include the following:</p> <ol style="list-style-type: none"> 1. Invoice –The local jurisdiction shall invoice OCTA for up to twenty percent (20%) of the CTFP grant. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount. 2. Project and Plans, Specifications, & Estimate (PS&E) Certification Form – The local jurisdiction shall submit a completed Project and PS&E Certification Form, signed by the Public Works Director, City Engineer, or appropriate authorized equivalent. The form shall certify that the project complies with all applicable requirements and that the plans and specifications were properly prepared and approved in accordance with authorized procedures and adopted standards, that the approved scope of work was followed, and that the materials report was incorporated. 3. Documentation of the Contract Award – The local jurisdiction shall provide documentation demonstrating award of the contract. Acceptable documentation includes a minute order, agency resolution, executed contract, purchase order, or NTP. All submitted documentation shall clearly identify the contract amount, project name, project scope of work, and the associated bid documents or task list, and shall be certified, as applicable, by the City Clerk, Clerk of the Board, or other duly authorized official. For contracts issued under on-call or as-needed consultant agreements, the local jurisdiction shall submit a purchase order or NTP that clearly defines the project-specific scope of work and includes the associated bid/task list. 4. Contract Cost Summary – The jurisdiction shall use the format provided in the Contract Cost Summar Form and must fully itemize all costs. Each line items shall clearly identify the type of equipment, quantity of equipment being installed, unit cost and total cost. Cost must be separated between eligible and ineligible items. All equipment quantities must be explicitly stated to allow OCTA to verify the scope and installation details. Submissions that do not include itemized quantities will be considered incomplete. Lump sum submissions will not be accepted and will be returned to the local jurisdiction for revision. 5. Initial Payment From – The Local Jurisdiction shall submit a completed Initial Payment Form. For the project schedule section, OCTA prefers submission of a complete project schedule; however, at a minimum, the local jurisdiction shall provide the anticipated start and completion dates for the preliminary engineering, final engineering, right-of-way, and construction phases. 	<p>Clarify the requirements for the PI initial payment.</p> <p>Clarify the required documentation and add additional information to align with the reimbursement process requirements under the RCP section.</p>

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49	9-14	9	Example of Initial Reimbursement for Primary Implementation (PI):	<p>Example of Initial Reimbursement for Primary Implementation (PI):</p> <table border="1"> <tr> <td>CTFP Grant Allocation</td> <td>OCTA Match Rate</td> <td>Local Agency Match Rate</td> </tr> <tr> <td>\$960,000.00</td> <td>80%</td> <td>20%</td> </tr> </table> <p>Step 1 Eligible Expenses x OCTA Match Rate = Product \$1,000,000.00 x 80% = \$800,000.00</p> <p>Step 2 Check if Product is greater than or less than CTFP Grant Allocation Amount: \$800,000 vs \$960,000</p> <p>Step 3 Use the lower of the Product or CTFP Grant Allocation In this case, the \$800,000.00 amount is lower</p> <p>Step 4 Then multiply the amount by 75% (Initial Payment Percentage)</p> <table border="1"> <tr> <td>\$800,000.00</td> <td>x</td> <td>75%</td> <td>=</td> <td>\$600,000.00</td> </tr> <tr> <td colspan="4"></td> <td>Invoice Amount</td> </tr> </table>	CTFP Grant Allocation	OCTA Match Rate	Local Agency Match Rate	\$960,000.00	80%	20%	\$800,000.00	x	75%	=	\$600,000.00					Invoice Amount		Remove the example illustrating the calculation of the initial payment to avoid duplication, as the information is already included under the "Procedures of Receiving Funds" section.
CTFP Grant Allocation	OCTA Match Rate	Local Agency Match Rate																				
\$960,000.00	80%	20%																				
\$800,000.00	x	75%	=	\$600,000.00																		
				Invoice Amount																		
50	New	New	Ongoing Operation and Maintenance Initial Payment Process	None	<p>The O&M initial payment request must include the following:</p> <ol style="list-style-type: none"> 1. Invoice – The local jurisdiction shall invoice OCTA for up to twenty percent (20%) of the CTFP grant. Jurisdictions seeking reimbursement for planning, environmental, or preliminary engineering work performed by local agency forces must also submit payroll records and City Council budget allocation documentation. Payroll records must identify the project name, date(s) of expenditure, amount, and employee position. It is recommended that a unique project key be established and all project charges be tracked under that job code. OCTA staff can provide a sample payroll report upon request. 2. Contract Cost Summary – The jurisdiction shall use the format provided in the Contract Cost Summar Form and must fully itemize all costs. Each line items shall clearly identify the type of equipment, quantity of equipment being installed, unit cost and total cost. Cost must be separated between eligible and ineligible items. All equipment quantities must be explicitly stated to allow OCTA to verify the scope and installation details. Submissions that do not include itemized quantities will be considered incomplete. Lump sum submissions will not be accepted and will be returned to the local jurisdiction for revision. 3. Initial Payment From – The Local Jurisdiction shall submit a completed Initial Payment Form. For the project schedule section, OCTA prefers submission of a complete project schedule; however, at a minimum, the local jurisdiction shall provide the anticipated start and completion dates for the preliminary engineering, final engineering, right-of-way, and construction phases. 	Add a new section for O&M initial payment requests.																

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51	New	New	Project P - Regional Traffic Signal Synchronization Program Progress Payment Process	None	<p>The local jurisdiction must submit a progress payment semi-annually for costs that have been incurred and paid for. PI and O&M costs must be submitted under separate progress payment requests; OCTA will not accept progress payment that combine both PI and O&M expenses. Staff may request additional documentation that is not listed on the checklist prior to approving the request.</p> <p>The local jurisdiction must submit progress payments in accordance with the schedule shown in Exhibit 10-1. If the local jurisdiction elects not to receive an initial payment, the first progress payment request must also include the documentation required for initial payment, as described in the section above.</p> <p>The Progress Payment Form is available for download via OCFundtracker. Each progress payment request must include the following: 1. Invoice – The local jurisdiction shall submit an invoice to OCTA for OCTA's share of eligible project costs incurred during the applicable reporting period. . The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount. 2. Progress Payment Form – The form must be fully completed and include itemized project costs, clearly separating eligible and ineligible expenses. For the PI phase, all equipment quantities must be explicitly stated to allow OCTA to verify the scope and installation details. For the O&M phase, cost must be fully itemized. Lump sum submissions will not be accepted and will be returned to the local jurisdiction for revision. The project manager must sign and certify that the costs listed are true and accurate. 3. Proof of Payment – Provide approved invoices and supporting documentation that correspond to the costs listed on the Progress Payment Form.</p> <p>Once the local jurisdiction has been reimbursed for ninety percent (90%) of the total grant amount, OCTA will not issue additional payments until the project is complete and all closeout requirements are met. However, the local jurisdiction must continue to submit progress payment requests to document ongoing project status and costs.</p> <p>If the local jurisdiction does not have any expenses to report during a given period, it must submit the No Cost Report Form indicating no costs for that reporting period.</p>	<p>Add a new section outlining the proposed Progress Payment Process. The new section identifies the documentation and minimum requirements necessary for submission of a progress payment request, including invoice requirements, the Progress Payment Form, and proof of payment documentation. The section also clarifies that local jurisdictions are required to continue submitting progress payment documentation even after reimbursement of ninety percent (90%) of the grant amount in order to document ongoing project status and costs. In addition, the section introduces a No Cost Report Form for reporting periods in which the local jurisdiction has no eligible costs to report.</p> <p>The proposed process maintains OCTA's ability to monitor project progress, improve consistency in reimbursement documentation, and reduce delays or confusion during payment processing.</p>
52	New	New	Project Cost Changes	None	<p>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 reimbursement request. OCTA will review these reports to: 1. Determine if the items are eligible for reimbursement 2. Confirm that expenses are consistent within delivering the OCTA approved scope of work 3. The lead agency should provide information supporting the need for the change orders. Changes in project limits for construction projects are not eligible for reimbursement.</p>	<p>Add a new section addressing Project Cost Changes to ensure consistency with the language and requirements established under the RCP section.</p>
53	New	New	M2 Project Final Report	None	<p>The local jurisdiction shall notify OCTA in writing of the project phase completion date within thirty (30) days of completion to establish the applicable reporting deadline. Pursuant to M2 Ordinance requirements, the local jurisdiction shall submit the Project Final Report Form within one hundred eighty (180) days from the project completion date. The 180-day deadline is a mandatory M2 requirement directly tied to the local jurisdiction's eligibility to receive M2 Net Revenues, and no extensions shall be granted.</p> <p>The Project Final Report Form is available for download via OCFundtracker.</p>	<p>Add a new section for the M2 Project Final Report to further clarify and emphasize the local jurisdiction's reporting requirements under the M2 Ordinance. The added language is intended to improve awareness of the mandatory reporting timeline and its direct connection to M2 Net Revenue eligibility.</p>
54	9-15	9	Primary Implementation Final Payment Process	<p>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.).</p>	<p>The remaining CTFP funds shall be reimbursed to the lead jurisdiction after completion of the final payment process and upon OCTA's receipt of the project Before and After Study for the PI phase and the O&M Report for the O&M phase.</p> <p>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.).</p> <p>Prior to submitting the Final CTFP Expenditure Report, review the following section, which outlines items important to the final CTFP process.</p>	<p>Revise section to align with the proposed progress payment process.</p>

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55	9-15	9	Primary Implementation Final Payment Process	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.	<p>The final payment request for PI must include the following:</p> <ol style="list-style-type: none"> 1. Invoice - The local jurisdiction shall invoice for the remaining balance of the OCTA grant. Interest earned by an agency for payments received shall be applied to and deducted from the final payment balance amount. 2. Progress Payment Form - The form must be fully completed, indicate it is the final progress payment and include itemized project costs, clearly separating eligible and ineligible expenses. Lump sum submissions will not be accepted, will be returned to the local jurisdiction for revision and the payment request will be removed from the queue. The local jurisdiction will need to resubmit as a new payment request once the revisions are made. The project manager must sign and certify that the costs listed are true and accurate. 3. Proof of Payment - Provide approved invoices and supporting documentation that correspond to the costs listed on the Progress Payment Form. 4. PI Report – The PI Report which includes the Before and After Study. 5. 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. 6. Before and After Photos – Photographs showing the project before and after the improvements. Photographs should be high quality resolution images in JPEG or PNG file formats. 	Clarify the documentation needed for the final PI payment request.
56	9-15	9	Ongoing Operations and Maintenance Final Payment Process	<p>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.</p> <p>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.</p>	<p>The final payment request for O&M must include the following:</p> <ol style="list-style-type: none"> 1. Invoice - The local jurisdiction shall invoice for the remaining balance of the OCTA grant. Interest earned by an agency for payments received shall be applied to and deducted from the final payment balance amount. 2. Progress Payment Form - The form must be fully completed, indicate it is the final progress payment and include itemized project costs, clearly separating eligible and ineligible expenses. Lump sum submissions will not be accepted, will be returned to the local jurisdiction for revision and the payment request will be removed from the queue. The local jurisdiction will need to resubmit as a new payment request once the revisions are made. The project manager must sign and certify that the costs listed are true and accurate. 3. Proof of Payment - Provide approved invoices and supporting documentation that correspond to the costs listed on the Progress Payment Form. 4. 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. 5. 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. 	Clarify the documentation needed for the final O&M payment request
57	New	New	Project Cost Changes	None	<p>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 reimbursement request. OCTA will review these reports to:</p> <ol style="list-style-type: none"> 1. Determine if the items are eligible for reimbursement 2. Confirm that expenses are consistent within delivering the OCTA approved scope of work 3. The lead agency should provide information supporting the need for the change orders. Changes in project limits for construction projects are not eligible for reimbursement. 	Add a new section addressing Project Cost Changes to ensure consistency with the language and requirements established under the RCP section.
Project X - Environmental Cleanup Program Reimbursement and Reporting Section						
58	9-16	9	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:	<p>The Procedures for Receiving Funds section of this chapter outlines the process and requirements for reimbursements and reporting for all competitive programs under Measure M2. The ECP Program consists of two tiers, Tier 1 and Tier 2; however, both tiers must submit the documentation listed below for payment reimbursement. The processes described herein apply to both Tier 1 and Tier 2 grant programs.</p> <p>The interactive electronic versions of all payment forms can be downloaded via OCFundtracker.</p>	Add a reference to the "Procedures of Receiving Funds" section and clarify that the documentation requirements listed apply to both Tier 1 and Tier 2 funded projects.

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Chapter 10 - Reimbursement and Reporting**

Item No.	2026 Guidelines Page	2026 Guidelines Chapter	Section Title	Current Language	Proposed Language	Reason for Change
59	9-16	9	Project X – Environmental Cleanup Program Initial Payment Process	<p>Initial payments:</p> <ol style="list-style-type: none"> 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 36). 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. 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. Revised Cost Estimate – The agency shall use the format provided in the Revised Costs Estimate Form 10-3 separating eligible and ineligible items. 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. ECP (Project X) Initial Payment - The agency shall prepare an initial payment report form using the ECP Initial Payment Report 10-5A. 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. 	<p>The initial payment request must include the following:</p> <ol style="list-style-type: none"> Invoice – The local jurisdiction shall invoice OCTA for up to twenty percent (20%) of the CTFP grant. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount. Project and Plans, Specifications, & Estimate (PS&E) Certification Form – The local jurisdiction shall submit a completed Project and Plans, Specifications, and Estimate (PS&E) Certification Form, signed by the Public Works Director, the City Engineer, or their appropriate authorized equivalent. The form shall certify that the project complies with all applicable requirements, and that the plans and specifications were properly prepared and approved in accordance with authorized procedures and adopted standards, that the approved scope of work was followed, and that the materials report was incorporated. Documentation of the Contract Award – The local jurisdiction shall provide documentation demonstrating award of the contract. Acceptable documentation includes a minute order, agency resolution, executed contract, purchase order, or NTP. All submitted documentation shall clearly identify the contract amount, project name, project scope of work, and the associated bid documents or task list, and shall be certified, as applicable, by the City Clerk, Clerk of the Board, or other duly authorized official. For contracts issued under on-call or as-needed consultant agreements, the local jurisdiction shall submit a purchase order or NTP that clearly defines the project-specific scope of work and includes the associated bid/task list. Contract Cost Summary – The jurisdiction shall use the format provided in the Contract Cost Summar Form and must fully itemize all costs, clearly separating eligible and ineligible items. Lump sum submissions will not be accepted and will be returned to the local jurisdiction for revision. Initial Payment From – The Local Jurisdiction shall submit a completed Initial Payment Form. For the project schedule section, OCTA prefers submission of a complete project schedule; however, at a minimum, the local jurisdiction shall provide the anticipated start and completion dates. Location Maps of Installation – The local jurisdiction shall provide a map that shows the specific locations Best Management Practices (BMP) devices were installed with catch basin identification numbers, as applicable. 	<p>Clarify the required documentation and add additional information to align with the reimbursement process requirements under the RCP section.</p>
60	New	New	Project X – Environmental Cleanup Program Progress Payment Process	None	<p>The local jurisdiction must submit a progress payment semi-annually for costs that have been incurred and paid for. Staff may request additional documentation that is not listed on the checklist prior to approving the request.</p> <p>The local jurisdiction must submit progress payments in accordance with the schedule shown in Exhibit 10-1. If the local jurisdiction elects not to receive an initial payment, the first progress payment request must also include the documentation required for initial payment, as described in the section above.</p> <p>The Progress Payment Form is available for download via OCFundtracker: http://ocfundtracker.octa.net.</p> <p>Each progress payment request must include the following:</p> <ol style="list-style-type: none"> Invoice – The local jurisdiction shall submit an invoice to OCTA for OCTA's share of eligible project costs incurred during the applicable reporting period. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount. Progress Payment Form – The form must be fully completed and include itemized project costs, clearly separating eligible and ineligible expenses. Lump sum submissions will not be accepted and will be returned to the local jurisdiction for revision. The project manager must sign and certify that the costs listed are true and accurate. Proof of Payment – Provide approved invoices and supporting documentation that correspond to the costs listed on the Progress Payment Form. <p>Once the local jurisdiction has been reimbursed for ninety percent (90%) of the total grant amount, OCTA will not issue additional payments until the project is complete and all closeout requirements are met. However, the local jurisdiction must continue to submit progress payment requests to document ongoing project status and costs.</p> <p>If the local jurisdiction does not have any expenses to report during a given period, it must still submit the No Cost Form indicating no costs for that reporting period.</p>	<p>Add a new section outlining the proposed Progress Payment Process. The new section identifies the documentation and minimum requirements necessary for submission of a progress payment request, including invoice requirements, the Progress Payment Form, and proof of payment documentation. The section also clarifies that local jurisdictions are required to continue submitting progress payment documentation even after reimbursement of ninety percent (90%) of the grant amount in order to document ongoing project status and costs. In addition, the section introduces a No Cost Report Form for reporting periods in which the local jurisdiction has no eligible costs to report.</p> <p>The proposed process maintains OCTA's ability to monitor project progress, improve consistency in reimbursement documentation, and reduce delays or confusion during payment processing.</p>

**CTFP Guidelines Revisions for Payment Processing
Chapter 10 - Reimbursement and Reporting**

Item No.	2026 Guidelines Page	2026 Guidelines Chapter	Section Title	Current Language	Proposed Language	Reason for Change
61	New	New	Project Cost Changes	None	<p>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 reimbursement request. OCTA will review these reports to:</p> <ol style="list-style-type: none"> 1. Determine if the items are eligible for reimbursement 2. Confirm that expenses are consistent within delivering the OCTA approved scope of work 3. The lead agency should provide information supporting the need for the change orders. Changes in project limits for construction projects are not eligible for reimbursement. 	Add a new section addressing Project Cost Changes to ensure consistency with the language and requirements established under the RCP section.
62	New	New	M2 Project Final Report	None	<p>The local jurisdiction shall notify OCTA in writing of the project phase completion date within thirty (30) days of completion to establish the applicable reporting deadline. Pursuant to M2 Ordinance requirements, the local jurisdiction shall submit the Project Final Report Form within one hundred eighty (180) days from the project completion date. The 180-day deadline is a mandatory M2 requirement directly tied to the local jurisdiction's eligibility to receive M2 Net Revenues, and no extensions shall be granted.</p> <p>The Project Final Report Form is available for download via OCFundtracker.</p>	Add a new section for the M2 Project Final Report to further clarify and emphasize the local jurisdiction's reporting requirements under the M2 Ordinance. The added language is intended to improve awareness of the mandatory reporting timeline and its direct connection to M2 Net Revenue eligibility.
63	9-17	9	Project X – Environmental Cleanup Program Final Payment Process	<p>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 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 approving bodies for this program.</p>	<p>The remaining CTFP funds shall be reimbursed to the lead jurisdiction following completion of the final payment process. Prior to submitting the Final CTFP Expenditure Report, review the following section which includes items important to the final process.</p>	Revise to align with the proposed progress payment process.
64	9-17	9	Project X – Environmental Cleanup Program Final Payment Process	<ol style="list-style-type: none"> 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 26 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). <p>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.</p>	<p>The final payment must include the following:</p> <ol style="list-style-type: none"> 1. Invoice – The local jurisdiction shall invoice for the remaining balance of the OCTA grant. Interest earned by an agency for payments received shall be applied to and deducted from the final payment balance amount. 2. Progress Payment Form - The form must be fully completed, indicate it is the final progress payment and include itemized project costs, clearly separating eligible and ineligible expenses. Lump sum submissions will not be accepted, will be returned to the local jurisdiction for revision and the payment request will be removed from the queue. The local jurisdiction will need to resubmit as a new payment request once the revisions are made. The project manager must sign and certify that the costs listed are true and accurate. 3. Certification of Phase Completion – The agency shall certify the phase completion date using the Form 10-7. See definition 30 for phase completion date. 4. ECP (Project X) Final Report Form 10-16 – The agency shall prepare a final report form using the ECP Final Report Form 10-16. 5. 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. 6. 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. 7. Form 10-17 (where applicable) Supporting documentation for O&M costs (if used as local match). <p>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.</p>	<p>Removed the requirements for the Project Certification Letter, Documentation of Contract Award, and PS&E Certification as part of the final payment request process, as these documents are required to be submitted with the initial payment request or first progress payment request.</p> <p>Additionally, removed the Final Report Division of Costs Schedule and replaced it with the Progress Payment Form.</p>

**CTFP Guidelines Revisions for Payment Processing
Chapter 10 - Reimbursement and Reporting**

Item No.	2026 Guidelines Page	2026 Guidelines Chapter	Section Title	Current Language	Proposed Language	Reason for Change
Project W - Safe Transit Stops Program Reimbursement and Reporting Section						
65	New	New	Project W – Safe Transit Stops Program Reimbursements & Reporting Requirements	None	<p>The local jurisdiction must submit a payment request to receive an initial payment, as described under the Procedures for Receiving Funds section of this chapter. Staff may request additional documentation that is not listed on the checklist prior to approving the request.</p> <p>Checklists and interactive electronic versions of all payment forms can be downloaded via OCFundtracker at http://ocfundtracker.octa.net.</p>	Add a new section for the Safe Transit Stops (Project W) program. Added language aligns with the proposed progress payment process.
66	New	New	Project W – Safe Transit Stops Program Initial Payment Process	None	<p>The initial payment request must include the following:</p> <ol style="list-style-type: none"> 1. Invoice – The local jurisdiction shall invoice OCTA for up to twenty percent (20%) of the CTFP grant. OCTA staff can provide a sample payroll report upon request. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount. 2. Project and Plans, Specifications, & Estimate (PS&E) Certification Form – The local jurisdiction shall submit a completed Project and PS&E Certification Form, signed by the Public Works Director, City Engineer, or appropriate authorized equivalent. The form shall certify that the project complies with all applicable requirements, and that the plans and specifications were properly prepared and approved in accordance with authorized procedures and adopted standards, that the approved scope of work was followed, and that the materials report was incorporated. 3. Documentation of the Contract Award – The local jurisdiction shall provide documentation demonstrating award of the contract. Acceptable documentation includes a minute order, agency resolution, executed contract, purchase order, NTP or other action authorized by an approved delegate. All submitted documentation shall clearly identify the contract amount, project name, project scope of work, and the associated bid documents or task list, and shall be certified, as applicable, by the City Clerk, Clerk of the Board, or other duly authorized official. For contracts issued under on-call or as-needed consultant agreements, the local jurisdiction shall submit a purchase order or NTP that clearly defines the project-specific scope of work and includes the associated bid/task list. Bid/task list with lump sum items may require an itemized breakdown of the costs. 4. Contract Cost Summary – The jurisdiction shall use the format provided in the Contract Cost Summar Form and must fully itemize all costs, clearly separating eligible and ineligible items. Lump sum submissions will not be accepted, will be returned to the local jurisdiction for revision and the payment request will be removed from the queue. The local jurisdiction will need to resubmit as a new payment request once the revisions are made. 5. Initial Payment From – The local jurisdiction shall submit a completed Initial Payment Form. For the project schedule section, OCTA prefers submission of a complete project schedule; however, at a minimum, the jurisdiction may provide the anticipated start and completion dates for the preliminary engineering, final engineering, right-of-way, and construction phases. 	Added clarification regarding the documentation required for the initial payment request to ensure consistency with the requirements established under the RCP, ECP, and RTSSP programs.
67	New	New	Project W – Safe Transit Stops Program Progress Payment Process	None	<p>The local jurisdiction must submit a progress payment semi-annually for incurred cost that have been paid. Staff may request additional documentation that is not listed on the checklist prior to approving the request.</p> <p>The local jurisdiction elects not to receive an initial payment, the first progress payment request must also include the documentation required for initial payment, as described in the section above.</p> <p>The Progress Payment Form is available for download via OCFundtracker.</p> <p>Each progress payment request must include the following:</p> <ol style="list-style-type: none"> 1. Invoice – The local jurisdiction shall submit an invoice to OCTA for OCTA's share of eligible project costs paid during the applicable reporting period. 2. Progress Payment Form – The form must be fully completed and include itemized project costs, clearly separating eligible and ineligible expenses. Lump sum submissions will not be accepted, will be returned to the local jurisdiction for revision and the payment request will be removed from the queue. The local jurisdiction will need to resubmit as a new payment request once the revisions are made. The project manager must sign and certify that the costs listed are true and accurate. 3. Proof of Payment – Provide approved invoices and supporting documentation that correspond to the costs listed on the Progress Payment Form. <p>Once the local jurisdiction has been reimbursed for ninety percent (90%) of the total grant amount, OCTA will not issue additional payments until the project is complete and all closeout requirements are met. However, the local jurisdiction must continue to submit progress payment requests to document ongoing project status and costs.</p> <p>If the local jurisdiction does not have any expenses to report during a given period, it must submit the No Cost Report Form indicating no costs for that reporting period.</p>	<p>Add a new section outlining the proposed Progress Payment Process. The new section identifies the documentation and minimum requirements necessary for submission of a progress payment request, including invoice requirements, the Progress Payment Form, and proof of payment documentation. The section also clarifies that local jurisdictions are required to continue submitting progress payment documentation even after reimbursement of ninety percent (90%) of the grant amount in order to document ongoing project status and costs. In addition, the section introduces a No Cost Report Form for reporting periods in which the local jurisdiction has no eligible costs to report.</p> <p>The proposed process maintains OCTA's ability to monitor project progress, improve consistency in reimbursement documentation, and reduce delays or confusion during payment processing.</p>

**CTFP Guidelines Revisions for Payment Processing
Chapter 10 - Reimbursement and Reporting**

Item No.	2026 Guidelines Page	2026 Guidelines Chapter	Section Title	Current Language	Proposed Language	Reason for Change
68	New	New	Project Cost Changes	None	<p>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 reimbursement request. OCTA will review these reports to:</p> <ol style="list-style-type: none"> 1. Determine if the items are eligible for reimbursement 2. Confirm that expenses are consistent within delivering the OCTA approved scope of work 3. The lead agency should provide information supporting the need for the change orders. Changes in project limits for construction projects are not eligible for reimbursement. 	Add a new section addressing Project Cost Changes to ensure consistency with the language and requirements established under the RCP section.
69	New	New	M2 Project Final Report	None	<p>The local jurisdiction shall notify OCTA in writing of the project phase completion date within thirty (30) days of completion to establish the applicable reporting deadline. Pursuant to M2 Ordinance requirements, the local jurisdiction shall submit the Project Final Report Form within one hundred eighty (180) days from the project completion date. The 180-day deadline is a mandatory M2 requirement directly tied to the local jurisdiction's eligibility to receive M2 Net Revenues, and no extensions shall be granted.</p> <p>The Project Final Report Form is available for download via OCFundtracker.</p>	Add a new section for the M2 Project Final Report to further clarify and emphasize the local jurisdiction's reporting requirements under the M2 Ordinance. The added language is intended to improve awareness of the mandatory reporting timeline and its direct connection to M2 Net Revenue eligibility.
70	New	New	Project W - Safe Transit Stops Final Payment Process	None	<p>The remaining CTFP funds shall be reimbursed to the lead jurisdiction following completion of the final CTFP payment process. Prior to submitting the Final CTFP Expenditure Report, review the following section which includes items important to the final CTFP process.</p> <p>The final payment must include the following:</p> <ol style="list-style-type: none"> 1. Invoice - The local jurisdiction shall invoice for the remaining balance of the OCTA share of the grant amount. Interest earned by an agency for payments received shall be applied to and deducted from the final payment balance amount. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount. 2. Progress Payment Form - The form must be fully completed, indicate it is the final progress payment and include itemized project costs, clearly separating eligible and ineligible expenses. Lump sum submissions will not be accepted, will be returned to the local jurisdiction for revision and the payment request will be removed from the queue. The local jurisdiction will need to resubmit as a new payment request once the revisions are made. The project manager must sign and certify that the costs listed are true and accurate. 3. Proof of Project Payment – The required documentation that will be submitted includes approved 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 11). 4. Layout Plans – The local jurisdiction shall submit the most current and up-to-date layout plans available at the time of the payment request. 5. Notice of Completion – An agency shall submit The Notice of Completion form to certify the phase completion date (Form 10-7). See Definition 30 for phase completion date. 6. Before and After Project Photos – photographs showing the project before and after the improvements. Photographs should be high quality resolution images in JPEG or PNG file formats. <p>Electronic copies of all payment forms can be downloaded from OCFundtracker.</p>	Added clarification regarding the documentation required for the final payment request to ensure consistency with the requirements established under the RCP, ECP, and RTSSP programs.
Project V - Community-Based Transit/Circulators Program Reimbursement and Reporting Section						
71	New	New	Project V – Community Based Transit Program Reimbursements & Reporting Requirements	None	<p>Due to the unique nature of Project V, reimbursements shall be processed in accordance with the separate cooperative agreement. Prior to submitting a payment request, a local jurisdiction may request a meeting with OCTA staff to review and determine eligible and ineligible items before seeking reimbursement.</p>	Add a new section for the Community-Based Transit/Circulators Program.

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.

EXCERPTS

COMPREHENSIVE TRANSPORTATION FUNDING PROGRAMS GUIDELINES

2027 CALL FOR PROJECTS

Orange County Transportation Authority



Chapter 9 – Environmental Cleanup Program (Project X)

Overview

The ECP, herein referred to as Project X, provides M2 revenues to improve overall water quality in Orange County from transportation-generated pollution. Specifically, OCTA's Ordinance No. 3 (Ordinance), dated July 24, 2006, provides that 2 percent (2%) of gross M2 revenues be dedicated to protecting Orange County beaches and waterways from the conveyance of urban runoff associated with transportation-generated pollution. Project X ensures that funds will be used on a countywide competitive basis to meet federal Clean Water Act standards for controlling transportation-generated pollution by funding nationally recognized Best Management Practices (BMPs).

As required by the Ordinance, an Environmental Cleanup Allocation Committee (ECAC), representing a broad cross-section of the water quality community, was formed in October 2007 to provide guidance on program design and funding. The goal of Project X is to fund projects on a countywide, competitive basis. This will assist the County of Orange and Orange County cities in reducing transportation-related water quality pollution by meeting Clean Water Act standards for local waterways and beaches.

Proposed projects must demonstrate a direct nexus (connection) to a reduction of transportation-related pollution as developed and defined by the ECAC in conformity with the Ordinance. All proposing agencies must demonstrate an understanding of how their proposed projects meet the following transportation pollution nexus definition:

- Transportation-related activities can be a contributor of pollutants and/or impairments to receiving waters via aerial deposition, storm, and non-storm water discharges. Transportation-related activities are associated with the operation, construction, and maintenance of public roads, highways, and other ground transportation systems.
- The conveyance of transportation-related pollutants to surface and groundwater can occur from precipitation, runoff, and leachate entering or discharging from public roads, highways, and other ground transportation systems via drainage systems, such as catch basins, curbs, gutters, ditches, manmade channels, retention basins, or storm drains. The quality and quantity of these discharges vary considerably and are affected by hydrology, geology, land use, season, and sequence and discharge of hydrologic events.
- Pollutant sources can encompass right-of-way, properties, facilities, and activities related to motor vehicles, highway maintenance, construction site runoff, maintenance facility runoff, illegal dumping, spills, and landscaping care. Pollutant categories include but are not limited to metals (such as copper, lead, and zinc), organic chemicals and compounds (hydrocarbons), pesticides, sediment, nutrients (nitrogen and phosphorus), litter, oxygen demanding substances (decaying

vegetation, animal waste, and other organic matter), groundwater dewatering discharges, and pathogenic material.

Project X funds are designed to supplement, not supplant, existing water quality programs. Proposed projects must improve and not replace existing pollution reduction efforts by an eligible party. Funds will be awarded to the most competitive projects with the highest benefit to water quality.

The intent of Project X is to provide funding for water quality projects that do not replace existing transportation water quality expenditures. In other words, if a project has components which would replace features already in place or which would fulfill project specific mitigation, those components would not be eligible for funding consideration. Some upgrades and expansions may be eligible with appropriate supporting justification.

Proposed projects, which support compliance with the 2015 adopted Trash Provisions, are eligible for Project X funding provided the funds do not replace established and programmed funds and the funds are not applied to any mandated project design features or required mitigation measures.

The eligibility of the project and its components will be determined during the evaluation process. Contact Mason Doshier at (714) 560-5427, or mdoshier@octa.net with questions.

Tier 1 Grant Program Overview

The Tier 1 Grant Program is designed to mitigate the more visible forms of pollutants, such as litter and debris, which collect on roadways and in the catch basins (storm drains) prior to being deposited in waterways and the ocean. It consists of grant funding for Orange County local governments to purchase equipment and upgrades for existing catch basins and other related BMPs (i.e., “street-scale” low flow diversion projects). Examples include screens, filters, and inserts for catch basins, as well as other devices designed to remove the above-mentioned pollutants. To date, 15 Tier 1 calls for projects have been held. Through this process, many of the opportunities for street-scale BMPs have been fulfilled. Water quality projects, regardless of technology, are eligible for Tier 1 funding provided they have a verifiable benefit to water quality and fall within the maximum per project programming cap. The intent of this funding program is for project applicants to complete the work generally within one year from the letter agreement execution date.

Tier 1 Project Types

Tier 1 projects funded in the past include the following types. A description of each project type is provided below:

- 1) Automatic Retractable Screen and other debris screens or inserts: screen or insert units prevent debris from entering the storm drain system.
- 2) Irrigation system retrofits with non-spraying heads to reduce runoff: these projects decrease runoff from highway medians by using more efficient irrigation systems and/or replacing existing landscape to reduce the amount of water used in irrigation.
- 3) Continuous Deflection Separator (CDS): CDS units screen, separate, and trap debris, sediment, oil, and grease from storm water runoff.
- 4) Linear Radial Gross Solid Removal Device (GSRD): GSRDs are certified full capture systems which efficiently remove large solids from runoff water flows.
- 5) Marina Trash Skimmer: these devices draw in floating debris, such as plastics, bottles, paper, oil sheen, and driftwood. The installation of marina trash skimmers will reduce the amount of trash and debris reaching the open ocean.
- 6) Bioswales and Bioretention systems: pollutants and sediments are captured and subsequently removed from stormwater runoff.
- 7) Trash Boom: a floating boom placed across a channel captures trash and debris that have reached flood channels from being further conveyed to downstream receiving waters.

Pre-Application Process

In order to ensure the best use of M2 funds and assist eligible jurisdictions with the Tier 1 Grant Program, applicants may engage in a pre-application process with OCTA staff in project planning, cost estimate development, and determination of likely projected competitiveness. Specific meeting times will be established once the call is initiated. After the call for projects deadline and submittal of the grant application, applicants will not be able to change the content of the application or scope of the project.

Eligible Applicants

Project X funds can be used to implement transportation-related water quality improvement projects to assist Orange County cities and the County of Orange to meet federal Clean Water Act standards for urban runoff and State Water Resources Control Board requirements for trash capture. Applicants eligible for Project X funds include the 34 Orange County cities plus the County of Orange. Eligible applicants must meet the transportation requirements discussed in the M2 Ordinance.

Third parties, such as water and wastewater public entities, environmental resource organizations, nonprofit 501(c) environmental institutions, and homeowners' associations cannot act as the lead agency for a proposed project; however, these agencies can coordinate with an eligible Orange County city and/or the County of Orange.

Two or more agencies may participate in a project. If a joint application among agencies and/or third-party entities is submitted, a preliminary agreement with joint or third-party entities must be provided as part of the application. In order to meet Ordinance requirements, an eligible applicant must be the lead agency for the funding 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 all joint applicants.

Each eligible jurisdiction must meet the eligibility criteria as set forth in Chapter 1 of these guidelines.

Project Programming

The Tier 1 Grant Program approach is designed to be consistent with Chapter 2 of the CTFP Guidelines regarding the provisions below:

- Program Consolidation
- Funding Projections
- Project Cost Escalation
- Programming Adjustments
- Programming Policies

- Schedule Change Requests
- Timely use of Funds
- Project Advancements
- Semi-Annual Review

Refer to Chapter 2 for explanations of the above provisions.

Funding Estimates

Approximately \$3.5 million is available for the 2026 Tier 1 call for projects.

The maximum amount for the Tier 1 Grant Program is \$600,000 per project. The maximum amount that an eligible local agency can receive in this funding period is \$600,000.

Matching Funds

For the Tier 1 Grant Program, a minimum local match of 20 percent (20%) of the eligible project cost is required. The matching funds shall be provided as a cash contribution.

Retroactive expenditures cannot be credited towards the matching fund threshold or project expenditures.

Overmatch

For the Tier 1 Grant Program, administering agencies may “overmatch” Project X projects; that is, additional cash match may be provided for the project. Applicants will receive additional points in the evaluation process for matching with cash above the minimum requirement. Proposals that exceed the 20 percent (20%) minimum funding match will be given an additional one-half point for every five percent (5%) over the minimum cash match (up to five bonus points).

Additionally, administering agencies must commit to cover any future cost overruns if the project is underfunded. Any work not eligible for Project X reimbursement must be funded by other means by the project applicant and cannot count as match. These non-eligible items should not be included in the cost estimate breakdown in the application.

Reimbursements

~~This program is administered on a progress payment basis, see Chapter 10. 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.~~

Scope Reductions/Modifications and Cost Savings

Any proposed scope modifications, such as a change in BMP device quantities and/or



the adjustment of device locations of an approved project must be submitted to OCTA staff for review and approval in advance of the change to ensure consistency with Tier 1 Grant Program requirements. The proposed modifications must mitigate the same pollutants, affect the same waterways, and meet all other provisions as stipulated in these guidelines.

OCTA staff will review and provide notification to the local agency of either approval or rejection of the scope change or if the modification warrants Board approval. If the proposed scope modification is approved by OCTA, any cost savings will be proportionally shared between OCTA and the grantee; for example, a reduction in Project X funds must be applied proportionally to maintain the approved local match percentage. All cost savings will be returned to the Tier 1 Grant Program for reallocation for subsequent calls for projects.

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 ~~18 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.

Applications will be reviewed by OCTA for consistency, accuracy, and concurrence. Applications determined complete in accordance with the program requirements will be evaluated and scored by an advisory review panel. Project rankings and funding recommendations will be presented to the ECAC and subsequently forwarded to the Board for consideration and funding approval.

Local jurisdictions awarded funding will be notified as to which projects have been funded. No additional funds will be allocated for any project once approved by the Board. Grantees are responsible for any costs exceeding the allocated amount. A tentative call schedule is detailed below:

Board authorization to issue call: March 9, 2026

Application submittal deadline: May 7, 2026

ECAC Review: August 2026

Committee/Board approval: Fall 2026

Tier 1 Selection Criteria

OCTA will evaluate all proposals that meet the mandatory prerequisites based on competitive selection criteria (Exhibit ~~9-1 11-1~~) with the following categories:

- Project Need, Transportation Nexus, and Water Quality Benefits (15 points)
- Cost/Benefit (16 points)
- Pollutant Reduction Benefits (12 points)
- Effectiveness Against More Visible Forms of Pollutants (10 points)

-
- Justification for Project Devices Considered and Proposed (5 points)
 - Proposed Device Performance Efficiency and/or Effectiveness (6 points)
 - Project Readiness (6 points)
 - Secondary attributes* (5 points)
 - Methodology for Measuring Pollutant Reduction Before and After Implementation (10 points)
 - Operations and Maintenance Plan (15 points)

**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.*

Each proposal can receive a maximum of 100 points, exclusive of five bonus points for cash overmatch. See Exhibit 9-1 ~~11-1~~ for scoring categories and point distribution.

Exhibit ~~9-1~~ ~~11-1~~ (Tier 1 Scoring Criteria)

Scoring Criteria

**Points
Possible**

1. Describe the need for the selected BMP(s), including nexus to transportation pollutants, and detail the benefits to water quality the BMP(s) will achieve. (up to 15 Points) **15**

2. Cost/Benefit (Up to 16 points): Based on information provided by the applicant, a cost/benefit calculation will be conducted to compare the total project cost to the area of priority land uses treated by the proposed BMP(s). Applicant is required to provide¹: **16**
 - Types(s) of BMP(s) proposed
 - Number of each BMP type
 - Total drainage area(s) contributing to each BMP type
 - Percent of drainage area(s) that is/are considered priority land uses (i.e., high density residential, industrial, commercial, mixed urban, public transportation stations)

The applicant must also provide geospatial information (through ArcGIS and/or Google Earth) that identifies the drainage area(s) and BMP location(s) for the project.

3. Pollutant Reduction Benefits: Based on treatment capacity and BMP type, project benefit will be calculated using the scoring equation: $(A \times 3) + (B \times 3) + (C \times 6) =$ (up to 12 points)¹ **12**

Line	Factor	Points Available
A	Fractional percent of 1 year, 1-hour event flowrate discharging from priority land uses to the BMP(s)	0 to 1
B	Fractional percent of 85th percentile, 24-hr design event that is treated by a low-impact development (LID) or treatment control BMP ²	0 to 1.5
C	BMP Multiplier: <ul style="list-style-type: none"> ▪ 1/3 point for high capacity systems ▪ 2/3 point for filters/biofilters ▪ 1 point for zero-discharge BMPs 	0 to 1

¹Applicants are not expected to calculate the score for question 2 and question 3. OCTA's technical consultant will provide the analysis for these questions based on the application materials provided by the applicant.

²Examples include high-capacity systems (i.e., hydrodynamic separators), filters/biofilters, or zero-discharge BMPs (i.e., retention/infiltration).

4. How effective will the proposed project be in dealing with the more visible forms of pollutants, such as a litter and debris? (up to 10 points) **10**

5. What other BMP types were considered for this project? Why was the proposed BMP chosen? (5 points) **5**

6. Provide information on proposed BMP performance efficiency and/or effectiveness, including pollutant capture, storage capacity, flow capacity, etc. (up to 6 points) **6**

7. Project Readiness: The project schedule will be reviewed by the evaluation committee to determine when the proposed BMP will be operational following OCTA Board of Directors approval. (up to 6 points): **6**

Less than 4 Months	(6 points)	8 - 12 months	(2 points)
4 - 8 months	(4 points)	More than 12 months	(1 point)



8. Secondary Attributes: Will the proposed project provide any benefits beyond water quality improvement (i.e., water use efficiency, public awareness, flooding control, recreation, habitat, sustainability)? (up to 5 points)	5
9. What is the methodology for measuring pollutant reduction before and after the BMP is implemented? How frequently will monitoring and performance assessment occur? (up to 10 points)	10
10. Provide an O&M plan for the lifespan of the proposed project. Include schedule of inspections, cleaning, removal and disposal of pollutants, repairs, etc. (up to 15 points)	15
	<hr/>
	100
11. BONUS: Are local matching funds in excess of the 20% minimum cash being proposed? If yes, at what percentage? (.5 point for each 5% cash overmatch, up to 5 points)	5
	<hr/>
	105

Application Process

The following information, which is to be completed within the Tier 1 Grant Application Form, available electronically from OCTA, is required to evaluate and select projects. A checklist is included in the Tier 1 Grant Application Form to assist eligible agencies in assembling project proposals. The following project information will be necessary as part of the application process:

- Project Title
- Lead Agency Information
- Proposed Schedule
- Project Management
- Description and Scope of Proposed Project
- Integrated Regional Water Management Plan (IRWMP) identification (if applicable)
- Project Readiness
- Performance Metrics
- Detailed Project Estimate
- Minimum 20% Local Match (cash match only)
- Joint-Application (if applicable)

In addition to the completed Tier 1 Grant Application, the following documentation is required as part of the application process:

- Project design or concept drawings, including preliminary design calculations, of proposed BMPs.
- Precise maps to show tributary drainage area and proposed location(s) for BMP installation including geospatial information (through ArcGIS and/or Google Earth)
- Digital project site photos
- Preliminary agreements with joint and/or third-party entities if part of the funding application (if applicable)
- 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 [9-2](#) ~~11-2~~. **Local agencies, at a minimum, must include items a-i.** 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.



One electronic copy of the complete application form and supporting documentation materials must be submitted to OCTA by the application deadline. Electronic application materials can be submitted via email as an attachment, or via a link to an online storage device site, such as DropBox or OneDrive. Submittal via USB drive is also allowed. CD/DVD files will not be accepted. There is no maximum length for proposals.

Application materials are to be submitted by the call for projects deadline to the following OCTA staff email or via digital media device by mail or in person:

Mason Doshier
Orange County Transportation Authority
mdoshier@octa.net

By mail:
Mason Doshier
Orange County Transportation Authority
P.O. Box 14184
Orange, CA 92863-1584
Tel: (714) 560-5427

In person:
Orange County Transportation Authority
600 South Main Street
Orange, CA 92863-1584

Note: if submitting via email, please note that certain attachments may be subject to file size or file type restrictions, which may prevent emails from being successfully sent to OCTA. OCTA staff will provide a confirmation email that the application was successfully received by the deadline.

Applications are considered final once the electronic application has been submitted. OCTA will document the submittal date and time and download the files for storage and application review. Any applications that do not contain all required information and documentation will be disqualified. Revisions may be allowed if changes are made prior to the application deadline.



Exhibit 9-2-11-2 (Tier 1 Sample Resolution)

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL/BOARD OF THE CITY/COUNTY OF _____

AUTHORIZING AN APPLICATION FOR FUNDS FOR THE ENVIRONMENTAL CLEANUP, TIER 1 GRANT PROGRAM UNDER ORANGE COUNTY LOCAL TRANSPORTATION ORDINANCE NO. 3 FOR (PROJECT NAME).

- (a) WHEREAS, Orange County Local Transportation Ordinance No. 3, dated July 24, 2006, and is known and cited as the Renewed Measure M Transportation Ordinance and Investment Plan makes funds available through the Environmental Cleanup Program to help protect Orange County beaches and waterways from transportation-generated pollution (urban runoff) and improve overall water quality; and
- (b) WHEREAS, the Environmental Cleanup, Tier 1 Grant Program consists of funding purchases and installation to catch basins with Best Management Practices, such as screens, filters, inserts, and other "street-scale" low flow diversion projects; and
- (c) WHEREAS, OCTA has established the procedures and criteria for reviewing proposals; and
- (d) WHEREAS, (ADMINISTERING AGENCY) possesses authority to nominate water quality improvement projects that have a transportation pollution nexus to finance and construct the proposed project; and
- (e) WHEREAS, by formal action the (GOVERNING BODY) authorizes the nomination of (PROJECT NAME), including all understanding and assurances contained therein, and authorizes the person identified as the official representative of the (ADMINISTERING AGENCY) to act in connection with the nomination and to provide such additional information as may be required; and
- (f) WHEREAS, the (ADMINISTERING AGENCY) will maintain and operate the equipment acquired and installed; and
- (g) WHEREAS, the (ADMINISTERING AGENCY) will give OCTA's representatives access to and the right to examine all records, books, papers or documents related to the funded Tier 1 Grant Project; and
- (h) WHEREAS, the (ADMINISTERING AGENCY) will cause work on the project to be commenced within a reasonable time after receipt of notification from OCTA and that the project will be carried to completion with reasonable diligence; and
- (i) WHEREAS, the (ADMINISTERING AGENCY) will comply where applicable with provisions of the California Environmental Quality Act, the National Environmental Policy Act, the American with Disabilities Act, and any other federal, state, and/or local laws, rules and/or regulations; and
- (j) WHEREAS, the (ADMINISTERING AGENCY) 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; and
- (k) WHEREAS, the (ADMINISTERING AGENCY) 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; and
- (l) WHEREAS, the City/County of _____ will provide a minimum of 20% in matching funds for the (PROJECT NAME) as required by the Orange County Transportation Authority Comprehensive Transportation Funding Programs Guidelines.

NOW, THEREFORE, BE IT RESOLVED that the City/County of _____ hereby authorizes (NAME OF AGENCY REPRESENTATIVE) as the official representative of the (ADMINISTERING AGENCY) to accept funds for the Environmental Cleanup, Tier 1 Grant Program for (PROJECT NAME).

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

Eligible Expenditures

- Tier 1 projects must meet the transportation nexus as outlined previously in this chapter.
- Project X funds must be for capital improvements.
- For Tier 1, construction ~~engineering support~~ cannot exceed 20 percent (20%) of the M2 grant, subject to match requirements.
- Project X funds can only be used for facilities that are in public ownership for public use; however, water quality improvements on private property, which are connected to municipal separate storm sewer systems, are eligible if part of a right of way agreement (For example, a homeowner association can coordinate through an eligible agency for funding if the proposed project is connected to a public facility). Administering agencies shall provide supporting documentation to justify improvements on private property.
- Reducing volume of surface flows is an integral factor of improving water quality, therefore, projects that have water-saving features (i.e., drip systems) are eligible for funding consideration.

Ineligible Expenditures

- O&M costs are not eligible expenditures. O&M costs cannot be utilized as a source of matching funds.
- Project X funds are not to be used for planning but can be used for final design, subject to the restrictions above.
- Expenditures prior to the grantee executed letter agreement date cannot be considered eligible for funding or match.
- Landscaping and vegetation not directly related to improving water quality (i.e., ornamental shrubs, trees).
- Replacement of equipment funded with Project X funds that is still within its anticipated useful life (based on manufacturer's specifications).
- Capital equipment purchases related to regular on-going street maintenance efforts, including, but not limited to: trash receptacles, vacuum trucks and/or equipment, street sweepers, signage, etc.
- Street improvement and maintenance activities (e.g., curb and gutter channelization, pavement rehabilitation/restoration, sidewalk reconstruction, or full catch-basin replacement/construction) are not eligible, unless surface repairs are required to restore a funded BMP installation area to pre-construction conditions and generally do not expand beyond the BMP disturbance area.

Reporting and Reimbursement

A ~~M2 Project Final Report~~ must be filed within 180 days of the project being completed ~~with information as shown in Form 10-16~~. See Chapter ~~10-9~~ for the process and requirements regarding reimbursements and reporting for the Tier 1 Grant



Program.

Additionally, an exception to Precept ~~42#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.

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 ~~11.10~~ for independent audit requirements beyond the technical and/or field review.

Additional Information

Questions regarding these procedures and criteria should be directed to:

By mail:

Mason Doshier
Orange County Transportation Authority
P.O. Box 14184
Orange, CA 92863-1584
Tel: (714) 560-5427

In person:

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

Via email:

mdoshier@octa.net

Tier 2 Grant Program

The Tier 2 Grant Program consists of funding larger scale, potentially multi-jurisdictional, capital-intensive structural treatment BMP projects. Proposed projects will be evaluated based on their water quality improvement benefits and cost-effectiveness under the scoring criteria guidelines. Examples of large-scale BMPs include constructed wetlands, detention/infiltration basins and other large BMPs that mitigate litter and debris, heavy metals, organic chemicals, sediment, nutrients, and other transportation-related pollutants. Funds will be awarded through a competitive grant process geared towards awarding funds to the highest scoring, most cost-effective projects.

For the 2024 call for projects (call), applicants will use a web-based platform called OC Stormwater Tools (OCST) as part of the application process. The OCST platform was originally developed by Orange County Public Works (OCPW). The OCST platform has been in use for over five years supporting Orange County cities and the County of Orange in managing stormwater BMP inventories, establishing facility delineations, and modeling the performance of the BMPs. It is maintained by OCPW. In 2022, OCTA and OCPW partnered to develop the Planning Module in OCST. The OCST Planning Module allows users to access mapping layers to view priority areas, evaluate the performance of candidate BMPs, and submit selected projects for consideration in the Tier 2 Grant Program, in combination with traditional application forms. Use of the OCST Planning Module to submit the project drainage area and facility design information is a requirement for Tier 2 funding applicants.

Pre-Application Process

In order to facilitate a jurisdiction's best use of Project X funds, Tier 2 applicants may engage in a pre-application process with OCTA staff to assist jurisdictions in project planning, proposal and cost estimate development, and determination of likely projected competitiveness in the scoring criteria. The pre-application timeframe is defined as the time between the initiation of the call and one week prior to the application deadline date. After the call deadline and submittal of the grant application, applicants will not be able to change the content of their application or scope of the project.

Eligible Applicants

Project X funds can be used to implement transportation-related water quality improvement projects to assist Orange County cities and the County of Orange meet federal Clean Water Act standards for urban runoff. Applicants eligible for Project X funds include the 34 Orange County cities plus the County of Orange. Eligible applicants must meet the transportation requirements discussed in the M2 Ordinance.

For Tier 2 multi-agency collaborations, eligible jurisdictions may partner with other entities such as special districts and non-profits, but the lead agency must be an M2 eligible jurisdiction.

Third parties, such as water and wastewater public entities, environmental resource organizations, non-profit 501(c) environmental institutions, and homeowners' associations cannot act as the lead agency for a proposed project, however; these agencies can coordinate with an M2 eligible Orange County city and/or the County of Orange to submit a project application. All project partners must contribute to the project in some capacity (i.e., monetary contribution, time contribution, etc.).

Two or more agencies may participate in a project. If a joint application among agencies and/or an application is submitted for the benefit of third-party entities is submitted, a preliminary agreement with joint or third-party entities must be provided as part of the application. In order to meet M2 Ordinance requirements, an eligible applicant must be the lead agency for the funding application. If a project includes more than one jurisdiction and is being submitted as a joint application, one agency shall act as the lead agency and must provide a resolution of support from the partnering agency. In addition, the applicant shall provide a schedule by which the lead agency will obtain a final agreement with a third party. The final agreement must be executed prior to contract award date.

Each eligible jurisdiction must meet the eligibility criteria as set forth in Chapter 1 of the Comprehensive Transportation Funding Program (CTFP) Guidelines. For example, to apply for CTFP funding, local agencies must fulfill an annual eligibility process. Eligibility packages are due to OCTA by June 30 of each year. The M2 Eligibility Preparation Manual outlines the eligibility requirements in detail.

In order for an applicant to accept Project X funding for their proposed project, OCTA has certain requirements that must be met. These requirements include adhering to the OCTA CTFP Guidelines; meeting a ten-year BMP Operations and Maintenance (O&M) commitment; and commitment to maintain and monitor the project commensurate with the design life.

Project Programming

The Tier 2 Grant Program is designed to be consistent with Chapter 2 of the CTFP Guidelines regarding the provisions below:

- Program Consolidation
- Sequential Programming Process
- Funding Projections
- Project Cost Escalation
- Programming Adjustments
- Project Readiness
- Programming Policies
- Schedule Change Requests
- Timely use of Funds

- Project Advancements
- Semi-Annual Review

Refer to Chapter 2 for explanations of the above provisions.

Funding Estimates

Approximately \$15 million is available for the 2024 Tier 2 call. The maximum amount for the Tier 2 Grant Program is \$2.5 million per project. The maximum amount that an eligible local agency can receive in this funding period is \$2.5 million.

2024 Tier 2 Call Implementation Timeline

The Tier 2 call will be open for 90 days. 2024 Tier 2 call applications must be received by OCTA **no later than 5:00 PM on Thursday, May 16, 2024**. OCTA is seeking applications for projects, which can be awarded no later than December 31, 2025. Funds will become available upon execution of a letter agreement. Projects that do not award construction contracts by December 31, 2025 will not be considered.

After Tier 2 applications are reviewed by OCTA staff for completeness and accuracy, an evaluation panel will review and rank projects. Following review and recommendation by the ECAC, a recommended priority list of projects will be presented to the OCTA Board for approval. Funding amounts allocated for projects are final once approved by the OCTA Board. No additional funds will be allocated to the project. Grantees are responsible for any costs exceeding the allocated amount.

Matching Funds

For the Tier 2 Grant Program, a minimum local match of fifty percent (50%) of the eligible project phase cost is required. The matching funds shall be provided by cash contributions. Previously completed phases of a project may not be attributed to the match. Prior expenditures cannot be used as matching funds. There is a potential to reduce matching funds up to 15 percent (15%) for project readiness (at time of application submittal) as follows:

- Environmental (5%): The environmental document has been completed and certified.
- Design (5%): The project has completed 100% design plans.
- Right of Way (5%): This reduction applies to only those projects that require right of way acquisition, and acquisition has been completed.

If a joint application among agencies and/or third-party project partners is submitted, matching funds documentation must clearly identify the entity providing the funds for each line item in the matching funds description. Additionally, preliminary agreements are required to be submitted with the grant application that contains the matching funds commitments from a supporting agency.

Matching rate commitments identified in the project grant application shall remain constant throughout the project. Match rate commitments may not be reduced for any reason.

Operations and Maintenance

Applicants must submit a draft BMP O&M Plan covering a minimum of ten years after project completion. The BMP O&M Plan must document (through the resolution) project O&M financial commitment and sustainability for ten years. Applicants must include project assessment and monitoring of performance as part of the O&M Plan. OCTA may request to review this plan from time to time.

For guidance, please refer to Section 2.8 and Appendix G of the Technical Guidance Document for the Preparation of Conceptual/Preliminary and/or Project Water Quality Management Plans at:

<https://ocgov.app.box.com/v/SDR-WQIP-Clearinghouse/file/252490400944>

Eligible Expenditures

- Tier 2 projects must meet the transportation nexus as outlined previously in this chapter.
- Project X funds are designed to fund capital improvements. Tier 2 funds are designed to be strictly used for project construction costs, although up to ten percent (10%) of the total grant may be used for preliminary project design, environmental, and engineering costs.
- For Tier 2, construction **engineering support** cannot exceed 20 percent (20%) of the M2 grant, subject to match requirements.
- Project X funds can only be used for facilities that are in public ownership for public use; however, water quality improvements on private property, which are connected to municipal separate storm sewer systems, are eligible if part of a right of way agreement (For example, a homeowner's association coordinate through an eligible agency for funding if the proposed project is connected to a public facility). Agencies shall provide supporting documentation to justify improvements on private property.

Ineligible Expenditures (including, but not limited to)

- Non-capital expenses for enhancements such as education, recreation, etc.
- Expenditures prior to letter agreement execution
- Amenities such as benches, lighting, signage, waste receptacles, etc.
- Landscaping and vegetation not directly related to improving water quality (i.e., ornamental shrubs, trees)

- Irrigation (sprinklers or drip systems) not directly related to plant establishment of water quality features
- Trails/sidewalks, unless contributing to water quality improvement
- O&M
- Planning activities beyond ten percent (10%) of grant
- Replacement of existing water quality features still within anticipated useful life (based on manufacturer's specifications).

Reimbursements

~~This program is administered on a progress payment basis, see Chapter 10. For the Tier 2 Grant Program, OCTA will typically release funds through two payments. The initial payment will constitute 75 percent (75%) of the CFTP grant share of the contract award or grant amount at time of award, whichever is lower. 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 found within Chapter 9 of the CFTP Guidelines.~~

Additionally, administering agencies must commit to cover any future cost overruns if the project is underfunded. Any work not eligible for Project X reimbursement must be funded through other means by the project applicant and cannot count as match. These non-eligible items should not be included in the cost estimate breakdown in the application.

Scope Reductions and Cost Savings

Any proposed scope reductions of an approved project must be submitted to OCTA to ensure consistency with the Tier 2 Grant Program requirements. If the proposed scope reduction is approved by OCTA, cost savings will be proportionally shared between OCTA and the grantee. A reduction in Project X funds must be applied proportionally to maintain the approved local match percentage. All cost savings will be returned to the Tier 2 Grant Program for reallocation to subsequent calls.

Tier 2 Selection Criteria

OCTA will evaluate all proposals that meet the mandatory prerequisites based on competitive selection criteria (Exhibit ~~9-3 11-3~~) with the following categories:

- Problem and source identification
- Project design
- Project implementation and readiness
- Project benefits
- Performance metrics

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.

A focus on several overarching concepts is emphasized in the funding guidelines and scoring criteria:

- Focus on a clear and measurable transportation nexus, defined as total lane miles in the project catchment area, as defined by the MPAH
- Priority in the scoring criteria is given to projects in areas of highest water quality need, as established by predicted pollutant loading, receiving water monitoring, and the extent of impairment of receiving waters (i.e., higher priority given to 303(d) listed water bodies or project in a water quality plan)
- Quantification of project benefits where possible in terms of a load reduction metric (pollutants or water volumes)
- Emphasis on cost beneficial projects
- Emphasis on project readiness, and ability to leverage funding
- Emphasis on other regional and environmental benefits
- Emphasis on multi-jurisdictional and public benefits

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 [9-3 11-3](#) for Tier 2 Scoring Criteria.

The applicant will be required to enter the technical project information into the OCST Planning Module (<https://planning.ocstormwatertools.org/>), populate the project with attributes necessary to quantify performance, and elect to share the project with OCTA within the Planning Module.

OCST Planning Module Project Entry

Complete the workflow for adding the project in the OCST Planning Module. The Planning Module Project workflow includes the following steps:

1. Log in to <https://planning.ocstormwatertools.org/>. If a user is not yet registered in this system, use the "Create Account" button to set username and password; permission to act on behalf of a city or the County will be assigned by the system administrators.
2. Under "Quick Actions", select "Add a Project".
3. Complete the Project Basics form using the same project name as in the Application Form. Enter project information such as Project Name, Description, and Primary Contact Person. Check the box to compute metrics for the OCTA M2 Tier 2 Grant Program.

4. Select "OCTA M2 Tier 2 Grant Program" to view scores (this does not enable sharing with OCTA, it will just calculate scoring metrics for the project for applicant review).
5. On the "Stormwater Treatments / Proposed Treatment BMPs" page, enter BMP type and location, and modeling attributes (a set of key design parameters used to estimate performance). More than one BMP can be entered within a project.
6. On the "Stormwater Treatments / Delineations" page, define the upstream delineation using the web map.
7. On the "Stormwater Treatments / Modeled Performance and Grant Metrics" page, select "Calculate" to review modeling results and preliminary grant scoring metrics for the project.
8. Review results.
9. On the "Review and Share" page, click the button to "Share" the project with the OCTA M2 Tier 2 Grant Program. This will add the project to the grant application reviewers dashboard. While a project is being shared it cannot be edited.

If an applicant believes an edit is needed, or if a change is requested by OCTA, the applicant may "Revoke" the project sharing status, make the edit, and re-share the project. Projects must be shared with the OCTA M2 Tier 2 Grant Program before the call for projects closes in order for the application to be considered eligible for funding.

Important Note: All Tier 2 score metrics computed by the Planning Module are preliminary. Final project scores will be calculated by OCTA after the call is closed, including comparisons between submitted projects.

In addition to entering project information into the OCST Planning Module and the Tier 2 Grant Application Form, the following items are required to be included within the submitted proposal:

- Project design or concept drawings, including preliminary design calculations, of proposed BMP. This should clearly justify the modeling attributes entered into the OCST Planning Module.
- Environmental Document (if applicable)
- Preliminary Cooperative Agreement(s) with joint and/or third-party entities (if applicable)
- Project Cost Estimate
- Maps
- Project site photos
- Project master schedule
- 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 [9-4_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.

- 10-year draft BMP O&M Plan

For the Tier 2 Grant Program, one unbound original and one electronic copy of the complete application form and supporting documentation materials must be submitted to OCTA by the application deadline. Electronic application materials can be submitted via email as an attachment, or via a link to an online storage device site, such as DropBox or OneDrive. Submittal via USB drive is allowed. CD/DVD files will not be accepted.

There is no maximum length for proposals. All pages must be numbered and printed on 8 1/2 x 11 sheets of white paper. Use separate sheets of paper if necessary. Maps and drawings can be included on 11 x 17 sheets, folded into the proposal. *The original proposal should be left unbound for reproduction purposes.*

Application materials are to be submitted by the call for projects deadline to the following OCTA staff email and via hardcopy by mail or in person:

Adrian Salazar

Orange County Transportation Authority

asalazar@octa.net

By mail:

Adrian Salazar

Orange County Transportation Authority

P.O. Box 14184

Orange, CA 92863-1584

Tel: (714) 560-5363

In person:

Orange County Transportation Authority

600 South Main Street

Orange, CA 92863-1584

Note: if submitting via email, please note that certain attachments may be subject to file size or file type restrictions, which may prevent emails from being successfully sent to OCTA. OCTA staff will provide a confirmation email that the application was successfully received by the deadline.



Applications are considered final once the electronic application has been submitted. OCTA will document the submittal date and time and download the files for storage and application review. Any applications that do not contain all required information and documentation will be disqualified. Revisions may be allowed if changes are made prior to the application deadline.

Reporting and Reimbursement

The Tier 2 Grant Program is consistent with Chapter [10.9](#) 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 [42-#40](#): Agencies may appeal to the ECAC and the OCTA Board on any issues that the agency and OCTA cannot resolve.

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 [11.10](#) for independent audit requirements beyond the technical and/or field review.

Exhibit ~~9-3~~ 11-3
Tier 2 Scoring Criteria

Technical Scoring – 70 points (Points awarded based on scoring metrics computed within OCST Planning Module)		
Scoring Metric	Description	Points
Transportation Priority Index (TPI)	The TPI is developed based on density of roadway lane miles within pre-defined catchment areas.	5
WQ Need Analysis	WQ Need is based on the presence of TMDLs and 303(d) list impairments, as well as receiving water quality monitoring data.	40
BMP Performance	BMP performance is a normalized score based on the total inflow volume, Water Quality Load Reduction Index, the ratio of wet to dry weather pollutant load reduction, and project cost.	25
Non-technical Scoring – 30 points (Points awarded based upon information provided by applicant)		
Multiple Benefits <ul style="list-style-type: none"> • Drainage • Recreation • Habitat • Water Resources 	Describe the benefits of the proposed project above and beyond water quality improvement (load reduction benefit).	10
Cost/Benefit	Describe how the project is designed to maximize benefits while reducing costs, such as by aligning with parallel project efforts in the region and/or obtaining additional sources of funding beyond the minimum required match.	10
Regional Benefit	Describe how the proposed project would provide a regional benefit.	5
Project Readiness	Describe the proposed project’s readiness with regard to concept development, cost estimates, design, environmental compliance, and construction documents.	5
Total		100

Exhibit ~~9-4 11-4~~
SAMPLE AGENCY RESOLUTION REQUESTING FUNDS FOR PROPOSED PROJECT

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL/BOARD OF THE CITY/COUNTY OF _____
AUTHORIZING AN APPLICATION FOR FUNDS FOR THE ENVIRONMENTAL CLEANUP, TIER 2 GRANT PROGRAM UNDER ORANGE COUNTY LOCAL TRANSPORTATION ORDINANCE NO. 3 FOR
(NAME OF PROPOSAL) PROJECT.

(a) WHEREAS, Orange County Local Transportation Ordinance No. 3, dated July 24, 2006, and is known and cited as the Renewed Measure M Transportation Ordinance and Investment Plan makes funds available through the Environmental Cleanup Program to help protect Orange County beaches and waterways from transportation-generated pollution (urban runoff) and improve overall water quality; and

(b) WHEREAS, the Environmental Cleanup, Tier 2 Grant Program consists of funding regional, potentially multi-jurisdictional, capital-intensive projects, such as constructed wetlands, detention/infiltration basins and bioswales, which mitigate pollutants including litter and debris, heavy metals, organic chemicals, sediment, and nutrients; and

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

(d) WHEREAS, (ADMINISTERING AGENCY) possesses authority to nominate water quality improvement projects that have a transportation pollution nexus to finance and construct the proposed project; and

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

(f) WHEREAS, the (ADMINISTERING AGENCY) will maintain and operate the equipment acquired and installed; and

(g) WHEREAS, the (ADMINISTERING AGENCY) will give OCTA's representatives access to and the right to examine all records, books, papers or documents related to the funded Tier 2 Grant Project; and

(h) WHEREAS, the (ADMINISTERING AGENCY) will cause work on the project to be commenced within a reasonable time after receipt of notification from OCTA and that the project will be carried to completion with reasonable diligence; and

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

(j) WHEREAS, the (ADMINISTERING AGENCY) 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;



and

(k) WHEREAS, the (ADMINISTERING AGENCY) 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; and

(l) WHEREAS, the City/County of _____ is committing to a minimum match of up to 50% for the (PROJECT NAME) as required by the Orange County Transportation Authority Comprehensive Transportation Funding Programs Guidelines.

NOW, THEREFORE, BE IT RESOLVED that the City/County of _____, hereby authorizes (NAME OF AGENCY REPRESENTATIVE) as the official representative of the (ADMINISTERING AGENCY) to accept funds for the Environmental Cleanup, Tier 2 Grant Program for (NAME OF PROPOSAL).

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

Chapter 9 10 – Reimbursements and Reporting

Procedures for Receiving Funds

An implementing jurisdiction must encumber funds OCTA awards to a project phase within the fiscal year the grant is programmed (July 1-June 30). For example, if a project phase is programmed for fiscal year 2027-28, the implementing jurisdiction must encumber funds by June 30, 2028. For jurisdictions awarded funding for the construction or PI phases, OCTA will work with the local jurisdiction following Board approval of the grant to determine eligible and ineligible costs. Written confirmation from OCTA identifying these eligible and ineligible costs must be obtained prior to encumbering funds for the construction phase and before issuing any construction-related Notice to Proceed, task order, or contract for PI construction activities. Prior to the encumbrance of funds, an agency must have a fully executed letter agreement with OCTA.

~~An agency encumbers~~ A local jurisdiction may demonstrate encumbrance of funds by: (1) awarding a contract; (2) completing the appraisal or issuing an offer letter for one parcel of right-of-way; (3) 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) (4) or by issuing a Notice to Proceed, which must include the project name, scope of services to be provided and cost.

When a contract is used to demonstrate encumbrance, 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 the jurisdiction has encumbered CTFP funds for a phase and has a fully executed letter agreement, it may initiate the process for requesting receiving payment of the funds.

~~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 35).~~

~~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 36).~~

OCTA will disburse grant funds through a progress payment process. To receive any payment, the local jurisdiction must submit a payment request via OCFundtracker. The local jurisdiction may elect to receive an initial payment of up to twenty percent (20%) of the total grant amount, followed by progress payment requests, or may elect to

proceed directly with progress payment requests. In all cases, the local jurisdiction shall submit progress payment requests on a semi-annual basis. Unless otherwise determined by a separate cooperative agreement, progress payments must be submitted in accordance with the schedule shown in Exhibit 10-1. The odd numbered-year jurisdictions must submit progress payments by September 30th and March 31st. The even numbered-year jurisdictions must submit progress payments by December 31st and June 30th.

All payments issued, including any initial payment and subsequent progress payments, shall cumulatively be reimbursed up to ninety percent (90%) of the total grant amount, unless otherwise determined by a separate cooperative agreement. The final retention payment will be issued within sixty (60) days following OCTA's receipt and approval of a complete and accurate Final CTFP Expenditure Report.

OCTA shall not reimburse for a project prior to the programmed 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 CTFP Expenditure Report prior to issuing the final payment. However, if the project is not anticipated to be completed prior to the start of the fiscal year of the grant, the local jurisdiction shall follow the progress payment process.

Once an agency encumbers Measure M funds and has a fully executed letter agreement, the jurisdiction may request a maximum of 20 percent (20%) of the grant amount as an initial payment.

Examples of calculating the initial payment request and a progress payment are described below.

Initial Payment Example

If the total grant amount is \$1,000,000, the initial payment will be 20% of the grant.

Calculation:

- Grant Amount x 20% = Initial Payment

Grant Amount		Initial Payment Percentage		Initial Payment
\$1,000,000	X	20%	=	\$200,000

Accordingly: the initial payment to the local jurisdiction would be \$200,000.

The remaining balance shall be requested by the local jurisdiction through progress payment submissions and will be reimbursed based on paid eligible costs during the reporting period.

Progress Payment Example

If the reported expenditures are \$300,000 and OCTA's match rate is 75%, and OCTA has determined the costs to be fully eligible, the progress payment amount will be 75% of the \$300,000.

Calculation:

- Paid Expenditures x OCTA Match Rate = Progress Payment Amount

Paid Expenditures		OCTA Match Rate		Progress Payment Amount
\$300,000	X	75%	=	\$225,000

Result: The progress payment amount would be \$225,000 for the reporting period.

The combined total of the initial payment and/or all progress payments shall not exceed ninety percent (90%) of the grant. Retention will be ten percent (10%) of the grant and will not be released until acceptance of the Final CTFP Expenditure Report, unless otherwise determined by a separate cooperative agreement.

~~Agencies shall submit payment requests to OCTA in a timely fashion.~~ The M2 Ordinance requires the submittal of an M2 Project Final Report within 180 days of the project phase completion date (See M2 Ordinance/Definition 28/Precept 40 37). **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 jurisdiction 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 separate CTFP payment ~~supplement that includes~~ sample forms and instructions for payment submittals ~~and that~~ can be downloaded from the OCFundtracker database. Payment submittals are described in this chapter and must be submitted through OCTA's online database, [OCFundtracker](#). Detailed instructions for OCFundtracker are available online at the previously mentioned website. Staff is also available to assist jurisdictions with this process.

Local jurisdictions must upload appropriate backup documentation to the database. OCTA will not initiate review of any payment request until all documents listed on the Payment Checklist have been submitted through OCFundtracker and a payment request has been opened². ~~OCTA may request hardcopy payment requests.~~

² Please see [OCTA.net](#) for a step-by-step guide on opening a payment request in OCFundtracker.

Timely M2 Project Final Reports

The M2 Project Final Report is a requirement of the M2 Ordinance and is distinct from the Final CTFP Expenditure Report. The M2 Project Final Report serves as the local jurisdiction's certification of project completion for projects funded with Net Revenues and shall include a description of the work performed, an accounting of Net Revenues expended, and any interest earned on Net Revenues allocated to the project. 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. OCTA to issue a reminder 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.

3. Local jurisdictions must to file a final M2 Project 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. If the M2 Project Final Report is not received within the 180-day deadline 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 jurisdiction 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 and subsequent action may be taken to find the jurisdiction ineligible to receive Net Revenues.

~~5. OCTA to issue the final payment to local agencies within 60 days of receiving the complete final report and all supporting documentation.~~

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 jurisdiction decides to cancel a project, for whatever reason, the jurisdiction~~

~~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.~~

Agency Workforce and Equipment Rental

The local jurisdiction 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. The jurisdiction may add overhead costs at an allowable rate up to 30 percent (30%) of payroll and fringe benefits.

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

Technical and/or Field Review

Once a local jurisdiction submits a final CTFP expenditure 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 CTFP Expenditure Report ~~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 OCTA approved scope ~~original application~~.

For construction and PI phases, OCTA will use the OCTA written approval of eligible costs, project accounting records and the Final CTFP Expenditure Report as the primary items to conduct the review.

See Chapter 11 ~~10~~ for independent audit requirements beyond the technical/field review.

Appeal Process

An appeal may be submitted only if the disputed amount is at least \$100,000 or 10% of the grant amount, whichever is less.

Appeals must be submitted as part of the semi-annual review process. The local jurisdiction may file an appeal by submitting a brief written statement of the facts and circumstances to OCTA staff, including references to applicable CTFP Guidelines language. The appellant local jurisdiction must submit a written statement which proposes an action for TAC consideration. The TAC shall designate TSC to receive and review the appeal. The TSC shall consider the local jurisdiction's appeal along with information provided by staff, any known precedents or past practices, the CTFP guidelines and the Ordinance. The TSC shall report to the TAC on its findings. Depending on the findings and consistency with the Ordinance, staff will make a recommendation as part of the subsequent semi-annual review staff report. The Board shall have final approval on appeals.

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. For further information, please refer to the Measure M2 Eligibility Guidelines which can be found on the Eligibility Website: <https://www.octa.net/M2Eligibility>.

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 jurisdiction decides to cancel a project, for whatever reason, the jurisdiction 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.

**Exhibit 10-1
Progress Payment Schedule**

<u>Local Jurisdictions</u>	<u>Reporting Period</u>	<u>Due Dates</u>
<u>Aliso Viejo</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>Anaheim</u>	<u>Odd</u>	<u>Dec 31, June 30</u>
<u>Brea</u>	<u>Odd</u>	<u>Dec 31, June 30</u>
<u>Buena Park</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>Costa Mesa</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>County of Orange</u>	<u>Odd</u>	<u>Dec 31, June 30</u>
<u>Cypress</u>	<u>Odd</u>	<u>Dec 31, June 30</u>
<u>Dana Point</u>	<u>Odd</u>	<u>Dec 31, June 30</u>
<u>Fountain Valley</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>Fullerton</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>Garden Grove</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>Huntington Beach</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>Irvine</u>	<u>Odd</u>	<u>Dec 31, June 30</u>
<u>La Habra</u>	<u>Odd</u>	<u>Dec 31, June 30</u>
<u>La Palma</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>Laguna Beach</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>Laguna Hills</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>Laguna Niguel</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>Laguna Woods</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>Lake Forest</u>	<u>Odd</u>	<u>Dec 31, June 30</u>
<u>Los Alamitos</u>	<u>Odd</u>	<u>Dec 31, June 30</u>
<u>Mission Viejo</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>Newport Beach</u>	<u>Odd</u>	<u>Dec 31, June 30</u>
<u>Orange</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>Placentia</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>Rancho Santa Margarita</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>San Clemente</u>	<u>Odd</u>	<u>Dec 31, June 30</u>
<u>San Juan Capistrano</u>	<u>Odd</u>	<u>Dec 31, June 30</u>
<u>Santa Ana</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>Seal Beach</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>Stanton</u>	<u>Odd</u>	<u>Dec 31, June 30</u>
<u>Tustin</u>	<u>Odd</u>	<u>Dec 31, June 30</u>
<u>Villa Park</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>Westminster</u>	<u>Even</u>	<u>Sept 30, March 31</u>
<u>Yorba Linda</u>	<u>Even</u>	<u>Sept 30, March 31</u>

Project O - Regional Capacity Program-Initial Payment- Reimbursement and Reporting

Project O - Initial Payment Request Process

~~The local jurisdiction must submit a payment request to receive an initial payment, as described under the Procedures for Receiving Funds section of this chapter. Payment requirements are located in the Guidelines. Staff may request additional documentation that is not listed on the checklist prior to approving the request.~~

~~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 CTFP Expenditure Report.

Prior to submitting an initial payment request for engineering or ROW phases, a local jurisdiction 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:~~

~~The initial payment request must include the following:~~

- ~~1. Invoice – The local jurisdiction shall invoice OCTA for up to twenty percent (20%) of the CTFP grant. Jurisdictions seeking reimbursement for planning, environmental, or preliminary engineering work performed by local agency forces must also submit payroll records and City Council budget allocation documentation. Payroll records must identify the project name, date(s) of expenditure, amount, and employee position. It is recommended that a unique project key be established and all project charges be tracked under that job code. OCTA staff can provide a sample payroll report upon request. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and~~

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~~reimbursement amount. For initial payments, the local jurisdiction 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 36). 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 and Plans, Specifications, & Estimate (PS&E) Certification FormLetter – The local jurisdiction shall submit a completed Project and PS&E Certification Form, signed by the Public Works Director, City Engineer, or appropriate authorized equivalent. The form shall certify that the project complies with all applicable requirements, including signage requirements outlined in Precept 24, and that the plans and specifications were properly prepared and approved in accordance with authorized procedures and adopted standards, that the approved scope of work was followed, and that the materials report was incorporated. 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 local jurisdiction shall provide documentation demonstrating award of the contract. Acceptable documentation includes a minute order, agency resolution, executed contract, purchase order, NTP or other action authorized by an approved delegate. All submitted documentation shall clearly identify the contract amount, project name, project scope of work, and the associated bid documents or task list, and shall be certified, as applicable, by the City Clerk, Clerk of the Board, or other duly authorized official. For contracts issued under on-call or as-needed consultant agreements, the local jurisdiction shall submit a purchase order or NTP that clearly defines the project-specific scope of work and includes the associated bid/task list. Bid/task list with lump sum items may require an itemized breakdown of the costs.~~

~~The local jurisdiction 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.~~

~~3.4. Contract Cost Summary Revised Cost Estimate – The jurisdiction shall use the format provided in the Contract Cost Summary Revised Costs Estimate Form 10-3 and must fully itemize all costs, clearly separating eligible and ineligible items. Lump sum submissions will not be accepted, will be returned to the local jurisdiction for revision and the payment request will be removed from the queue. The local jurisdiction will need to resubmit as a new payment request once the revisions are made.~~

~~4.5. Initial Payment Form Work Schedule – The local jurisdiction shall submit a completed Initial Payment Form. For the project schedule section, OCTA prefers submission of a complete project schedule; however, at a minimum, the jurisdiction may provide the anticipated start and completion dates for the preliminary engineering, final engineering, right-of-way, and construction phases. For the ROW phase, the local jurisdiction shall submit a fully completed Right-of-Way Phase Initial Report Form. 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). Jurisdictions may submit equivalent documentation for OCTA’s consideration on a case-by-case basis. Jurisdictions 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. ROW Disposal Plan – Provide an updated ROW disposal plan reflecting changes that have occurred since the original application submittal. 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.~~

~~6.8. Layout Plans – The local jurisdiction shall submit the most current and up-to-date layout plans available at the time of the payment request. An agency shall not submit layout plans that print on paper larger than 11 inches by 17 inches.~~

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7.9. 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.

8.10. Documentation Supporting Local Agency Liability for Utility Relocation Costs – The local jurisdiction liability can be supported by the documentation of property rights, right/agreements, state and local statutes/ordinance, permit, or a finding by the local agency’s counsel rights/agreements, state and local statutes/ordinance, 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:

Project O – Regional Capacity Program Progress Payment Process

The local jurisdiction must submit a progress payment semi-annually for incurred cost that have been paid. Staff may request additional documentation that is not listed on the checklist prior to approving the request.

The local jurisdiction must submit progress payments in accordance with the schedule shown in Exhibit 10-1. If the local jurisdiction elects not to receive an initial payment, the first progress payment request must also include the documentation required for initial payment, as described in the section above.

The Progress Payment Form is available for download via OCFundtracker.

Each progress payment request must include the following:

1. Invoice – The local jurisdiction shall submit an invoice to OCTA for OCTA’s share of eligible project costs paid during the applicable reporting period. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount

2. Progress Payment Form – The form must be fully completed and include itemized project costs, clearly separating eligible and ineligible expenses. Lump sum submissions will not be accepted, will be returned to the local jurisdiction for revision and the payment request will be removed from the queue. The local jurisdiction will need to resubmit as a new payment request once the revisions are made. The project manager must sign and certify that the costs listed are true and accurate.

3. Proof of Payment – Provide approved invoices and supporting documentation that correspond to the costs listed on the Progress Payment Form.

Once the local jurisdiction has been reimbursed for ninety percent (90%) of the total grant amount, OCTA will not issue additional payments until the project is complete and all closeout requirements are met. However, the local jurisdiction must continue to submit progress payment requests to document ongoing project status and costs.

If the local jurisdiction does not have any expenses to report during a given period, it must submit the No Cost Report Form indicating no costs for that reporting period.

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 reimbursement request~~final report~~. OCTA will review these reports to:

- 1.- Determine that the agency submitted proper justification for the change order(s)

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- 2.1. Determine if the items are eligible for reimbursement
 - 3.2. Confirm that expenses are consistent within delivering the OCTA approved project's original scope of work
 3. 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.

M2 Project Final Report

The local jurisdiction shall notify OCTA in writing of the project phase completion date within thirty (30) days of completion to establish the applicable reporting deadline. Pursuant to M2 Ordinance requirements, the local jurisdiction shall submit the Project Final Report Form within one hundred eighty (180) days from the project completion date. The 180-day deadline is a mandatory M2 requirement directly tied to the local jurisdiction's eligibility to receive M2 Net Revenues, and no extensions shall be granted.

The Project Final Report Form is available for download via OCFundtracker.

Project O - Regional Capacity Program ~~Final Report and Final Payment Process~~

The remaining CTFP funds ~~shall be~~ ~~are~~ reimbursed to the lead jurisdiction following completion of the final payment 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 CTFP Expenditure Report, review the following section which includes items important to the final CTFP reporting process. ~~The CTFP Payment Supplement provides additional instructions and sample forms to complete payment requests. Payment requirements are located in this chapter.~~~~

The final payment must include the following: ~~The items listed below are to be submitted to complete the final reporting process.~~

1. Invoice - ~~For final payments, an agency~~The local jurisdiction 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. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount.

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- ~~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.~~

~~Progress Payment Form - The form must be fully completed, indicate it is the final progress payment and include itemized project costs, clearly separating eligible and ineligible expenses. Lump sum submissions will not be accepted, will be returned to the local jurisdiction for revision and the payment request will be removed from the queue. The local jurisdiction will need to resubmit as a new payment request once the revisions are made. The project manager must sign and certify that the costs listed are true and accurate.~~

- ~~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.~~

~~4.3. 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. This does not supersede the OCTA written confirmation of eligible and ineligible expenses provided before the start of the project.~~

~~5. 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.~~

~~4. 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 1110).~~

~~6. Final Report Form — The local agency shall prepare a final report form using the~~

~~7. Engineering & Construction Phase Final Report Form 10-5A.~~

~~8.5. Layout Plans – The local jurisdiction shall submit the most current and up-to-date layout plans available at the time of the payment request. 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.~~

~~9. 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.~~

~~10.6. 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 considerations on a case-by-case basis. Agencies attempting to acquire five or more parcels for a project shall include a parcel location map. For ROW grants with surplus land please see the Excess Right of~~

Way section for additional required documentation and disposal process.

~~11.7. 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.~~

Summary of ROW Acquisition – Agencies shall submit a summary of ROW acquisition as described in the Summary of ROW acquisition Form 10-5B Progress Payment Form.

~~12.8. 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).~~

Notice of Completion – An agency shall submit The Notice of Completion form to certify the phase completion date (Form 10-7). See Definition 26-30 for phase completion date.

9. 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.

~~13.10. _____ 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.~~

~~14.11. _____ 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.~~

~~15.12. _____ 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.~~

~~16.13. _____ Summary of ROW Acquisition—Agencies shall submit a summary of ROW~~

acquisition as described in the Summary of ROW acquisition Form 10-5B.

~~17.14. _____ 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.~~

~~18.15. _____ 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.

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 reimbursement request~~final report~~. OCTA will review these reports to:

- ~~1. Determine that the agency submitted proper justification for the change order(s)~~
- ~~2.1. Determine if the items are eligible for reimbursement~~
- ~~3.2. Confirm that expenses are consistent within delivering the OCTA approved project's original scope of work~~
- ~~4.3. 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.~~

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.

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.

Excess Right of Way Payment Example:

CTFP ROW Grant:	\$500,000
OCTA Match Rate	75%
Parcel Costs:	
Cost – Parcel 1:	\$300,000
Cost – Parcel 2:	\$380,000
Cost – Parcel 3:	\$120,000
Cost – Parcel 4:	\$100,000
Agency Total ROW Costs:	\$900,000
Payment with no excess ROW:	\$500,000
<u>Excess ROW Values</u>	
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:	\$ 0
Total Value of excess ROW:	\$305,000

OCTA contribution to ROW acquisition:

$$\begin{aligned} &\text{CTFP ROW Grant} \div \text{Agency Total ROW Cost} \\ &\$500,000 \div \$900,000 = 56\% \end{aligned}$$

If excess ROW is identified, OCTA’s contribution is reduced proportionally as follows:

Value of excess ROW for parcel 1:	$\$200,000 \times 56\% =$	\$112,000
Value of excess ROW for parcel 2:	$\$105,000 \times 56\% =$	\$58,800
Total Excess ROW Value:		\$170,800
CTFP ROW Grant:		\$500,000
Less Excess ROW:		\$170,800
Final ROW Payment Amount:		\$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 **Procedures for Receiving Funds** ~~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.

Under the RTSSP, 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.~~

Project P – Regional Traffic Signal Synchronization Initial Payment Requests for Primary Implementation

~~The local jurisdiction must submit a payment request to receive an initial payment. Staff may request additional documentation that is not listed on the checklist prior to approving the request.~~

~~Checklists and interactive electronic versions of all payment forms can be downloaded via [OCFundtracker](#).~~

~~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.~~

Primary Implementation Initial Payment Process

The PI initial payment request must include the following:

1. Invoice –The local jurisdiction shall invoice OCTA for up to twenty percent (20%) of the CTFP grant. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount.
2. Project and Plans, Specifications, & Estimate (PS&E) Certification Form – The local jurisdiction shall submit a completed Project and PS&E Certification Form, signed by the Public Works Director, City Engineer, or appropriate authorized equivalent. The form shall certify that the project complies with all applicable requirements, including signage requirements outlined in Precept 24, and that the plans and specifications were properly prepared and approved in accordance with authorized procedures and adopted standards, that the approved scope of work was followed, and that the materials report was incorporated.
3. Documentation of the Contract Award – The local jurisdiction shall provide documentation demonstrating award of the contract. Acceptable documentation includes a minute order, agency resolution, executed contract, purchase order, or NTP. All submitted documentation shall clearly identify the contract amount, project name, project scope of work, and the associated bid documents or task list, and shall be certified, as applicable, by the City Clerk, Clerk of the Board, or other duly authorized official. For contracts issued under on-call or as-needed consultant agreements, the local jurisdiction shall submit a purchase order or NTP that clearly defines the project-specific scope of work and includes the associated bid/task list.
4. Contract Cost Summary – The jurisdiction shall use the format provided in the Contract Cost Summar Form and must fully itemize all costs. Each line items shall clearly identify the type of equipment, quantity of equipment being installed, unit cost and total cost. Cost must be separated between eligible and ineligible items. All equipment quantities must be explicitly stated to allow OCTA to verify the scope and installation details. Submissions that do not include itemized quantities will be considered incomplete. Lump sum submissions will not be accepted and will be returned to the local jurisdiction for revision.
5. Initial Payment Form – The Local Jurisdiction shall submit a completed Initial Payment Form. For the project schedule section, OCTA prefers submission of a complete project schedule; however, at a minimum, the local jurisdiction shall provide the anticipated start and completion dates for the preliminary engineering, final engineering, right-of-way, and construction phases.

Ongoing Operation and Maintenance Initial Payment Process

The O&M initial payment request must include the following:

1. Invoice – The local jurisdiction shall invoice OCTA for up to twenty percent (20%) of the CTFP grant. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount
2. Contract Cost Summary – The jurisdiction shall use the format provided in the Contract Cost Summar Form and must fully itemize all costs. Each line items shall clearly identify the type of equipment, quantity of equipment being installed, unit cost and total cost. Cost must be separated between eligible and ineligible items. All equipment quantities must be explicitly stated to allow OCTA to verify the scope and installation details. Submissions that do not include itemized quantities will be considered incomplete. Lump sum submissions will not be accepted and will be returned to the local jurisdiction for revision.
3. Initial Payment Form – The Local Jurisdiction shall submit a completed Initial Payment Form. For the project schedule section, OCTA prefers submission of a complete project schedule; however, at a minimum, the local jurisdiction shall provide the anticipated start and completion dates for the preliminary engineering, final engineering, right-of-way, and construction phases.

Project P – Regional Traffic Signal Synchronization Progress Payments

The local jurisdiction must submit a progress payment semi-annually for costs that have been incurred and paid for. PI and O&M costs must be submitted under separate progress payment requests; OCTA will not accept progress payment that combine both PI and O&M expenses. Staff may request additional documentation that is not listed on the checklist prior to approving the request.

The local jurisdiction must submit progress payments in accordance with the schedule shown in Exhibit 10-1. If the local jurisdiction elects not to receive an initial payment, the first progress payment request must also include the documentation required for initial payment, as described in the section above.

The Progress Payment Form is available for download via OCFundtracker.

Each progress payment request must include the following:

1. Invoice – The local jurisdiction shall submit an invoice to OCTA for OCTA’s share of eligible project costs incurred during the applicable reporting period. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount.
2. Progress Payment Form – The form must be fully completed and include itemized project costs, clearly separating eligible and ineligible expenses. For the

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PI phase, all equipment quantities must be explicitly stated to allow OCTA to verify the scope and installation details. For the O&M phase, cost must be fully itemized. Lump sum submissions will not be accepted and will be returned to the local jurisdiction for revision. The project manager must sign and certify that the costs listed are true and accurate.

3. Proof of Payment – Provide approved invoices and supporting documentation that correspond to the costs listed on the Progress Payment Form.

Once the local jurisdiction has been reimbursed for ninety percent (90%) of the total grant amount, OCTA will not issue additional payments until the project is complete and all closeout requirements are met. However, the local jurisdiction must continue to submit progress payment requests to document ongoing project status and costs.

If the local jurisdiction does not have any expenses to report during a given period, it must submit the No Cost Report Form indicating no costs for that reporting period.

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 reimbursement request. OCTA will review these reports to:

1. Determine if the items are eligible for reimbursement
2. Confirm that expenses are consistent within delivering the OCTA approved scope of work
3. The lead agency should provide information supporting the need for the change orders. Changes in project limits for construction projects are not eligible for reimbursement.

M2 Project Final Report

The local jurisdiction shall notify OCTA in writing of the project phase completion date within thirty (30) days of completion to establish the applicable reporting deadline. Pursuant to M2 Ordinance requirements, the local jurisdiction shall submit the Project Final Report Form within one hundred eighty (180) days from the project completion date. The 180-day deadline is a mandatory M2 requirement directly tied to the local jurisdiction's eligibility to receive M2 Net Revenues, and no extensions shall be granted.

The Project Final Report Form is available for download via OCFundtracker.

Project P – Regional Traffic Signal Synchronization Final Payment Project P– Final Report and Payment Process

Final Payment Requests for Primary Implementation Final Payment Process

The remaining CTFP funds shall be reimbursed to the lead jurisdiction after completion of the final payment process and upon OCTA’s receipt of the project Before and After Study for the PI phase and the O&M Report for the O&M phase.

~~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.~~

Prior to submitting the Final CTFP Expenditure Report, review the following section, which outlines items important to the final CTFP process.

The final payment request for PI must include the following:

1. Invoice - The local jurisdiction shall invoice for the remaining balance of the OCTA grant. Interest earned by an agency for payments received shall be applied to and deducted from the final payment balance amount. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount.
2. Progress Payment Form - The form must be fully completed, indicate it is the final progress payment and include itemized project costs, clearly separating eligible and ineligible expenses. Lump sum submissions will not be accepted, will be returned to the local jurisdiction for revision and the

payment request will be removed from the queue. The local jurisdiction will need to resubmit as a new payment request once the revisions are made. The project manager must sign and certify that the costs listed are true and accurate.

3. Proof of Payment - Provide approved invoices and supporting documentation that correspond to the costs listed on the Progress Payment Form.
4. PI Report – The PI Report which includes the Before and After Study.
5. Notice of Completion - An agency shall submit The Notice of Completion form to certify the phase completion date (Form 10-7). See Definition 30 for phase completion date.
6. Before and After Photos – Photographs showing the project before and after the improvements. Photographs should be high quality resolution images in JPEG or PNG file formats.

Ongoing Operations and Maintenance Final Payment Process

The final payment request for O&M must include the following:

1. Invoice - The local jurisdiction shall invoice for the remaining balance of the OCTA grant. Interest earned by an agency for payments received shall be applied to and deducted from the final payment balance amount. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount.
2. Progress Payment Form - The form must be fully completed, indicate it is the final progress payment and include itemized project costs, clearly separating eligible and ineligible expenses. Lump sum submissions will not be accepted, will be returned to the local jurisdiction for revision and the payment request will be removed from the queue. The local jurisdiction will need to resubmit as a new payment request once the revisions are made. The project manager must sign and certify that the costs listed are true and accurate.
3. Proof of Payment - Provide approved invoices and supporting documentation that correspond to the costs listed on the Progress Payment Form.
4. 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.

5. Notice of Completion - An agency shall submit The Notice of Completion form to certify the phase completion date (Form 10-7). See Definition 30 for phase completion date.

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 reimbursement request. OCTA will review these reports to:

1. Determine if the items are eligible for reimbursement
2. Confirm that expenses are consistent within delivering the OCTA approved scope of work
3. The lead agency should provide information supporting the need for the change orders. Changes in project limits for construction projects are not eligible for reimbursement.

~~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 **Procedures for Receiving Funds** section of this chapter outlines the process and requirements for reimbursements and reporting for all competitive programs under Measure M2. The ECP Program consists of two tiers, Tier 1 and Tier 2; however, both tiers must submit the documentation listed below for payment reimbursement. The processes described herein apply to both Tier 1 and Tier 2 grant programs.

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.~~

Project X – Environmental Cleanup Program Initial Payment Process

The initial payment request must include the following:

1. Invoice – The local jurisdiction shall invoice OCTA for up to twenty percent (20%) of the CTFP grant. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount
2. Project and Plans, Specifications, & Estimate (PS&E) Certification Form – The local jurisdiction shall submit a completed Project and Plans, Specifications, and Estimate (PS&E) Certification Form, signed by the Public Works Director, the City Engineer, or their appropriate authorized equivalent. The form shall certify that the project complies with all applicable requirements and that the plans and specifications were properly prepared and approved in accordance with authorized procedures and adopted standards, that the approved scope of work was followed, and that the materials report was incorporated.
3. Documentation of the Contract Award – The local jurisdiction shall provide documentation demonstrating award of the contract. Acceptable documentation includes a minute order, agency resolution, executed contract, purchase order, or NTP. All submitted documentation shall clearly identify the contract amount, project name, project scope of work, and the associated bid documents or task list, and shall be certified, as applicable, by the City Clerk, Clerk of the Board, or other duly authorized official. For contracts issued under on-call or as-needed consultant agreements, the local jurisdiction shall submit a purchase order or NTP that clearly defines the project-specific scope of work and includes the associated bid/task list.
4. Contract Cost Summary – The agency jurisdiction shall use the format provided in the ~~Contract Cost Summare Revised Costs Estimate Form 10-3~~ and must fully itemize all costs, clearly separating eligible and ineligible items. ~~Lump sum submissions will not be accepted and will be returned to the local jurisdiction for revision.~~
5. Initial Payment Form – The Local Jurisdiction shall submit a completed Initial Payment Form. For the project schedule section, OCTA prefers submission of a

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complete project schedule; however, at a minimum, the local jurisdiction shall provide the anticipated start and completion dates.

- 2.6. Location Maps of Installation – The local jurisdiction shall provide a map that shows the specific locations Best Management Practices (BMP) devices were installed with catch basin identification numbers, as applicable.

Project X – Environmental Cleanup Program Progress Payment Process

The local jurisdiction must submit a progress payment semi-annually for costs that have been incurred and paid for. Staff may request additional documentation that is not listed on the checklist prior to approving the request.

The local jurisdiction must submit progress payments in accordance with the schedule shown in Exhibit 10-1. If the local jurisdiction elects not to receive an initial payment, the first progress payment request must also include the documentation required for initial payment, as described in the section above.

The Progress Payment Form is available for download via OCFundtracker: <http://ocfundtracker.octa.net>.

Each progress payment request must include the following:

1. Invoice – The local jurisdiction shall submit an invoice to OCTA for OCTA’s share of eligible project costs incurred during the applicable reporting period. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount.
2. Progress Payment Form – The form must be fully completed and include itemized project costs, clearly separating eligible and ineligible expenses. Lump sum submissions will not be accepted and will be returned to the local jurisdiction for revision. The project manager must sign and certify that the costs listed are true and accurate.
3. Proof of Payment – Provide approved invoices and supporting documentation that correspond to the costs listed on the Progress Payment Form.

Once the local jurisdiction has been reimbursed for ninety percent (90%) of the total grant amount, OCTA will not issue additional payments until the project is complete and all closeout requirements are met. However, the local jurisdiction must continue to submit progress payment requests to document ongoing project status and costs.

If the local jurisdiction does not have any expenses to report during a given period, it must still submit the No Cost Form indicating no costs for that reporting period.

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

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additional costs during the review of the reimbursement request. OCTA will review these reports to:

1. Determine if the items are eligible for reimbursement
2. Confirm that expenses are consistent within delivering the OCTA approved scope of work
3. The lead agency should provide information supporting the need for the change orders. Changes in project limits for construction projects are not eligible for reimbursement.

M2 Project Final Report

The local jurisdiction shall notify OCTA in writing of the project phase completion date within thirty (30) days of completion to establish the applicable reporting deadline. Pursuant to M2 Ordinance requirements, the local jurisdiction shall submit the Project Final Report Form within one hundred eighty (180) days from the project completion date. The 180-day deadline is a mandatory M2 requirement directly tied to the local jurisdiction's eligibility to receive M2 Net Revenues, and no extensions shall be granted.

The Project Final Report Form is available for download via OCFundtracker.

Project X – Environmental Cleanup Program Final Payment Process Reporting Process:

The remaining CTFP funds shall be reimbursed to the lead jurisdiction following completion of the final payment process. Prior to submitting the Final CTFP Expenditure Report, review the following section which includes items important to the final 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 4042: 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.

The final payment must include the following:

1. Invoice – The local jurisdiction shall invoice for the remaining balance of the OCTA grant. Interest earned by an agency for payments received shall be applied to and deducted from the final payment balance amount. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount. 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

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~~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.~~
2. Progress Payment Form - The form must be fully completed, indicate it is the final progress payment and include itemized project costs, clearly separating eligible and ineligible expenses. Lump sum submissions will not be accepted, will be returned to the local jurisdiction for revision and the payment request will be removed from the queue. The local jurisdiction will need to resubmit as a new payment request once the revisions are made. The project manager must sign and certify that the costs listed are true and accurate.
- 6.3. Certification of Phase Completion – The agency shall certify the phase completion date using the Form 10-7. See definition 26-30 for phase completion date.
- 7.4. ECP (Project X) Final Report Form 10-16 – The agency shall prepare a final report form using the ECP Final Report Form 10-16.
- 8.5. 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.
- 9.6. 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.

~~10.7.~~ 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.

Project W – Safe Transit Stops Program Reimbursements & Reporting Requirements

The local jurisdiction must submit a payment request to receive an initial payment, as described under the Procedures for Receiving Funds section of this chapter. Staff may request additional documentation that is not listed on the checklist prior to approving the request.

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

Project W – Safe Transit Stops Program Initial Payment Process

The initial payment request must include the following:

1. Invoice – The local jurisdiction shall invoice OCTA for up to twenty percent (20%) of the CTFP grant. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount.
2. Project and Plans, Specifications, & Estimate (PS&E) Certification Form – The local jurisdiction shall submit a completed Project and PS&E Certification Form, signed by the Public Works Director, City Engineer, or appropriate authorized equivalent. The form shall certify that the project complies with all applicable requirements, and that the plans and specifications were properly prepared and approved in accordance with authorized procedures and adopted standards, that the approved scope of work was followed, and that the materials report was incorporated.
3. Documentation of the Contract Award – The local jurisdiction shall provide documentation demonstrating award of the contract. Acceptable documentation includes a minute order, agency resolution, executed contract, purchase order, NTP or other action authorized by an approved delegate. All submitted documentation shall clearly identify the contract amount, project name, project

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scope of work, and the associated bid documents or task list, and shall be certified, as applicable, by the City Clerk, Clerk of the Board, or other duly authorized official. For contracts issued under on-call or as-needed consultant agreements, the local jurisdiction shall submit a purchase order or NTP that clearly defines the project-specific scope of work and includes the associated bid/task list. Bid/task list with lump sum items may require an itemized breakdown of the costs.

4. Contract Cost Summary – The jurisdiction shall use the format provided in the Contract Cost Summar Form and must fully itemize all costs, clearly separating eligible and ineligible items. Lump sum submissions will not be accepted, will be returned to the local jurisdiction for revision and the payment request will be removed from the queue. The local jurisdiction will need to resubmit as a new payment request once the revisions are made.
5. Initial Payment From – The local jurisdiction shall submit a completed Initial Payment Form. For the project schedule section, OCTA prefers submission of a complete project schedule; however, at a minimum, the jurisdiction may provide the anticipated start and completion dates for the preliminary engineering, final engineering, right-of-way, and construction phases. For the ROW phase, the local jurisdiction shall submit a fully completed Right-of-Way Phase Initial Report Form 10-1B.

Project W – Safe Transit Stops Program Progress Payment Process

The local jurisdiction must submit a progress payment semi-annually for incurred cost that have been paid. Staff may request additional documentation that is not listed on the checklist prior to approving the request.

The local jurisdiction must submit progress payments in accordance with the schedule shown in Exhibit 10-1. If the local jurisdiction elects not to receive an initial payment, the first progress payment request must also include the documentation required for initial payment, as described in the section above.

The Progress Payment Form is available for download via OCFundtracker.

Each progress payment request must include the following:

1. Invoice – The local jurisdiction shall submit an invoice to OCTA for OCTA’s share of eligible project costs paid during the applicable reporting period. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount.
2. Progress Payment Form – The form must be fully completed and include itemized project costs, clearly separating eligible and ineligible expenses. Lump sum submissions will not be accepted, will be returned to the local jurisdiction for revision and the payment request will be removed from the queue. The local

jurisdiction will need to resubmit as a new payment request once the revisions are made. The project manager must sign and certify that the costs listed are true and accurate.

3. Proof of Payment – Provide approved invoices and supporting documentation that correspond to the costs listed on the Progress Payment Form.

Once the local jurisdiction has been reimbursed for ninety percent (90%) of the total grant amount, OCTA will not issue additional payments until the project is complete and all closeout requirements are met. However, the local jurisdiction must continue to submit progress payment requests to document ongoing project status and costs.

If the local jurisdiction does not have any expenses to report during a given period, it must submit the No Cost Report Form indicating no costs for that reporting period.

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 reimbursement request. OCTA will review these reports to:

1. Determine if the items are eligible for reimbursement
2. Confirm that expenses are consistent within delivering the OCTA approved scope of work
3. The lead agency should provide information supporting the need for the change orders. Changes in project limits for construction projects are not eligible for reimbursement.

M2 Project Final Report

The local jurisdiction shall notify OCTA in writing of the project phase completion date within thirty (30) days of completion to establish the applicable reporting deadline. Pursuant to M2 Ordinance requirements, the local jurisdiction shall submit the Project Final Report Form within one hundred eighty (180) days from the project completion date. The 180-day deadline is a mandatory M2 requirement directly tied to the local jurisdiction's eligibility to receive M2 Net Revenues, and no extensions shall be granted.

The Project Final Report Form is available for download via OCFundtracker.

Project W - Safe Transit Stops Final Payment Process

The remaining CTFP funds shall be reimbursed to the lead jurisdiction following completion of the final payment process. Prior to submitting the Final CTFP Expenditure Report, review the following section which includes items important to the final CTFP process.

The final payment must include the following:

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1. Invoice - The local jurisdiction shall invoice for the remaining balance of the OCTA share of the grant amount. Interest earned by an agency for payments received shall be applied to and deducted from the final payment balance amount. The invoice must include at a minimum: unique invoice number, remit to address, project number or project name and reimbursement amount.
2. Progress Payment Form - The form must be fully completed, indicate it is the final progress payment and include itemized project costs, clearly separating eligible and ineligible expenses. Lump sum submissions will not be accepted, will be returned to the local jurisdiction for revision and the payment request will be removed from the queue. The local jurisdiction will need to resubmit as a new payment request once the revisions are made. The project manager must sign and certify that the costs listed are true and accurate.
3. Proof of Project Payment – The required documentation that will be submitted includes approved 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 11).
4. Layout Plans – The local jurisdiction shall submit the most current and up-to-date layout plans available at the time of the payment request.
5. Notice of Completion – An agency shall submit The Notice of Completion form to certify the phase completion date (Form 10-7). See Definition 30 for phase completion date.
6. Before and After Project Photos – 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.

Project V – Community Base Transit Program Reimbursements & Reporting Requirements

Due to the unique nature of Project V, reimbursements shall be processed in accordance with the separate cooperative agreement. Prior to submitting a payment request, a local jurisdiction may request a meeting with OCTA staff to review and determine eligible and ineligible items before seeking reimbursement.

Regional Capacity Program (Project O) - Prior Funded Applications

Call for Projects Range: 2016 to 2025

Call Cycle	Jurisdiction	Project Title	Project	Fund	Phase	M2 Grant Amount	Application Score
2016	Santa Ana	Warner Avenue and Flower Street Intersection Improvements	O	ICE	ENG	\$ 6,750	35
2016	Orange	Tustin Avenue and Meats Avenue Intersection Right Turn Lane Addition	O	ICE	ROW	\$ 1,424,713	35
2016	Tustin	El Camino Real and Jamboree Road Modification	O	ICE	ENG	\$ 5,362	41
2016	Tustin	El Camino Real and Jamboree Road Modification	O	ICE	CON	\$ 65,757	41
2016	Costa Mesa	Wilson Street Widening from College Avenue to Fairview Road	O	ACE	ENG	\$ 281,250	41
2016	Brea	SR-57 & Lambert Road Interchange Improvements	O	FAST	ROW	\$ 5,929,200	41
2016	Mission Viejo	Marguerite Parkway and Santa Margarita Parkway Intersection	O	ICE	ENG	\$ 10,236	42
2016	Mission Viejo	Marguerite Parkway and Santa Margarita Parkway Intersection	O	ICE	CON	\$ 133,062	42
2016	Tustin	Red Hill Ave Widening (Dyer Road/Barranca Parkway to Edinger Avenue)	O	ACE	CON	\$ 6,000,000	42
2016	La Habra	Whittier Blvd and Hacienda Rd Intersection	O	ICE	CON	\$ 1,230,548	43
2016	Santa Ana	Bristol Street and Memory Lane Intersection Widening	O	ICE	ENG	\$ 67,500	47
2016	Irvine	University Drive/Ridgeline Drive/Rosa Drew Lane Intersection Improvements	O	ICE	ROW	\$ 127,163	50
2016	Tustin	Newport Avenue and SR-55 NB Ramps/Del Amo Avenue Modification	O	ICE	ENG	\$ 8,670	51
2016	Tustin	Newport Avenue and SR-55 NB Ramps/Del Amo Avenue Modification	O	ICE	CON	\$ 108,668	51
2016	La Palma	La Palma Avenue/Del Amo Boulevard over Coyote Creek Bridge	O	ACE	ENG	\$ 375,000	51
2016	La Palma	La Palma Avenue/Del Amo Boulevard over Coyote Creek Bridge	O	ACE	ENG	\$ 600,000	51
2016	Mission Viejo	Alicia Parkway and Marguerite Parkway Intersection	O	ICE	ENG	\$ 19,565	53
2016	Mission Viejo	Alicia Parkway and Marguerite Parkway Intersection	O	ICE	CON	\$ 252,424	53
2016	Irvine	Jamboree Road Widening (600 feet north of Main Street to Barranca Parkway)	O	ACE	ENG	\$ 801,000	53
2016	Anaheim	Lincoln Avenue (Harbor Blvd to West Street)	O	ACE	ROW	\$ 10,174,241	55
2016	Irvine	University Drive Widening (MacArthur Boulevard to Campus Drive)	O	ACE	CON	\$ 4,104,971	58
2016	Santa Ana	Warner Avenue Improvements and Widening (Main Street to Oak Street)	O	ACE	ROW	\$ 5,200,000	59
2016	County of Orange	Oso Parkway and Antonio Parkway Intersection Improvements	O	ICE	CON	\$ 792,669	60
2016	Costa Mesa	Newport Boulevard Widening from 19th Street to Superior Avenue	O	ACE	ENG	\$ 281,250	69
2017	Santa Ana	Warner Avenue and Flower Street Intersection Improvements	O	ICE	CON	\$ 87,187	34
2017	Orange	Tustin Street and Chapman Avenue Intersection Widening	O	ICE	CON	\$ 375,000	38
2017	Santa Ana	Bristol Street and Memory Lane Intersection Improvements	O	ICE	ROW	\$ 1,167,244	43
2017	Costa Mesa	Hyland Avenue at MacArthur Boulevard Intersection Improvements	O	ICE	ROW	\$ 129,972	44
2017	Costa Mesa	Hyland Avenue at MacArthur Boulevard Intersection Improvements	O	ICE	CON	\$ 276,212	44
2017	Mission Viejo	Los Alisos Boulevard and Santa Margarita Parkway	O	ICE	ENG	\$ 14,552	45
2017	Mission Viejo	Los Alisos Boulevard and Santa Margarita Parkway	O	ICE	CON	\$ 191,037	45
2017	Garden Grove	Euclid Street and Westminster Avenue Intersection Improvement	O	ICE	ROW	\$ 784,326	45
2017	Orange	Tustin/Meats Intersection Right Turn Lane Addition	O	ICE	CON	\$ 719,625	47
2017	Anaheim	Lincoln Avenue Widening (East Street to Evergreen Street)	O	ACE	ROW	\$ 1,147,669	51
2017	County of Orange	Cow Camp Road Segment 2A & 2B Construction	O	ACE	CON	\$ 14,278,770	56
2017	Irvine	University/Ridgeline Intersection Improvement	O	ICE	CON	\$ 1,724,024	57
2017	Santa Ana	Warner Avenue Improvements from Main St to Orange Avenue	O	ACE	ROW	\$ 8,586,900	58
2017	Santa Ana	Warner Avenue Improvements - Oak Street to Grand Avenue	O	ACE	ENG	\$ 811,125	61
2017	County of Orange	Ortega Highway Widening Improvements (PA&ED Phase)	O	ACE	ENG	\$ 1,950,000	69
2018	Irvine	Harvard Avenue at Michelson Drive Intersection Improvements	O	ICE	ENG	\$ 54,420	31
2018	Laguna Niguel	Crown Valley Parkway Westbound Roadway Widening Forbes Road to Cabot Road	O	ACE	ROW	\$ 51,750	41
2018	Orange	Cannon Street at Serrano Avenue Intersection Widening	O	ICE	ENG	\$ 108,750	42
2018	Irvine	Culver Drive at Alton Parkway Intersection Improvements	O	ICE	ENG	\$ 194,047	44
2018	Brea	SR-57 & Lambert Road Interchange Improvements Project Phase 1	O	FAST	CON	\$ 12,398,178	47
2018	Santa Ana	Warner Avenue Improvements - (Oak Street to Standard Avenue)	O	ACE	ROW	\$ 7,494,000	57
2018	Yorba Linda	Yorba Linda Boulevard Widening	O	ACE	ENG	\$ 375,000	64
2018	Santa Ana	Warner Avenue Improvements from Main Street to Oak Street	O	ACE	CON	\$ 4,629,750	64
2018	Santa Ana	Warner Avenue Improvements - (Standard Avenue to Grand Avenue)	O	ACE	ROW	\$ 3,066,000	70
2018	Mission Viejo	La Paz Bridge and Road Widening from Muirlands to Chrisanta	O	ACE	CON	\$ 3,300,843	71

Regional Capacity Program (Project O) - Prior Funded Applications

Call for Projects Range: 2016 to 2025

Call Cycle	Jurisdiction	Project Title	Project	Fund	Phase	M2 Grant Amount	Application Score
2018	Irvine	University Drive Widening from Ridgeline Drive to Interstate-405	O	ACE	ENG	\$ 327,262	80
2019	Garden Grove	Euclid Street and Westminster Avenue Intersection Improvement	O	ICE	CON	\$ 834,721	57
2020	Newport Beach	West Coast Highway and Superior Avenue/Balboa Boulevard Intersection Improvements (Phase 1)	O	ICE	ENG	\$ 780,000	38
2020	Yorba Linda	Bastanchury Road Improvements	O	ACE	CON	\$ 2,651,605	40
2020	Mission Viejo	Marguerite Parkway & Jeronimo Road Intersection Capacity Enhancement Project	O	ICE	ENG	\$ 37,500	41
2020	Mission Viejo	Marguerite Parkway & Jeronimo Road Intersection Capacity Enhancement Project	O	ICE	CON	\$ 444,249	41
2020	Yorba Linda	Yorba Linda Boulevard Widening	O	ACE	ENG	\$ 1,636,500	57
2020	Santa Ana	Bristol Street Improvements Phase 4 - Warner Avenue to St. Andrew Place	O	ACE	CON	\$ 7,501,206	68
2020	San Juan Capistrano	Ortega Highway Widening Improvements Project (PS&E Phase)	O	ACE	ENG	\$ 5,250,000	69
2020	Santa Ana	Bristol Street Improvements Phase 3A - Civic Center Drive to Washington Avenue	O	ACE	CON	\$ 3,273,573	79
2020	Irvine	University Drive Widening from Ridgeline Drive to Interstate 405	O	ACE	CON	\$ 1,833,901	87
2021	Irvine	Jeffrey Road at Barranca Parkway Intersection Improvements	O	ICE	ENG	\$ 75,000	33
2021	Irvine	Jeffrey Road at Barranca Parkway Intersection Improvements	O	ICE	ENG	\$ 112,500	33
2021	Yorba Linda	Lakeview Avenue Widening from Bastanchury Road to Oriente Drive	O	ACE	CON	\$ 479,462	38
2021	County of Orange	Los Patrones Parkway Extension	O	ACE	ENG	\$ 1,875,000	41
2021	Yorba Linda	Yorba Linda Boulevard Widening Project Between Imperial Highway and Lakeview Avenue	O	ICE	ENG	\$ 229,378	46
2021	Santa Ana	Bristol Street and Memory Lane Intersection Improvements	O	ICE	CON	\$ 1,012,500	49
2021	Garden Grove	Euclid Avenue-Westminster Boulevard Intersection Improvement Project	O	ICE	CON	\$ 1,022,531	54
2021	Orange	Cannon Street Widening - Santiago Canyon Road to Serrano Avenue	O	ACE	ENG	\$ 618,750	62
2021	Santa Ana	Warner Avenue Improvements (Oak Street to Grand Avenue)	O	ACE	CON	\$ 9,076,305	64
2021	Santa Ana	Fairview Street Improvements (9th Street to 16th Street)	O	ACE	ROW	\$ 1,937,250	70
2021	Santa Ana	Fairview Street Improvements (9th Street to 16th Street)	O	ACE	CON	\$ 3,721,590	70
2022	Yorba Linda	Savi Ranch Parkway Widening	O	ICE	ENG	\$ 227,624	37
2022	Irvine	Harvard Avenue at Michelson Drive Intersection Improvements	O	ICE	CON	\$ 306,311	40
2022	Anaheim	Lincoln Widening Avenue (East Street to Evergreen Street)	O	ACE	CON	\$ 5,341,867	40
2022	Anaheim	Lincoln Avenue and Harbor Boulevard Intersection Improvements	O	ICE	ENG	\$ 78,750	41
2022	Irvine	Culver Drive at Alton Parkway Intersection Improvements	O	ICE	CON	\$ 2,236,846	48
2022	Garden Grove	Harbor-Garden Grove Intersection Improvement Project - Engineering Phase	O	ICE	ENG	\$ 97,500	50
2022	Orange	Cannon Street at Serrano Avenue Intersection Widening	O	ICE	CON	\$ 631,814	52
2022	Brea	Imperial Highway SR-90 at SR-57 Southbound On-Ramp Project	O	FAST	ENG	\$ 476,150	55
2022	Santa Ana	Fairview Street Improvements (Monte Carlo Drive to Trask Street)	O	ACE	ENG	\$ 825,000	64
2023	Yorba Linda	Lakeview Avenue Improvements from Lemon Drive to Oriente Drive	O	ACE	ENG	\$ 331,875	40
2023	Yorba Linda	Lakeview Avenue Improvements from Bastanchury Road to Oriente Drive	O	ACE	CON	\$ 1,083,259	44
2023	Santa Ana	Bristol Street and Memory Lane Intersection Improvements	O	ICE	CON	\$ 1,501,900	49
2023	Irvine	Jamboree Road and Main Street Intersection Enhancements	O	ICE	CON	\$ 1,414,124	50
2023	Santa Ana	Warner Avenue Improvements - Oak Street to Grand Avenue	O	ACE	CON	\$ 11,997,206	62
2023	Santa Ana	Bristol Street Improvements Phase IV - Warner Avenue to Saint Andrew Place	O	ACE	CON	\$ 11,910,061	77
2023	Santa Ana	Bristol Street Improvements Phase 3A - Civic Center Drive to Washington Avenue	O	ACE	CON	\$ 5,239,044	86
2024	Dana Point	Stonehill Drive Improvement Project	O	ACE	ENG	\$ 330,000	40
2024	Irvine	Jeffery Road and Barranca Parkway Intersection Improvements	O	ICE	ROW	\$ 89,049	41
2024	Irvine	Jeffery Road and Barranca Parkway Intersection Improvements	O	ICE	CON	\$ 926,065	41
2024	Santa Ana	Dyer Road Improvements (SR-55 to 700' E/O Pullman Street)	O	ACE	ENG	\$ 2,365,200	48
2024	Yorba Linda	Yorba Linda Boulevard/Savi Ranch Parkway Improvements	O	ICE	ROW	\$ 1,601,700	49
2024	Garden Grove	Garden Grove Boulevard/Harbor Boulevard Intersection Improvement	O	ICE	CON	\$ 3,957,107	51
2024	Laguna Niguel	Crown Valley Parkway Westbound Improvement Project	O	ACE	ROW	\$ 1,781,514	59
2024	Laguna Niguel	Crown Valley Parkway Westbound Improvement Project	O	ACE	CON	\$ 7,671,014	59
2025	Anaheim	Lincoln Avenue Improvements (Evergreen Street to State College Boulevard)	O	ACE	ENG	\$ 360,000	35
2025	Anaheim	Lincoln Avenue and Harbor Boulevard Intersection Improvements	O	ICE	ROW	\$ 886,699	40
2025	Mission Viejo	Alicia Parkway & Olympiad Road Intersection Capacity Enhancement Project	O	ICE	ENG	\$ 52,500	43

Regional Capacity Program (Project O) - Prior Funded Applications

Call for Projects Range: 2016 to 2025

Call Cycle	Jurisdiction	Project Title	Project	Fund	Phase	M2 Grant Amount	Application Score
2025	Mission Viejo	Alicia Parkway & Olympiad Road Intersection Capacity Enhancement Project	O	ICE	CON	\$ 615,627	43
2025	Yorba Linda	Lakeview Avenue Widening from Bastanchury Road to Oriente Drive	O	ACE	CON	\$ 2,238,155	43
2025	County of Orange	Los Patrones Parkway Extension - Final Design	O	ACE	ENG	\$ 5,000,000	45
2025	Yorba Linda	Yorba Linda Boulevard/Savi Ranch Parkway Widening - Construction (Phase 1)	O	ICE	CON	\$ 6,904,350	47
2025	Irvine	Campus Drive Arterial Capacity Enhancements (Carlson Avenue to University Drive)	O	ACE	ENG	\$ 383,250	62
2025	Santa Ana	Fairview Street Improvements (Monte Carlo Drive to Trask Avenue)	O	ACE	ROW	\$ 4,914,769	68
2025	Newport Beach	West Coast Highway Widening at Old Newport Boulevard	O	ACE	CON	\$ 1,761,975	74
2025	Newport Beach	West Coast Highway Widening at Old Newport Boulevard	O	ACE	ROW	\$ 2,598,759	74

Regional Capacity Program (Project O) - Prior Funded Applications
Call for Projects Range: 2016 to 2025

Overall		M2 Grant
# of Phases		106
Total M2 Awarded	\$	234,784,227
Lowest	\$	5,362
Highest	\$	14,278,770
Average	\$	2,214,946
Median	\$	818,063

Overall, < \$5 million		M2 Grant
# of Phases		88
Total M2 Awarded	\$	88,831,885
Lowest	\$	5,362
Highest	\$	4,914,769
Average	\$	1,009,453
Median	\$	607,814

Overall, ≥ \$5 million		M2 Grant
# of Phases		18
Total M2 Awarded	\$	145,952,342
Lowest	\$	5,000,000
Highest	\$	14,278,770
Average	\$	8,108,463
Median	\$	7,497,603

Engineering		M2 Grant
# of ENG Phases		40
Total M2 Awarded	\$	27,434,216
Lowest	\$	5,362
Highest	\$	5,250,000
Average	\$	685,855
Median	\$	304,256

Right of Way		M2 Grant
# of ROW Phases		20
Total M2 Awarded	\$	59,092,918
Lowest	\$	51,750
Highest	\$	10,174,241
Average	\$	2,954,646
Median	\$	1,691,607

Construction		M2 Grant
# of CON Phases		46
Total M2 Awarded	\$	148,257,093
Lowest	\$	65,757
Highest	\$	14,278,770
Average	\$	3,222,980
Median	\$	1,612,962

Scenario #1 (Tiering Starts at \$7.5 million)

Overall, < \$7.5 million		M2 Grant
# of Phases		97
Total M2 Awarded	\$	141,190,346
Lowest	\$	5,362
Highest	\$	7,494,000
Average	\$	1,455,571
Median	\$	780,000

Overall, > \$7.5 million		M2 Grant
# of Phases		9
Total M2 Awarded	\$	93,593,881
Lowest	\$	7,501,206
Highest	\$	14,278,770
Average	\$	10,399,320
Median	\$	10,174,241

Scenario #2 (Tiering Starts at \$8 million)

Overall, < \$8 million		M2 Grant
# of Phases		99
Total M2 Awarded	\$	156,362,566
Lowest	\$	5,362
Highest	\$	7,671,014
Average	\$	1,579,420
Median	\$	784,326

Overall, ≥ \$8 million		M2 Grant
# of Phases		7
Total M2 Awarded	\$	78,421,661
Lowest	\$	8,586,900
Highest	\$	14,278,770
Average	\$	11,203,094
Median	\$	11,910,061

Scenario #3 (Tiering Starts at \$10 million)

Overall, < \$10 million		M2 Grant
# of Phases		101
Total M2 Awarded	\$	174,025,771
Lowest	\$	5,362
Highest	\$	9,076,305
Average	\$	1,723,027
Median	\$	792,669

Overall, ≥ \$10 million		M2 Grant
# of Phases		5
Total M2 Awarded	\$	60,758,456
Lowest	\$	10,174,241
Highest	\$	14,278,770
Average	\$	12,151,691
Median	\$	11,997,206

Tiered Programming Approach Excerpts from the CTFP Guidelines

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. 	

2026 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 26/27 – 28/29), 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 electronic applications for the 2026 call for projects by **5:00 p.m. on Thursday, November 20, 2025.**

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