



Orange County Transportation Authority

Technical Steering Committee Agenda Wednesday, March 11, 2026 at 1:30 p.m.

550 South Main Street, Orange, California, Room 07

Call to Order

Action Items

1. **Approval of Minutes**

Clerk of the Board

Recommendation(s)

Approve the minutes of the February 12, 2025, Technical Steering Committee meeting.

Attachments:

[Minutes](#)

Discussion Items

2. **Comprehensive Transportation Funding Program Guidelines - Review Session #1**

Adriann Cardoso

Attachments:

[Attachment A](#)

[Attachment B](#)

Informational Items

3. **Correspondence**

Attachments:

[Correspondence](#)

4. **Staff Comments**

5. **Committee Comments**

6. **Items for Future Agendas**

7. **Public Comments**

8. **Adjournment**

The next scheduled meeting of this Committee will be held:

1:30 p.m. on Wednesday, March 25, 2026

OCTA Headquarters

550 South Main Street

Orange, California

TECHNICAL STEERING COMMITTEE MEETING AGENDA

Accomodations

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.



February 12, 2025 Minutes



MINUTES

Technical Steering Committee

Item #1

Voting Representatives Present:

Tom Wheeler, Chair	City of Lake Forest
Iris Lee, Vice <i>Chair</i>	City of Seal Beach
Temo Galvez, District 1	City of Fountain Valley
Jamie Lai, <i>District 3</i>	City of Yorba Linda
Rudy Emami, <i>District 4</i>	City of Anaheim
Joe Ames, <i>District 5</i>	City of Costa Mesa
Jacki Scott, <i>At-Large</i>	City of Laguna Niguel

Orange County Transportation Authority
550 South Main Street, Room 09
Orange, California

February 12, 2025, 1:30 p.m.

Voting Representatives Absent:

Nabil Saba, <i>District 2</i>	City of Santa Ana
Robert McLean, <i>At-Large</i>	County of Orange

Guests Present:

Paul Rodriguez	Rodriguez Consulting Group
Traci Rodriguez	Rodriguez Consulting Group

Staff Present:

Rose Casey
Kia Mortazavi
Adriann Cardoso
Charvalen Alacar
Amy Tran
Chance Groom
Rachyl Occhipinti
Melanie Masud
Anup Kulkarni
Stephanie Mooney



Meeting was called to order by Mr. Wheeler at 1:30 p.m. on February 12, 2025.

Self-Introductions

CONSENT CALENDAR

- 1. The Minutes for the June 12, 2024 Meeting were approved.**

Ms. Scott motioned to approve the minutes.

Ms. Lee seconded the motion.

The Minutes were approved; there was no further discussion.

REGULAR ITEMS

- 2. Comprehensive Transportation Funding Programs – 2025 Call for Projects Programming Recommendations – Charvalen Alacar**

Ms. Alacar reported that the 2025 Regional Capacity Program (Project O) and Regional Traffic Signal Synchronization Program (Project P) Call for Projects (Call) was authorized by the Orange County Transportation Authority (OCTA) Board of Directors (Board) in August 2024 with applications due by October 24, 2024.

Ms. Alacar explained that for Project O, OCTA received 10 applications requesting a total of \$33 million in Measure M2 (M2) funding. Following evaluation, one application was deemed ineligible due to not meeting minimum traffic volume requirements. The remaining nine applications were recommended for funding, totaling \$25.7 million.

Ms. Alacar added that for Project P, OCTA received six applications totaling \$12 million. All six applications met program requirements and were recommended for funding. These projects would improve 167 signals across 12 jurisdictions.

Ms. Alacar reported that for the 2025 call, 15 local agency projects totaling \$37.7 million in M2 funding were being recommended.

Mr. Wheeler asked about the \$12 million design request and its implications for future funding. He stated that such a large design request suggests significant future construction costs, and the committee should consider the potential impact on available funding for other projects.



MINUTES

Technical Steering Committee

Item #1

Mr. Rodriguez explained that the Los Patrones Parkway Extension project was recommended for final engineering funding. He stated that the project had previously received funding for the project approval and environmental document (PA&ED) phase and is expected to cost approximately \$230 million in total. He stated that the project is planned as a four-lane facility with multiple access points and is intended to serve as a bypass for Antonio and La Pata.

Mr. Rodriguez added that Ranch Canyon Parkway, another proposed project, was not recommended for funding due to insufficient traffic demand. He stated that the project does not meet minimum eligibility criteria. The estimated cost for construction is \$110 million, with a significant portion allocated to a bridge.

Mr. Galvez expressed concerns about large projects consuming a disproportionate share of available funds. He suggested implementing a funding cap to prevent any single project from using more than 50 percent of available M2 funds. He noted that similar restrictions exist in other funding programs and that such a policy would ensure equitable distribution of resources.

Mr. Emami raised concerns regarding Senate Bill 1 (SB1) funding allocations. He stated that the County of Orange (County) receives 50 percent of SB1 funds despite maintaining only 5 percent of regional streets. He stated that the County should utilize more SB1 funding for major projects rather than relying heavily on Comprehensive Transportation Funding Program (CTFP) grants.

Mr. Wheeler recognized a concern regarding OCTA funding allocation. He noted that large projects should be phased and suggested OCTA explore setting funding caps per agency.

Ms. Lai motioned to approve.

Mr. Emami seconded the motion.

The motion was approved.

DISCUSSION ITEMS

3. Correspondence

- OCTA Board Items of Interest – See Agenda.
- Announcements by Email – See Agenda.



4. Committee Comments

Ms. Scott asked about the status of a consultant's report related to prior interviews with cities regarding CTFP reimbursement and invoicing processes.

Ms. Cardoso stated that Cumming Group has provided approximately 32 draft recommendations and is finalizing its report, which is expected on February 25th. She indicated that staff may provide a verbal update at the February 26th TAC meeting and confirmed that a formal report will be issued.

Mr. Galvez inquired about a report related to stakeholder meetings for the M2 Ten-Year Review, noting that paving restoration was a priority expressed by most cities.

Ms. Cardoso responded that multiple stakeholder groups are being interviewed and that the compiled report is expected to go to the Board toward the end of 2025.

5. Staff Comments - None

6. Items for Future Agendas - none

7. Public Comments – none

8. The meeting was adjourned at 1:59 p.m.

CTFP Guidelines Revisions for Payment Processing
Sections: Overview, Funding Sources, Definitions, Precepts, Chapters 3-6

Item 2 - Attachment A

Item No.	2026 Guidelines Page	Chapter	Section Title	Current Language	Proposed Language	Reason for Change
1	vi	I	Guidelines Overview	This document provides guidelines and procedures necessary for Orange County agencies to apply for funding of transportation projects contained within the CTFP through a simplified and consistent process. Each program has a specific objective, funding source and set of selection criteria detailed in separate chapters contained within these guidelines. Guidelines are updated on a periodic basis in coordination with local agencies working through the Technical Steering Committee (TSC) and Technical Advisory Committee (TAC). Modifications to the guidelines are discussed in detail with the local agency representatives during the TSC and TAC meetings held to review and approve the updated guidelines.	This document provides guidelines and procedures necessary for Orange County local jurisdictions to apply for funding for transportation projects contained within the CTFP through a simplified and consistent process. Each program has a specific objective, established by the Ordinance (see Appendix for Ordinance excerpts), funding source and set of selection criteria, which are detailed in separate chapters contained within these guidelines. Guidelines are updated on a periodic basis in coordination with local agencies working through the OCTA Technical Steering Committee (TSC) and OCTA Technical Advisory Committee (TAC). Modifications to the guidelines are discussed in detail with the local jurisdiction representatives during the TSC and TAC meetings held to review and recommend Board approval of the updated guidelines.	Add reference to a new appendix that contains excerpts from the Measure M2 (M2) Ordinance No. 3 (Ordinance) to show the legal and policy foundation behind the guidelines and help provide clarity for why certain program requirements, processes, and limitations are structured the way they are.
2	New	I	New Section: OCTA's Responsibility	none	OCTA budgets and allocates M2 Net Revenues in accordance with Ordinance No. 3 and distributes the funds to local jurisdictions consistent with the Ordinance and the purposes, policies and procedures described in these guidelines. OCTA awards grants through the CTFP to local jurisdictions based on best qualifying grant applications which are received, reviewed, and ranked by staff and recommended to and approved for individual projects and phases through Board action. The OCTA Local Programs Section (Local Programs) within the Planning Division provides guidance and oversight of the M2 CTFP funds to support compliance with applicable M2 eligibility requirements and CTFP Guidelines, including timely use of funds and reporting obligations. Local Programs reviews payment requests for CTFP-funded projects to confirm consistency with program guidelines, verify required matching funds and validate eligible phase activities. Once verified, Local Programs processes the payment request through the Finance and Administration Division which generates the payment to the local jurisdiction. Local Programs functions as an oversight and grantor role, not as a project manager for CTFP projects. Local Programs is also responsible for verifying the ongoing eligibility for each local jurisdiction, which is required in order to receive M2 funds. Eligibility requirements are outlined in the Measure M2 Eligibility Guidelines. If a jurisdiction is not found eligible for some reason, a penalty may be applied that could withhold M2 funding for up to five years and require the return of funds depending on the severity and Board directives. OCTA or its authorized agents may perform an audit and/or technical review of each project to ensure compliance with CTFP policies and procedures. If the audit or technical review determines that any activities are ineligible for CTFP funding, the local jurisdiction shall reimburse OCTA for the amount of CTFP funds expended on ineligible activities. Please also see the master agreement for each local jurisdiction for additional requirements and responsibilities.	Add new section to clearly define the roles and responsibilities of the Orange County Transportation Authority (OCTA) in administering the M2 CTFP, consistent with the Ordinance and M2 master agreements with local jurisdictions.
3	New	I	New Section: Local Jurisdiction's Responsibility	none	See redline version of the CTFP Guidelines for revisions	Add new section to clearly define the roles and responsibilities of local jurisdictions as participants in the M2 CTFP, consistent with the Ordinance and M2 master agreements with local jurisdictions.
4	viii	II	Renewed Measure M	See Renewed Measure M under Funding Sources chapter.	See redline version of the CTFP Guidelines for revisions	Minor revisions were made to clarify Funding Sources chapter and the distribution percentage of M2 net revenues, and references to the Local Fair Share Guidelines (pending Board approval anticipated April 2026). No substantive changes that would impact the payment process.
5	New	III	New Definition	none	1. The term "approved invoice" refers to a third party invoice submitted by a vendor, consultant, and/or contractor, in which the payment was authorized by an appropriate delegated authority from the local jurisdiction and includes the project name or a clear project reference linking the invoice to the corresponding CTFP grant, and provides the date or date range, a detailed description of services rendered and/or items purchased.	<i>Consultant: Need clarification on approved invoice.</i> OCTA: Define "approved invoice" to clarify documentation requirements for reimbursement requests.
6	New	III	New Definition	none	3.The "betterment" generally refers to any upgrade or improvement to a facility that goes beyond simply restoring it to its original condition or existing standard. It is an enhancement that results in a condition superior to or more extensive than its prior state	Define "betterment" to reinforce that M2 does not fund betterments on private property, an issue frequently encountered during reimbursement requests under the Regional Capacity Program (RCP - Project O).
7	xii	III	Definitions	2. The term "construction support" includes construction engineering which is design carried out during construction, construction management, project management, materials testing, design support, and/or other specific activities that are carried out during construction and are related to but are not directly construction activities.	4. The term "construction engineering" is the supervision and inspection of construction activities (project management and construction management), additional staking function considered necessary for effective control of the construction operations, testing materials incorporated into construction, checking shop drawings, and measurements needed for the preparation of pay estimates.	Update the term "construction support" to "construction engineering" to align with Caltrans terminology and industry standards.

CTFP Guidelines Revisions for Payment Processing
Sections: Overview, Funding Sources, Definitions, Precepts, Chapters 3-6

Item No.	2026 Guidelines Page	Chapter	Section Title	Current Language	Proposed Language	Reason for Change
8	x	III	Definitions	5. The term "complete project" as in the entire project, is inclusive of environmental documents, preliminary engineering, final design/engineering, right-of-way (ROW) acquisition, construction, and construction support for infrastructure projects and may also mean the timeframe outlined in the grant for transit operations, or the acquisition and acceptance of equipment or vehicles which is then used for the intended transportation need.	7. The term "complete project" refers to all phases of the project. For infrastructure projects, "complete project" refers to the entire scope of work, including environmental documentation, preliminary engineering, final design or engineering, right-of-way (ROW) acquisition, construction, and construction engineering. For transit projects, "complete project" refers to the full duration specified in the grant for transit operations and/or the acquisition and acceptance of equipment or vehicles intended for the approved transportation purpose.	Consultant: Three different definitions are included here; suggest breaking to a, b, c, and showing examples of each. OCTA: No substantive changes proposed; formatting revisions were implemented for clarity.
9	x	III	Definitions	6. The term "cost overrun" in reference to projects awarded through the CTFP shall refer to any and all costs beyond the original estimate that are necessary to complete the approved project scope.	n/a	Consultant: Definition is unclear OCTA: Seeking TSC feedback if change is needed.
10	x	III	Definitions	8. The term "escalation" or "escalate" is the inflationary adjustment, as determined by the Engineering News Record (ENR) Construction Cost Index (CCI) 20-city average, added to the application funding request (current year basis) for ROW and construction phases (see Precept 12).	n/a	Consultant: Add link to precept 12 and add an example calculation. OCTA: Seeking TSC feedback if calculation example is needed. Link to Precept 12 will be added to the final PDF version of the guidelines.
11	x	III	Definitions	10. For the purpose of these guidelines, the terms "excess right-of-way" and "surplus right-of-way" shall interchangeably refer to ROW acquired for a specific transportation purpose that is not needed for that purpose. ROW designation shall be acknowledged by applicant to OCTA within sixty (60) calendar days of designation. Furthermore, surplus property plan must also be provided to OCTA at time of designation.	12. For the purpose of these guidelines, the terms "excess right-of-way" and "surplus right-of-way" shall interchangeably refer to ROW acquired for a specific transportation purpose that is not needed for that purpose. ROW designation shall be acknowledged by applicant to OCTA within sixty (60) calendar days of designation. Furthermore, an excess ROW disposal plan must also be provided to OCTA at time of designation.	Consultant: Observed a few conflicts on right of way definitions. Examples here would be helpful, as well as what is an acceptable surplus property plan. OCTA: Replace "surplus property plan" with "excess ROW disposal plan" for consistency and clarity.
12	New	III	New Definition	none	14. The term "final CTFP expenditure report" refers to the OCTA forms and documentation listed in Chapter 10.	Add new term "Final CTFP Expenditure Report" to address recurring issues in which agencies submit incomplete documentation or are unaware of the full submittal requirements.
13	xi	III	Definitions	19. A "micro-purchase" is any purchase that does not exceed \$5,000. For the purposes of proof of payment, only an approved invoice is required.	22. A "micro-purchase" is any purchase that does not exceed \$5,000. For the purposes of proof of payment, only an invoice or general ledger report is required. If a local jurisdiction has an established micro-purchase threshold that differs from this amount, supporting documentation may be provided, and OCTA will accept the applicable local threshold.	Consultant: Need clarification on approved invoice and provide example showing fields that must be on the invoice. OCTA: Procedural change due to OCTA recognizing that jurisdictions may have different micro-purchase thresholds. The revisions allow agencies to provide documentation if they have a higher threshold. Definition for "approved invoice" added in Item #5.
14	New	III	New Definition	none	28. The term "project final report" is the certification of completion of a project funded with Net Revenues, description of work performed, and accounting of Net Revenues expended and interest earned on Net Revenues allocated for the project.	Define "project final report" to clarify the document local jurisdictions must submit to meet the 180-day deadline, which is an M2 eligibility requirement. OCTA will develop a new standardized form across all CTFP programs for this purpose.
15	xiii	III	Definitions	28. The term "reasonable" in reference to project phase costs shall refer to a cost that, in its nature and amount, does not exceed that which would normally be incurred under the circumstances prevailing at the time the decision was made to incur the cost. Factors that influence the reasonableness of costs: whether the cost is of a type generally recognized as ordinary and necessary for the completion of the work effort and market prices for comparable goods or services.	n/a	Consultant: Add examples of what is reasonable and what is not, especially pulling from historical examples. OCTA: Seeking TSC feedback if change is needed.
16	xiii	III	Definitions	33. The term "offset intersection" or "offset signal" refers to traffic signalized intersections on the MPAH that are within 2,700 feet from either direction of the project corridor (Project P Only).	n/a	Consultant: Include examples. OCTA: Seeking TSC feedback if change is needed.
17	New	V	New Precept	none	5. The local jurisdiction shall not use Net Revenues to supplant developer funding which has been or will be committed for any transportation project.	In accordance with the Ordinance, a new precept has been added to explicitly state that M2 funds may not be used to supplant developer funding.
18	xix	V	Precepts	5. An agency must have a fully executed letter agreement prior to the obligation of funds. Local agencies may be granted pre-award authority for M2 funded projects. Local agencies, at their own risk, may use this pre-award authority to obligate funds for an M2 funded project prior to the programmed year. Expenditures actualized prior to the Board approved programmed year will not be eligible for reimbursement (see Chapter 9).	6. The local jurisdiction must have a fully executed letter agreement prior to the reimbursement of funds. Local jurisdictions, at their own risk, may obligate funds for an M2 funded project prior to the programmed year. Expenditures actualized prior to the Board approval of the grant, will not be eligible for reimbursement (see Chapter 10). Unless an advancement is approved, reimbursements will be released in the programmed year. Board approval of a project does not guarantee the eligibility of all items. For construction and primary implementation phases an agency must have OCTA's written confirmation of eligible and ineligible costs and staff approval to proceed prior to obligating any funds through contract award.	Revise the letter agreement process to provide jurisdictions additional time to award contracts due to lengthy or unpredictable timelines to execute letter agreements. Pre-award authority to award a contract/start a project after Board approval, but before a letter agreement is executed, will no longer need to be requested or approved by OCTA. Clarify that Board approval to fund a project does not automatically mean that all components of the project are eligible for reimbursement. For Construction and PI phases, determining expense eligibility at project phase closeout has contributed to extended review periods that delay reimbursement. Add a formal cost eligibility confirmation process where OCTA performs an in-depth eligibility review and provides written confirmation to help mitigate delays, enhance clarity, and support fiscal accountability. This would be required prior to construction contracts being awarded by jurisdictions.

CTFP Guidelines Revisions for Payment Processing
Sections: Overview, Funding Sources, Definitions, Precepts, Chapters 3-6

Item No.	2026 Guidelines Page	Chapter	Section Title	Current Language	Proposed Language	Reason for Change
19	xix	V	Precepts	6. For transit programs (e.g., Projects S, V, and W), pre-award authority is granted upon Board approval of the funding grant. See Precept 5 above for pre-award authority provisions.	Remove precept	Precept is being removed as pre-award authority would be extended to all programs under Item #18 (new Precept 6).
20	xx	V	Precepts	11. OCTA will base funding grants on project cost estimates including up to 10 percent (10%) contingency for right-of-way and construction. During the programming process, OCTA adds an inflationary adjustment, as appropriate.	11. OCTA will base funding grants on project cost estimates including up to 10 percent (10%) contingency for right-of-way and construction. A local jurisdiction may request a higher contingency with supporting documentation identifying the specific risks that justify the increase. During the programming process, OCTA adds an inflationary adjustment, as appropriate.	<i>Consultant: Related back to definition of ROW, show examples (or link to examples).</i> OCTA: Add option to submit a higher justified contingency threshold, if needed. Consultant recommendation considered; no action recommended.
21	xx	V	Precepts	13. Match rate commitments identified by implementing agencies in the project grant application shall remain constant throughout the funded project phase. This includes projects where the programming has been escalated for future years. OCTA and implementing agencies shall not reduce match rate commitments or split the match rate by phase. Actual project contributions by the local agency or OCTA are dependent on final project costs and may not be equal to the match rate if a local agency overmatch exists. Local agency contributions may exceed the committed local match rate in the event of cost overruns. OCTA will not increase the funding grant to cover cost overruns. Ineligible expenditures cannot be considered when calculating the local match rate.	13. Match rate commitments identified by implementing agencies in the project grant application shall remain constant throughout the funded project phase. This includes projects where the programming has been escalated for future years. OCTA and implementing agencies shall not reduce match rate commitments or split the match rate by phase. Actual project contributions by the local agency or OCTA are dependent on final project costs and may not be equal to the match rate if a local agency overmatch exists. Local agency contributions may exceed the committed local match rate in the event of cost overruns.	<i>Consultant: No increase even if scope change/eligible or reasonable expense?</i> OCTA: Move the last sentence and create a separate standalone precept under Item #26 (new precept 14) explicitly stating that M2 grants will not be increased.
22	xx	V	New Precept	none	14. OCTA will not increase the funding grant to cover cost overruns. Ineligible expenditures cannot be considered when calculating the local match rate.	Add a new precept to clarify that OCTA will not increase funding.
23	xxi	V	Precepts	19. Funds that have been encumbered shall be used in a timely fashion. There shall be one encumbrance date determined for each project phase. For project phases (excluding Projects O and P), funds must be expended within 36 months from encumbrance. Funds extensions up to 24 months may be granted through the SAR process. Extension requests must be received prior to the expenditure deadline. See Precept 20 for Project O and Project P.	20. Funds that have been encumbered shall be used in a timely fashion. There shall be one encumbrance date determined for each project phase. For project phases (excluding Projects O and P), work must be completed within 36 months from encumbrance. Funds extensions up to 24 months may be granted through the SAR process. Extension requests must be received prior to the expenditure deadline. See Precept 21 for Project O and Project P.	Clarify that work must be completed within 36 months of encumbrance, as the previous language often caused confusion regarding eligible expenses.
24	xxi	V	Precepts	20. For Project O and Project P, funds that have been encumbered shall be used in a timely fashion. There shall be one encumbrance date determined for each project phase. For project phases, local agencies have at least 36 months from encumbrance to complete a project phase and expend the funds. For project phases expected to be longer than 36 months, funds must be expended within 6 months from the scheduled completion date for that project phase. This schedule information is provided within the application. As an example, if an agency indicates construction will be completed within 40 months from encumbrance, the agency would have 46 months to complete the phase or request an extension. Funds extensions up to 24 months may be granted through the SAR process. Extension requests must be received prior to the expenditure deadline. For Project O construction phase funds, participating environmental mitigation activities (see Precept 28) may be reimbursed up to 48 months after adopted Notice of Completion (NOC), contingent upon verification of environmental mitigation requirements.	21. For Project O and Project P, funds that have been encumbered shall be used in a timely fashion. There shall be one encumbrance date determined for each project phase. For project phases, local jurisdictions have at least 36 months from encumbrance to complete a project phase and expend the funds. For project phases expected to be longer than 36 months, work must be completed within 6 months from the scheduled completion date for that project phase. This schedule information is provided within the application. As an example, if a local jurisdiction indicates construction will be completed within 40 months from encumbrance, the local jurisdiction would have 46 months to complete the phase or request an extension. Funds extensions up to 24 months may be granted through the SAR process. Extension requests must be received prior to the expenditure deadline. For Project O construction phase funds, participating environmental mitigation activities (see Precept 28) may be reimbursed up to 48 months after adopted Notice of Completion (NOC), contingent upon verification of environmental mitigation requirements.	Clarify that work must be completed within 36 months of encumbrance, as the previous language often caused confusion regarding eligible expenses.
25	New	V	New Precept	none	23. Local jurisdictions shall acknowledge Measure M as a funding source in communications and at public-facing events, as applicable. Such acknowledgment shall include appropriate visual recognition in materials including, but not limited to, signage, digital and printed collateral, presentations, and on-site displays.	Add a new precept regarding M2 acknowledgement to ensure consistent recognition of Measure M as a funding source for improvements funded through the CTFP. Consistent acknowledgment promotes transparency and reinforces public confidence by visibly linking CTFP-funded projects to voter-approved funding.
26	xxii	V	Precepts	23. OCTA shall reprogram funds derived from savings or project cancellation based upon final project status. An implementing agency may request to transfer 100 percent (100%) of savings of M2 funds between the phases within a project with approval from the TAC and Board. Funds can only be transferred to a phase that has already been awarded competitive funds. Such requests must be made prior to the acceptance of a final report and submitted as part of a SAR. Agencies may only use savings as an aid for unanticipated cost overruns within the approved scope of work.	25. OCTA shall reprogram funds derived from savings or project cancellation based upon final project status. An implementing agency may request to transfer 100 percent (100%) of savings of M2 funds between the phases within a project with approval from the TAC and Board. Such requests must be made prior to the acceptance of a final CTFP expenditure report and submitted as part of a SAR. Construction phase savings may be applied to eligible construction engineering costs within the same project. Request must be made before issuance of the final payment. Agencies may only use savings as an aid for unanticipated cost overruns within the approved scope of work.	Revisions were made to align with the updates under Precept 31 (Item #29).
27	xxii	V	Precepts	25. For the purpose of calculated Level of Service (LOS), the capacity used in the volume over capacity calculation shall be 100 percent (100%) capacity, or LOS level "E". Intersection Capacity Utilization (ICU) calculations shall use 1,700 vehicles per hour per lane with a .05 clearance interval.	n/a	<i>Consultant: Show example calculation or have appendix of sample calculations for various requirements/definitions</i> OCTA: Consultant recommendation considered; no action needed as this is a fundamental calculation.

CTFP Guidelines Revisions for Payment Processing
Sections: Overview, Funding Sources, Definitions, Precepts, Chapters 3-6

Item No.	2026 Guidelines Page	Chapter	Section Title	Current Language	Proposed Language	Reason for Change
28	xxii	V	Precepts	28. OCTA may fund environmental mitigation, up to 25 percent (25%) of the total eligible project cost by phase, as required for the proposed project contained in the environmental document. Participating environmental mitigation expenditures are eligible for funding under certain programs, but not all.	30. OCTA may fund environmental mitigation, up to 25 percent (25%) of the total grant by phase, as required for the proposed project contained in the environmental document. Participating environmental mitigation expenditures are eligible for funding under Project O or on a case by case basis .	<i>Consultant: Clarify which programs</i> OCTA: Revise the language to calculate the 25% threshold based on the grant amount for consistency with other thresholds. Clarify the funding program that allows environmental mitigation.
29	xxii	V	Precepts	29. Construction support may be reimbursed up to 20 percent (20%) of the total M2 grant, with costs subject to the match requirements. Construction activities carried out by local agency workforces are not considered construction support.	31. Local jurisdictions may allocate up to twenty percent (20%) of the total grant for construction engineering activities. In the event that construction phase expenditures result in project cost savings at the time of final reimbursement, agencies may request to apply savings toward eligible construction engineering costs. Costs are subject to match requirements.	<i>Consultant: What is included under "construction activities" provide examples</i> OCTA: Revision made give the agencies to option to use project savings towards eligible construction engineering activities. Consultant recommendation considered; no action needed as this is covered under definition of "construction activities."
30	xxii	V	Precepts	30. Contract change orders are only eligible for reimbursement of work within the original scope of work and not exceeding 10 percent (10%) of eligible construction costs or contingency provided in the application cost estimate, whichever amount is higher.	32. Contract change orders are eligible for reimbursement only when the change order is required to deliver the Board approved scope of work and only for eligible project components.	<i>Consultant: Provide sample calculation</i> OCTA: Procedural change to simplify contract change order calculations, reduce administrative back-and-forth verifying calculated totals, and free up resources to focus on project delivery rather than cost interpretation.
31	xxiii	V	Precepts	31. OCTA shall evaluate "whole" projects during the initial review process. Subsequent phase application reviews shall not include prior phases in the evaluation unless locally funded and pledged as a match and are subject to OCTA verification. The criteria for ranking project applications is included in these guidelines as part of each program component chapter.	31. Local jurisdictions need to provide information so OCTA can evaluate complete projects during the initial review process. Subsequent phase application reviews shall not include prior phases in the evaluation unless locally funded and pledged as a match and are subject to OCTA verification. The criteria for ranking project applications is included in these guidelines as part of each program component chapter.	<i>Consultant: Why is "whole" in quotes? What does "whole" mean - provide example.</i> OCTA: Clarify the language to ensure agencies submit all required information at the time of application submittal.
32	xxiii	V	Precepts	35. Agencies shall submit payment requests to OCTA in a timely fashion. Agencies may request an initial payment for M2 (generally up to 75 percent (75%) of programmed amount or eligible expenditures, see Chapter 9) once the funds have been encumbered. The final 25 percent (25%) of the available programmed balance will be released upon the submission of an approved final report.	37. Local jurisdictions shall submit progress payment requests to OCTA at least quarterly, as appropriate. Requests must be consistent with funding match requirements and must only include costs for completed work that has been paid. OCTA shall reimburse ninety percent (90%) of the grant amount until receipt and approval of a complete and accurate final CTFP expenditure report. Jurisdictions may request an initial payment (generally up to 20 percent (20%) of the M2 grant, see Chapter 10) once the funds have been encumbered and a fully executed letter agreement has been issued. The final payment will be released within sixty (60) days after OCTA receives a complete and accurate final CTFP expenditure report.	<i>Consultant: Flagged for future. Changing if % of initial payment change and approval report - is this the final payment request?</i> OCTA: Procedural change to the reimbursement structure. A progress payment structure is proposed to help mitigate lengthy review times at project closeout, to allow earlier identification of eligibility issues, cost overruns, and scope changes, and to maintain continuity of funding-related project history during staff transitions.
33	xxiii	V	Precepts	36. For situations where a grant amount exceeds \$2,000,000, the amount withheld pending the submittal of an approved final report shall be capped at \$500,000 per project phase but shall in no case be less than 10 percent (10%) of the grant or the contract amount, whichever is less. Should the 75 percent/25 percent (75%/25%) payment distribution ratio result in a final payment retention that exceeds \$500,000, the payment percentages will be adjusted to meet the \$500,000 cap until the 10 percent (10%) threshold is reached. At no time will the final payment retention be less than 10 percent (10%).	38. Retention will be ten percent (10%) of the grant and will not be released until acceptance of final CTFP expenditure report, unless otherwise determined by a separate cooperative agreement.	<i>Consultant: Provide sample calculations</i> OCTA: Revise the language to calculate the 10% threshold based on the grant amount for consistency with other thresholds and to align with the proposed progress payment structure.
34	xxiv	V	Precepts	40. Agencies may appeal to the TAC on issues that the agency and OCTA staff cannot resolve. An agency may file an appeal by submitting a brief written statement of the facts and circumstances to OCTA staff. The appellant local agency must submit a written statement which proposes an action for TAC consideration. The TSC shall recommend specific action for an appeal to the TAC. The Board shall have final approval on appeals.	42. Local jurisdictions may appeal a payment decision where the payment would result in the project receiving at least one hundred thousand dollars less funding than expected. See Chapter 10 for the appeal process.	<i>Consultant: Has this appeal process ever used for items in dispute that have been in review for years? May want to include example here.</i> OCTA: Clarify appeal process with a specified course of action to help resolve protracted disputes faster.
35	xxiv	V	Precepts	41. Projects within the Coastal Zone Boundary, as a requirement of a Coast Development Permit, may be required to replace existing on-street parking on a one-for-one basis for spaces removed as a result of a roadway widening project. ROW costs to replace the existing on-street parking can be considered mitigation for coastal zone cities only (see exhibit IV-1). The mitigation activities can be covered up to 25 percent (25%) of the total eligible cost consistent with Precept 28. Jurisdictional boundaries are more fully described in the Public Resource Code, Division 20, California Coastal Act (2016) Sections 30168 & 30169. OCTA staff will work with the local agency staff during the project application process to determine eligibility of these costs and to identify any excess ROW that will require a disposal plan. OCTA and the local agency will also establish any savings that will revert back to the Measure M Program after project completion. The cost of ROW required to replace parking should be fair and reasonable in comparison to the total cost of the project.	43. Projects within the Coastal Zone Boundary, as a requirement of a Coast Development Permit, may be required to replace existing on-street parking on a one-for-one basis for spaces removed as a result of a roadway widening project. ROW costs to replace the existing on-street parking can be considered mitigation for coastal zone cities only (see exhibit IV-1). The mitigation activities can be covered up to 25 percent (25%) of the total grant consistent with Precept 30 . Jurisdictional boundaries are more fully described in the Public Resource Code, Division 20, California Coastal Act (2016) Sections 30168 & 30169. OCTA staff will work with the local jurisdiction staff during the project application process to determine eligibility of these costs and to identify any excess ROW that will require a disposal plan. OCTA and the local jurisdiction will also establish any savings that will revert back to the Measure M Program after project completion. The cost of ROW required to replace parking should be fair and reasonable in comparison to the total cost of the project.	<i>Consultant: Provide sample calculations. Eligibility review typically doesn't happen until after the application phase. Opportunity for review sequencing recommendations here.</i> OCTA: Revise the language to calculate the 25% threshold based on the total grant amount to ensure alignment and consistency with the methodology used for other thresholds.
36	3-1	3	Safe Transit Stops (Project W)	Revisions to this chapter will be made as part of the next Project W call for projects. The consultants' comments have been documented and will be taken into consideration during those revisions.		
37	4-1	4	Transit Extensions to Metrolink (Project S)	A minor clarification has been made to this chapter. There are no additional proposed revisions to the Transit Extension to Metrolink (Project S) Program, as there are no active Project S grants at this time.		

CTFP Guidelines Revisions for Payment Processing
Sections: Overview, Funding Sources, Definitions, Precepts, Chapters 3-6

Item No.	2026 Guidelines Page	Chapter	Section Title	Current Language	Proposed Language	Reason for Change
38	4-2	4	Matching Funding Requirements	Local funding must meet a minimum 10 percent (10%) match rate requirement for the whole project comprised of any combination private contributions, advertising revenues, and local discretionary funds. Match funding commitments in excess of 10 percent (10%) for one project phase (capital or operations/maintenance) may result in a reduced minimum match rate requirement for another phase subject to Board of Directors (Board) approval. Minimum match rate commitments will be incorporated into a cooperative funding agreement and will apply on an annual basis to the entire service life of the project (typically 5, 7, or 25 years). The match must be a monetary contribution and may not be made up of in-kind services	Local funding must meet a minimum 10 percent (10%) match rate requirement for the whole project comprised of any combination private contributions, advertising revenues, and local discretionary funds. Match funding commitments in excess of 10 percent (10%) for one project phase (capital or operations/maintenance) may result in a reduced minimum match rate requirement for another phase subject to Board of Directors (Board) approval. Minimum match rate commitments will be incorporated into a cooperative funding agreement and will apply on an annual basis to the entire service life of the project (typically 5, 7, or 25 years). The match must be a monetary contribution and may not be made up of in-kind services.	Clarify that the match cannot consist of in-kind services and must be provided as a monetary contribution, consistent with the definition for local match.
39	5-1	5	Metrolink Gateways (Project T)	This chapter will be removed from the guidelines as the Metrolink Gateways Program has been completed and closed. Prior versions of the guidelines will retain this chapter for reference, if needed.		
40	6-1	6	Community-Based Transit/Circulators (Project V)	Minor clarifications have been made to this chapter. Revisions to this chapter will be made as part of the next Project V call for projects. The consultants' comments have been documented and will be taken into consideration during that review.		
41	6-1	6	Eligible Service Categories	The services currently eligible for this program generally fall into two service categories defined as Traditional Project V transit services and On-Demand mobility services. These categories allow for special operating characteristics to be considered in the evaluation and administration of distinctive transit delivery models. The eligible service types under each category are as follows:	The services currently eligible for this program generally fall into two service categories defined as Traditional Project V transit services and On-Demand mobility services. These categories allow for special operating characteristics to be considered in the evaluation and administration of distinctive transit delivery models. Given the unique nature of this program and services provided through Project V, clarification on what types of services fall into these categories would be provided through workshops or direct communication. The eligible service types under each category are as follows:	<i>Consultant: Include examples of what is eligible. Also have sample of what may be close, but ineligible for clarity.</i> OCTA: Clarify that examples will be provided during call workshops or through direct communication.
42	6-9	6	Project Participating Categories	Major revenue service vehicle maintenance and repairs (e.g., replacement of transmission, engine, etc.).	Major revenue service vehicle maintenance and repairs (e.g., replacement of transmission, engine, etc.). Minor vehicle services (routine maintenance: brake pads/rotors, fluids, filters, spark plugs, belts, hoses, ignition coils, cosmetic bodywork or paint without structural involvement, etc.)	<i>Consultant: What is major vs. minor?</i> OCTA: Add language describing minor vehicle services to help clarify what would not be considered major vehicle maintenance/major repairs.
43	6-11	6	Project Requirements	<u>Capital – Project Requirements</u> Project V funding is available to offset the costs of purchasing or leasing vehicles, equipment and other appropriate and reasonable capital amenities as described in Chapter 3, under eligible costs. Progress on capital projects must be reported to OCTA through the CTFP semi-annual review process. Agencies must inspect vehicle(s) to ensure they meet specifications prior to final acceptance and withhold retention until warranty issues and/or final acceptance is met and approved by the local agency.	n/a	<i>Per consultant can be open to interpretation - examples</i> OCTA: Clarifying language proposed through Item #44.
44	6-11	6	Project Requirements	If capital purchases (bus/vehicles, equipment, facilities, bus stop amenities, etc.) are provided with Project V funds, there is an expectation that these capital items will be used for their entire useful life and/or through the termination of the service. If termination occurs prior to the completion of the capital item's useful life and/or grant term, the local agency shall repay OCTA the same percentage of the sale price (or estimated value of the asset(s) based on straight line depreciation of the asset(s)), consistent with the Project V percentage of the initial purchase. Useful life shall be based upon OCTA's policy for service life, where applicable.	If capital purchases (bus/vehicles, equipment, facilities, bus stop amenities, etc.) are provided with Project V funds, there is an expectation that these capital items* will be used for their entire useful life and/or through the termination of the service. If termination occurs prior to the completion of the capital item's useful life and/or grant term, the local agency shall repay OCTA the same percentage of the sale price (or estimated value of the asset(s) based on straight line depreciation of the asset(s)), consistent with the Project V percentage of the initial purchase. Useful life shall be based upon OCTA's policy for service life, where applicable. *Specific capital items eligible for Project V funds will be identified in the terms and conditions of the cooperative agreement.	Add footnote to clarify that the eligible capital items will be defined in each jurisdiction's cooperative agreement given the unique nature of the program.
45	6-17	6	Project V Branding	Projects awarded Project V funding are required to place M2 (OC Go) decals on the vehicles used for fixed-route, community shuttles, seasonal services and regular microtransit. Local agencies will coordinate with OCTA in regard to the sizing, placement, and furnishing of decals. The implementing agency will be required to certify actual placement and visibility on a reasonable basis. For all awarded services, local agencies are required to place M2 logos on marketing and related service publication materials, including software applications. Promotion of the OC Go logo is not intended to overpower or take away from the service operated by the local agency but is intended to ensure transparency regarding the local sales tax measure expenditures.	Projects awarded Project V funding are required to place OCTA decals on the vehicles used for fixed-route, community shuttles, seasonal services and regular microtransit. Local jurisdictions will coordinate with OCTA in regard to the sizing, placement, and furnishing of decals. The implementing jurisdiction will be required to certify actual placement and visibility during the Project V Quarterly Report updates. For all awarded services, local jurisdictions are required to place OCTA logos on marketing and related service publication materials, including software applications. Promotion of the OCTA logo is not intended to overpower or take away from the service operated by the local jurisdiction but is intended to ensure transparency regarding the local sales tax measure expenditures. An example of the OCTA logo is shown as follows:	<i>Consultant: What counts as certification? Is there a procedure for that?</i> OCTA: Add language for consistency with current process as agencies already complete this step in the quarterly ridership reports submitted to OCTA.

CTFP Guidelines Revisions for Payment Processing
 Sections: Overview, Funding Sources, Definitions, Precepts, Chapters 3-6

Item No.	2026 Guidelines Page	Chapter	Section Title	Current Language	Proposed Language	Reason for Change
46	6-18	6	Project V Branding			Change logo used for projects funded by M2 to align with current OCTA branding guidance. The "OC Go" logo and term are no longer used.

Color Key
 Red = Revised text in CTFP Guidelines
 Yellow, *Italics* = Consultant recommendation
 Blue = Consultant recommendation deferred to TSC

COMPREHENSIVE TRANSPORTATION FUNDING PROGRAMS GUIDELINES

2027 CALL FOR PROJECTS

Orange County Transportation Authority



I. Overview

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

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

Background

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

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

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

Guidelines Overview

This document provides guidelines and procedures necessary for Orange County local jurisdictions to apply for funding for transportation projects contained within the CTFP through a simplified and consistent process. Each program has a specific objective [established by the Ordinance \(see Appendix for Ordinance excerpts\)](#), funding source, and set of selection criteria, which are detailed in separate chapters contained within these guidelines.

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

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with the local jurisdiction representatives during the TSC and TAC meetings held to review and recommend Board approval of the updated guidelines.

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

OCTA's Responsibility

OCTA budgets and allocates M2 Net Revenues in accordance with Ordinance No. 3 and distributes the funds to local jurisdictions consistent with the Ordinance and the purposes, policies and procedures described in these guidelines.

OCTA awards grants through the CTFP to local jurisdictions based on best qualifying grant applications which are received, reviewed, and ranked by staff and recommended to and approved for individual projects and phases through Board action.

The OCTA Local Programs Section (Local Programs) within the Planning Division provides guidance and oversight of the M2 CTFP funds to support compliance with applicable M2 eligibility requirements and CTFP Guidelines, including timely use of funds and reporting obligations. Local Programs reviews payment requests for CTFP-funded projects to confirm consistency with program guidelines, verify required matching funds and validate eligible phase activities. Once verified, Local Programs processes the payment request through the Finance and Administration Division which generates the payment to the local jurisdiction. Local Programs functions as an oversight and grantor role, not as a project manager for CTFP projects.

Local Programs is also responsible for verifying the ongoing eligibility for each local jurisdiction, which is required in order to receive M2 funds. Eligibility requirements are outlined in the Measure M2 Eligibility Guidelines. If a jurisdiction is not found eligible for some reason, a penalty may be applied that could withhold M2 funding for up to five years and require the return of funds depending on the severity and Board directives.

OCTA or its authorized agents may perform an audit and/or technical review of each project to ensure compliance with CTFP policies and procedures. If the audit or technical review determines that any activities are ineligible for CTFP funding, the local jurisdiction shall reimburse OCTA for the amount of CTFP funds expended on ineligible activities.

Please also see the master agreement for each local jurisdiction for additional requirements and responsibilities.

Local Jurisdictions' Responsibility

Local jurisdictions shall implement the project scope and complete projects, functioning as the project manager, for projects which have been awarded M2 CTFP funds by the Board of Directors, consistent with the project scope, schedule and cost that was

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originally submitted in the grant application, unless a scope change or other modification has been approved by OCTA and in accordance with applicable M2 eligibility requirements, these Guidelines, the master agreement with the local jurisdiction and the Ordinance, as well as applicable state and federal requirements.

Local jurisdictions shall obligate or encumber funds through the award of a contract or a similar action in by the programmed year, unless a delay has been approved, and comply with any additional requirements identified in all applicable master and letter agreements. In compliance adherence with to the Ordinance, local jurisdictions must submit a project final report within one hundred eighty (180) days of project completion.

Local jurisdictions are required to provide project updates through the semi-annual review process every six months. As part of this process, the local jurisdiction reports on any changes to the project's scope, cost or schedule or any other concerns that could delay or impede the project. Any changes that are expected or needed which are not consistent with the original project that was submitted in the grant application should be shared with OCTA and may require advance approval. OCTA typically requires that local jurisdictions receive approval for scope changes, delaying the start of a project, advancing the start of a project by more than a year, extending the period the project will be implemented, transferring project savings between phases, and cancellations.

Local jurisdictions are responsible for expending M2 funds within the applicable time requirements for each CTFP project, which is typically 36 months from the date of encumbrance; however, time limits may vary depending on the program, cooperative agreement, or other Board action. If additional time is needed, the local jurisdiction must submit a time extension request prior to the expenditure deadline through the CTFP semi-annual review process.

Local jurisdictions are responsible for ensuring that all reimbursement requests include only project costs that are eligible under the CTFP Guidelines. Local jurisdictions shall prepare and submit progress payment requests to OCTA at least quarterly, as appropriate, and shall ensure that requests include only costs for completed work that has been paid and that all applicable matching fund requirements have been met.

An initial payment, generally limited to up to 20 percent (20%) of the M2 grant (see Chapter 10), may be requested by the local jurisdiction after funds have been encumbered and a fully executed letter agreement is in place.

The final payment will be released within sixty (60) days after OCTA receives a complete and accurate final CTFP expenditure report. Local jurisdictions shall return M2 funds expended on ineligible activities within thirty (30) days of OCTA's written notice.

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The local jurisdiction shall dispose of any right-of-way acquired in excess of that required for transportation purposes. Excess property acquired with CTFP funds shall be sold by the local jurisdiction in accordance with Government Code Sections 54220–54232, and a proportionate share of the proceeds from such sale, consistent with the M2 share of funding for the projects, shall be remitted to OCTA.

Local jurisdictions must retain and provide documentation of costs to assist OCTA with the required verification of costs that is necessary in order to issue payment for those costs. These documents should be further maintained by the jurisdiction for a period of at least five years following project completion.

Local jurisdictions are responsible for meeting M2 Eligibility requirements in order to remain eligible to receive M2 funding consistent with the Ordinance and the Measure M2 Eligibility Guidelines.

Local jurisdictions shall keep CTFP funds, including any interest earned, separate from other funding sources in their accounting records and must track expenditures by program. In addition to the project final report, jurisdictions are responsible for reporting on M2 funds received and spent for CTFP projects through the M2 Expenditure Report, which is required annually through the M2 Eligibility review process. M2 funds may not be used to replace other committed funding, including developer contributions for transportation projects.

Local jurisdictions are required to assign a representative to serve on the OCTA Technical Advisory Committee, consistent with the committee bylaws.

Please also see master and letter agreements for each jurisdiction for additional information on the local jurisdiction’s responsibilities.

Technical Advisory Committee Responsibility

The OCTA Technical Advisory Committee (TAC), which is comprised of representatives from all Orange County cities and the County, shall provide OCTA staff with technical support on items related to M2 CTFP grant programs that serve to improve capacity on local streets and roads. In order to provide the best recommendations, as part of the discussion process, the TAC designates a Technical Steering Committee (TSC) to review programming recommendations and provide policy direction on more complex or major technical issues prior to submittal to the full TAC.

The TAC member is responsible for ensuring that information discussed and materials provided at meetings are communicated to the appropriate parties within their local jurisdiction.

II. Funding Sources

Renewed Measure M

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

Thirty-two percent (32%) of M2 net revenues is allocated to street and roads projects which includes the Local Fair Share formula program or Project Q which allocates eighteen percent (18%) of M2 revenues directly to the local jurisdictions and is further described in the Local Fair Share Guidelines; the competitive Regional Capacity Program (RCP), or Project O, is allocated ten percent (10%) of M2 net revenues and the competitive Regional Traffic Signal Synchronization Program (RTSSP), or Project P, is allocated four percent (4%) of M2 revenues. Both the RCP and RTSSP programs are included in the CTFP and are allocated to the local jurisdictions through a competitive process.

Twenty-five percent (25%) of M2 net revenues are allocated for transit projects. There are multiple transit programs identified in M2 with a large share of the funding directed to commuter rail and senior mobility. However, the CTFP specific competitive funding programs include Transit Extensions to Metrolink or Project S, Community Based Transit/Circulators or Project V and Safe Transit Stops or Project W. Project S, Project V and Project W are allocated to the local jurisdictions through a competitive process.

Two percent (2%) of M2 net revenues are allocated for the Environmental Cleanup Program (ECP), or Project X, and is allocated to the local jurisdictions through the competitive process.

Each program has a specific focus consistent with the description provided in the Ordinance (see Appendix for Ordinance excerpts). Evaluation criteria which is largely directed by the Ordinance and the M2 Transportation Investment Plan is outlined in these guidelines.

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

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

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

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

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



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

State/Federal Programs

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

Call for Projects

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

III. Definitions

1. The term "approved invoice" refers to a third party invoice submitted by a vendor, consultant, and/or contractor, in which the payment was authorized by an appropriate delegated authority from the local jurisdiction and includes the project name or a clear project reference linking the invoice to the corresponding CTFP grant, and provides the date or date range, a detailed description of services rendered and/or items purchased.
- 1.2. The term "agency," "agencies," "local agency," "local jurisdiction," "jurisdiction" or any form thereof shall be described in Precept 2.
3. The term "betterment" generally refers to any upgrade or improvement to a facility that goes beyond simply restoring it to its original condition or existing standard. It is an enhancement that results in a condition superior to or more extensive than its prior state.
- 2.4. The term "construction support engineering" is the supervision and inspection of construction activities includes construction engineering which is design carried out during construction, (construction management and, project management), additional staking functions considered necessary for effective control of construction operations, materials testing materials incorporated into construction, checking shop drawings, and measurements needed for the preparation of pay estimates. design support, and/or other specific activities that are carried out during construction and are related to but are not directly construction activities.
- 3.5. The term "construction" or "construction activities" typically means the building of something or may mean reconstruction of something and also includes any activities that directly allow for the building of something such as equipment mobilization, clearing a site including waste removal and other similar activities that make construction within an area possible. There may be multiple contracts and/or agency workforce involved in construction but there is usually one primary contract.
- 4.6. "Competitive funds" refers to funding grants received through the Comprehensive Transportation Funding Programs (CTFP).
7. The term "complete project" refers to all phases of the project.
 - For infrastructure projects, "complete project" refers to as in the entire project scope of work, is inclusive of including environmental documents, preliminary engineering, final design/engineering, right-of-way (ROW) acquisition, construction, and construction support engineering.
 - For infrastructure transit projects "complete project" refers to the duration specified and may also mean the timeframe outlined in the grant for transit

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operations, ~~and/~~ or the acquisition and acceptance of equipment or vehicles which is then used for the intended transportation need.

- ~~5.8.~~ The term "cost overrun" in reference to projects awarded through the CTFP shall refer to any and all costs beyond the original estimate that are necessary to complete the approved project scope.
- ~~6.9.~~ The term "encumbrance," or any variation thereof shall mean the execution of a contract or other action (e.g., entering into a cooperative agreement to carry out work, city council award of a contract, or issuance of a purchase order and/or Notice to Proceed [NTP]) or other acceptable documentation for work to be funded by Net Revenues. For purposes of consideration of an administrative delay only, entering into procurement may be considered "encumbrance".
- ~~7.10.~~ The term "escalation" or "escalate" is the inflationary adjustment, as determined by the Engineering News Record (ENR) Construction Cost Index (CCI) 20-city average, added to the application funding request (current year basis) for ROW and construction phases (see Precept 12).
- ~~8.11.~~ The term "environmental mitigation" is the process by which project proponents apply measures to avoid, minimize, or compensate for the adverse effects and environmental impacts resulting from their projects. Environmental mitigation may include environmental clean-up/preservation measures made as part of that project's environmental clearance and are typically included in the overall project scope of work. Environmental mitigation may be carried out as part of or immediately following construction phase.
- ~~9.12.~~ For the purpose of these guidelines, the terms "excess right-of-way" and "surplus right-of-way" shall interchangeably refer to ROW acquired for a specific transportation purpose that is not needed for that purpose. ROW designation shall be acknowledged by applicant to OCTA within sixty (60) calendar days of designation. Furthermore, an excess ROW disposal surplus property plan must also be provided to OCTA at time of designation.
- ~~10.13.~~ The term "Fast Track" shall refer to projects that apply for both planning and implementation phase funding in a single competitive application/call for projects.
14. The term "final CTFP expenditure report" refers to the OCTA forms and documentation listed in Chapter 10.
- ~~11.15.~~ The term "Fully Burdened Labor Rates" include Workforce Labor Rate (WFLR) plus overhead (see Chapter 9).
- ~~12.16.~~ The term "funding grant," "grant," "project funding," "competitive funds," or "project programming" shall refer to the total amount of funds approved by the Board through the CTFP competitive process.
- ~~13.17.~~ The term "Gap Closure" shall refer to the construction of a roadway to its full MPAH build-out for the purpose of connecting two existing ends of that roadway by filling in

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a missing segment or for completing the terminus of an MPAH roadway. This applies to increased roadway capacity only as it relates to vehicular traffic. For reference see the MPAH map: <https://www.octa.net/programs-projects/projects/streets-projects/master-road-plan>

- 14.18.** The term “implementing agency” or “implementing jurisdiction” is the local jurisdiction responsible for managing the scope, cost and schedule of the proposed project as defined in the grant application.
- 15.19.** The term “lead agency,” “administering agency,” or “lead jurisdiction” shall refer to the agency responsible for the submission of the grant application.
- 16.20.** The term “Master Funding Agreements” or any form thereof shall refer to cooperative funding agreements described in Precepts 3 and 4.
- 17.21.** The term “match rate”, “local match”, “local matching funds”, or any variation thereof, refers to the match funding that a jurisdiction is pledging through the competitive process and disposed of through procedures in Chapter 10.9. Unless otherwise specifically defined in program specific guidelines, this term refers to the cash contribution that is expected from the local jurisdiction in terms of dollars and cost share.
- 18.22.** A “micro-purchase” is any purchase that does not exceed \$5,000. For the purposes of proof of payment, only an approved invoice or general ledger is required. If a local jurisdiction has an established micro-purchase threshold that differs from this amount, supporting documentation may be provided, and OCTA will accept the applicable local threshold.
- 19.23.** The term “obligate”, or any variation thereof shall refer to the process of encumbering funds.
- 20.24.** “OCFundtracker” refers to the online grant application and payment system used by OCTA to administer the competitive programs awarded through the CTFP. Refer to <https://ocfundtracker.octa.net/>.
- 21.25.** The term “final design,” or “Plans, Specifications, and Estimates,” or “PS&E,” shall refer to 100 percent (100%) completion of project design plans.
- 22.26.** “Primary Implementation (PI) Report” refers to the report required at the end of the PI phase for the Regional Traffic Signal Synchronization Program (RTSSP). It is a technical report that documents the work completed during the PI phase, which contains the Before and After Study. The PI Report is a separate report from the project final report required by the M2 Ordinance, Attachment B, Section III.A.9.
- 23.27.** “Operations and Maintenance (O&M) Report” refers to the report required at the conclusion of the O&M phase for the RTSSP (Project P). It is a technical report that documents the work completed during the O&M phase. This is a separate report from the project final report required by the M2 Ordinance, Attachment B, Section III.A.9.

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28. The term "project final report" is the certification of completion of a project funded with Net Revenues, description of work performed, and accounting of Net Revenues expended, and interest earned on Net Revenues allocated for the project
- 24.29. The term "project phase" or any form thereof shall refer to the three distinct project phases (engineering, right-of-way, and construction) for infrastructure projects that OCTA funds through the CTFP. Additionally, the "engineering phase" includes the preparation of environmental documents, preliminary engineering, final design or engineering and ROW engineering. The "ROW phase" includes ROW support, ROW acquisition, utility relocation and adjustment to private property as contained in the ROW agreements, private improvements taken, Temporary Construction Easements (TCE), severance damages, relocation costs that are the legal obligation of the agency, as well as loss of good will, fixtures and equipment including legal cost and may include ROW engineering work. The "construction phase" includes construction and construction support and may also include utility relocation if that is being carried out by the construction contractor. A fourth phase defined as "O&M" applies to select programs and is described more fully in the applicable program chapter. Programming for RCP (Project O) follows a sequential process related to Pre-construction elements as described more fully in Chapter 2. Pre-construction includes environmental evaluation, planning and engineering activities. The Implementation step includes ROW and construction activities.
- 25.30. 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. The date of project phase completion will begin the 180-day requirement for the submission of a project final report as required by the M2 Ordinance, Attachment B, Section III.A.9. For projects that include environmental mitigation there may be two project phase completion dates. Either date may be used for the 180-day requirement for the submission of a final report.
- 26.31. The term "Public-Private Partnerships" is defined as direct financial contributions, sponsorships or ROW dedications for eligible program activities.
- 27.32. The term "reasonable" in reference to project phase costs shall refer to a cost that, in its nature and amount, does not exceed that which would normally be incurred under the circumstances prevailing at the time the decision was made to incur the cost. Factors that influence the reasonableness of costs: whether the cost is of a type generally recognized as ordinary and necessary for the completion of the work effort and market prices for comparable goods or services.
- 28.33. The term "savings" or "project savings" in reference to projects awarded through the CTFP are any grant funds remaining on a particular project phase after all eligible items within the approved project scope have been reimbursed.

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- ~~29.~~34. The term “scope change” or “scope modification” is defined as a material change to the original project scope committed to by the local agency in the project application approved by the Board for M2 grant funding.
- ~~30.~~35. “Sustainability”, as it applies to capacity enhancing infrastructure projects, refers to project elements that support environmental benefits such as use of renewable or recycled resources.
- ~~31.~~36. The term “Workforce Labor Rates (WFLR)” include direct salaries plus direct fringe benefits.
- ~~32.~~37. The term “offset intersection” or “offset signal” refers to traffic signalized intersections on the MPAH that are within 2,700 feet from either direction of the project corridor (Project P Only).



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V. Precepts

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

1. All eligible Orange County cities and the County of Orange (County) may participate in the M2 competitive programs and federal funding programs included in the CTFP. Other agencies (e.g., California Department of Transportation [Caltrans] or local jurisdiction) may participate on a project; however, one local jurisdiction shall be designated as the implementing agency, shall be responsible for all funding requirements associated with the project, and shall be the recipient of funds through the program.
2. To participate in the CTFP, OCTA must declare that an agency is eligible to receive M2 Net Revenues which include LFS distributions. Failure to meet minimum eligibility requirements after programming of funds will result in deferral or cancellation of funding.
3. The lead agency must execute a Master Funding Agreement with OCTA. OCTA and lead agencies will periodically amend the agreement via letter to reflect funding changes through competitive calls for projects.
4. A separate cooperative funding agreement will be issued for Project V funded projects and any OCTA-led Project P (RTSSP) funded projects.
5. The local jurisdiction shall not use Net Revenues to supplant developer funding which has been or will be committed for any transportation project.
- 5.6. The local jurisdiction must have a fully executed letter agreement prior to the obligation reimbursement of funds. Local agencies may be granted pre-award authority for M2 funded projects. Local jurisdictions, at their own risk, may use this pre-award authority to obligate funds for an M2 funded project prior to the programmed year. Expenditures actualized prior to the Board approved programmed year of the grant will not be eligible for reimbursement (see Chapter 910). Unless an advancement is approved, reimbursements will be released in the programmed year. Board approval of a project does not guarantee the eligibility of all items. For construction and primary implementation phases an agency must have OCTA's written confirmation of eligible and ineligible costs and staff approval to proceed prior to obligating any funds through contract award.
6. ~~For transit programs (e.g., Projects S, V, and W), pre-award authority is granted upon Board approval of the funding grant. See Precept 5 above for pre-award authority provisions.~~

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7. Local jurisdictions shall scope projects, prepare estimates, and conduct design in cooperation with and in accordance with the standards and procedures required by the local jurisdictions involved with the project (e.g., Caltrans, County, state/federal resource agencies).
8. If not using agency workforce, local jurisdictions should select consultants based upon established contract management and applicable public contracting practices, with qualification-based selection for architectural/engineering (A/E) services, and competitive bidding environments for construction contracts in accordance with the Public Contracts Code. Jurisdictions must meet procurement and contracting requirements of non-M2 funding sources which may exceed those identified in the CTFP. See [Chapter 9- Chapter 10](#) if using local workforce.
9. Based upon funding availability, a "Call for Projects" shall be considered annually but may be issued less frequently.
10. In each call cycle, OCTA shall program projects for a three-year period, based upon an estimate of available funds.
11. OCTA will base funding grants on project cost estimates including up to 10 percent (10%) contingency for right-of-way and construction. [A local jurisdiction may request a higher contingency with supporting documentation identifying the specific risks that justify the increase.](#) –During the programming process, OCTA adds an inflationary adjustment, as appropriate.
12. OCTA shall escalate project grants for years two and three for ROW and construction phases only. OCTA will base escalation rates on the Engineering News Record (ENR) CCI 20-city average.
13. Match rate commitments identified by implementing agencies in the project grant application shall remain constant throughout the funded project phase. This includes projects where the programming has been escalated for future years. OCTA and implementing agencies shall not reduce match rate commitments or split the match rate by phase. Actual project contributions by the local agency or OCTA are dependent on final project costs and may not be equal to the match rate if a local agency overmatch exists. Local agency contributions may exceed the committed local match rate in the event of cost overruns. ~~OCTA will not increase the funding grant to cover cost overruns. Ineligible expenditures cannot be considered when calculating the local match rate.~~
- ~~14. OCTA will not increase the funding grant to cover cost overruns. Ineligible expenditures cannot be considered when calculating the local match rate.~~
- ~~14.15.~~ Where a project experiences savings, the local match percentage must be maintained.
- ~~15.16.~~ OCTA shall program funds by fiscal year for each phase of a project.

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16.17. A grant for a specific project shall be cancelled if the funds are not encumbered within the fiscal year the funds are programmed, unless OCTA has granted a delay.

17.18. Implementing agencies may request a one-time delay not exceeding a total of 24 months per project grant. Local jurisdictions shall justify this request, receive City Council/Board of Supervisor concurrence, and seek approval of OCTA staff, the TAC, and the Board as part of the SAR process. Delay requests must be received no less than ninety (90) calendar days prior to the encumbrance deadline and are not permitted for projects that seek "fast track" grants.

18.19. An administrative delay may be granted for expiring M2 funds for a project that is clearly engaged in the procurement process (advertised but not yet awarded), [see Chapter 2 for additional information](#).

19.20. Funds that have been encumbered shall be used in a timely fashion. There shall be one encumbrance date determined for each project phase. For project phases (excluding Projects O and P), ~~funds must be expensed~~ work must be completed within 36 months from encumbrance. Funds extensions up to 24 months may be granted through the SAR process. Extension requests must be received prior to the expenditure deadline. See Precept [201](#) for Project O and Project P.

20.21. For Project O and Project P, funds that have been encumbered shall be used in a timely fashion. There shall be one encumbrance date determined for each project phase. For project phases, local jurisdictions have at least 36 months from encumbrance to complete a project phase and expend the funds. For project phases expected to be longer than 36 months, ~~funds must be expensed~~ work must be completed within 6 months from the scheduled completion date for that project phase. This schedule information is provided within the application. As an example, if a local jurisdiction indicates construction will be completed within 40 months from encumbrance, the local jurisdiction would have 46 months to complete the phase or request an extension. Funds extensions up to 24 months may be granted through the SAR process. Extension requests must be received prior to the expenditure deadline. For Project O construction phase funds, participating environmental mitigation activities (see Precept [28 30](#)) may be reimbursed up to 48 months after adopted Notice of Completion (NOC), contingent upon verification of environmental mitigation requirements.

21.22. Preliminary Engineering allocations can be programmed in two different fiscal years depending on the project schedule and when certain engineering costs will need to occur during the project development and implementation phases. Local agencies can issue a separate NTP on a single contract to ensure compliance with the timely use of funds requirement. Local agencies may also issue separate contracts for the funds programmed in different fiscal years. Local agencies are required to obligate the funds within the same fiscal year of the programming or request a delay at least 90 days prior to the obligation deadline.

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23. Local jurisdictions shall acknowledge Measure M as a funding source in communications and at public-facing events, as applicable. Such acknowledgement shall include appropriate visual recognition in materials including, but not limited to, signage, digital and printed collateral, presentations and on-site displays.

22.24. For all construction projects awarded CTFP funds in excess of \$500,000 and/or exceeding a 90-day construction period schedule, the local agency shall install and remove signage in accordance with OCTA specifications during the construction period. The implementing agency shall request OCTA furnished signage. OCTA signage specifications can be found on the [Call for Projects website](https://www.octa.net/call-for-projects) (<https://www.octa.net/programs-projects/programs/funding-programs/call-for-projects/ctfp/regional-capacity-program>). Agencies will be required to certify that these signage requirements have been met as part of the initial payment process (see Chapter [910](#)).

~~23-25.~~ OCTA shall reprogram funds derived from savings or project cancellation based upon final project status. An implementing agency may request to transfer 100 percent (100%) of savings of M2 funds between the phases within a project with approval from the TAC and Board. Funds can only be transferred to a phase that has already been awarded competitive funds. Such requests must be made prior to the acceptance of a final CTFP expenditure report and submitted as part of a SAR. Construction phase savings may be applied to eligible construction engineering costs within the same project. Request must be made before issuance of the final payment. Agencies may only use savings as an aid for unanticipated cost overruns within the approved scope of work.

~~24-26.~~ Where the actual conditions of a roadway differ from the MPAH classification (e.g., number of through lanes), OCTA shall use the actual conditions for the purposes of competitive scoring. An agency may appeal to the TAC to request that the MPAH classification be adjusted/reconsidered. The MPAH map is available on the OCTA website at: <https://www.octa.net/programs-projects/projects/streets-projects/master-road-plan/>

~~25-27.~~ For the purpose of calculated Level of Service (LOS), the capacity used in the volume over capacity calculation shall be 100 percent (100%) capacity, or LOS level "E". Intersection Capacity Utilization (ICU) calculations shall use 1,700 vehicles per hour per lane with a .05 clearance interval.

~~26-28.~~ OCTA shall consider matching fund credit(s) for an implementing agency's proposed projects current and applicable environmental clearance expenditures. OCTA will review and consider these expenditures on a case-by-case basis at the time of funding approval.

~~27-29.~~ An approved CTFP project may be determined ineligible for funding at any time if it is found that M2 funding has replaced all or a portion of funds or commitments that were to be provided by other sources such as: development conditions of approval, development deposits, fee programs, redevelopment programs or other dedicated local funding sources (i.e., assessment districts, community facilities districts, bonds, certificates of participation, etc.). Appeals may be made in accordance with Precept 4~~20~~.

~~28-30.~~ OCTA may fund environmental mitigation, up to 25 percent (25%) of the total eligible project cost grant by phase, as required for the proposed project contained in the environmental document. Participating environmental mitigation expenditures are eligible for funding under certain programs, but not all Project O or on a case-by-case basis.

~~29-31.~~ Construction support may be reimbursed up to 20 percent (20%) of the total M2 grant, with costs subject to the match requirements. Construction activities carried out by local agency workforces are not considered construction

~~support. Local jurisdictions may allocate up to twenty percent (20%) of the total grant for construction engineering activities. In the event that construction phase expenditures result in project cost savings at the time of final reimbursement, agencies may request to apply savings toward eligible construction engineering costs. Costs are subject to match requirements.~~

~~30.32. Contract change orders are only eligible for reimbursement of work within the original scope of work and not exceeding 10 percent (10%) of eligible construction costs or contingency provided in the application cost estimate, whichever amount is higher only when the change order is required to deliver the Board approved scope of work and only for eligible project components.~~

- ~~31.33.~~ Local jurisdictions need to provide information so OCTA ~~shall~~ can evaluate “~~whole~~” complete projects during the initial review process. Subsequent phase application reviews shall not include prior phases in the evaluation unless locally funded and pledged as a match and are subject to OCTA verification. The criteria for ranking project applications is included in these guidelines as part of each program component chapter.
- ~~32.34.~~ Projects that receive competitive CTFP funds shall not use other M2 competitive funds as a local match source. Lead agencies may request project consolidation. The TAC and Board must approve consolidation requests. OCTA shall use the weighted average match rate of the consolidated project’s individual segments.
- ~~33.35.~~ OCTA shall conduct a SAR of all active CTFP projects. All local jurisdictions shall participate in these sessions through a process established by OCTA. Currently, OCTA administers the SAR through OCFundtracker. OCTA’s intent is to: 1) verify project schedule, 2) confirm project’s continued viability, 3) discuss project changes to ensure successful and timely implementation, 4) request sufficient information from agencies to administer the CTFP, and 5) address any potential issues with external fund sources committed as match against the competitive funds.
- ~~34.36.~~ For any project experiencing cost increases exceeding 10 percent (10%) of the originally contracted amount, a revised cost estimate must be submitted to OCTA as part of the SAR process. This is applicable even if the increase is within the overall grant amount.
- ~~37.~~ Local jurisdictions shall submit progress payment requests to OCTA ~~in a timely fashion at least quarterly, as appropriate. Request must be consistent with funding match requirements and must only include costs for completed work that has been paid. OCTA shall reimburse ninety percent (90%) of the grant amount until receipt and approval of a complete and accurate final CTFP expenditure report. Agencies Local jurisdictions may request an initial payment for M2 (generally up to 75 20 percent (75 20%) of the grant programmed amount or eligible expenditures, see Chapter 9 10) once the funds have been encumbered and a fully executed letter agreement has been issued. The final 25 percent (25%) of the available programmed balance payment will be released upon the submission of an approved final report within sixty (60) days after OCTA receives a complete and accurate final CTFP expenditure report.~~

~~35.38. For situations where a grant amount exceeds \$2,000,000, the amount withheld pending the submittal of an approved final report shall be capped at \$500,000 per project phase but shall in no case be less than 10 percent (10%) of the grant or the contract amount, whichever is less. Should the 75 percent/25 percent (75%/25%) payment distribution ratio result in a final payment retention that exceeds \$500,000, the payment percentages will be adjusted to meet the \$500,000 cap until the 10 percent (10%) threshold is reached. At no time will the final payment retention be less than 10 percent (10%). 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.~~

~~36.39. When a project phase is complete, an agency should notify OCTA in writing within thirty (30) calendar days of completion. The date of project phase completion will begin the 180-day requirement for the submission of a project final report as required by the M2 Ordinance, Attachment B, Section III.A.9.~~

~~37.40. An agency shall provide final accounting in an approved project final report format (see Chapter 9 10) within 180 calendar days of project phase completion. The process for untimely final reports is described in Chapter 910. Failure to provide a final accounting shall result in repayment of applicable M2 funds received for the project phase in a manner consistent with the Master Funding Agreement. Projects funded with M2 funding require a project final report within 180 calendar days of project phase completion as part of eligibility compliance. Failure to meet eligibility requirements, including submittal of final reports within 180 calendar days of project phase completion may result in suspension of all net revenues including fair share funds.~~

~~38.41. The payment distribution ratio referenced in Precept 375 may be modified to a reimbursement process, at the discretion of the Board, in the event that financing, or bonding is required to meet OCTA's cash flow needs.~~

~~39.42. Local jurisdictions may appeal a payment decision where the payment would result in the project receiving at least one hundred thousand dollars (\$1,000) less funding than expected. See Chapter 10 for the appeal process.~~

~~40.43. Projects within the Coastal Zone Boundary, as a requirement of a Coast Development Permit, may be required to replace existing on-street parking on a one-for-one basis for spaces removed as a result of a roadway widening project. ROW costs to replace the existing on-street parking can be considered mitigation for coastal zone cities only (see exhibit IV-1). The mitigation activities can be covered up to 25 percent (25%) of the total eligible cost grant consistent with Precept 30 28. Jurisdictional boundaries are more fully described in the Public Resource Code, Division 20, California Coastal Act (2016) Sections 30168 & 30169. OCTA staff will work with the local jurisdiction staff during the~~

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project application process to determine eligibility of these costs and to identify any excess ROW that will require a disposal plan. OCTA and the local jurisdiction will also establish any savings that will revert back to the Measure M Program after project completion. The cost of ROW required to replace parking should be fair and reasonable in comparison to the total cost of the project.



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Chapter 3 – Safe Transit Stops (Project W)

Purpose

This is a fixed-scope program, which provides funding for passenger amenities at the 100 busiest bus stops in Orange County determined by average daily weekday passenger boardings (October 2017 – February 2018 data)¹. The goal of the program is to provide value, safety, and convenience which enhances the overall transit experience.

Project W funding will be made available to support the 100 busiest bus stops in the County². The Orange County Transportation Authority (OCTA) is functioning as the funding agency for the local bus stop amenity improvements implemented by cities under this program. Local agencies have the authority and responsibility for designing, constructing, and maintaining bus stop improvements. Local agencies will retain local control and responsibility for these improvements including, but not limited to, shelters, lighting, seating, and waste receptacles. For OCTA owned facilities and transit centers, OCTA has the authority and responsibility for designing, constructing, and maintaining bus stop improvements. OCTA will retain control and responsibilities for these improvements.

Eligible Applicants

Eligible applicants include local agencies in Orange County, which have at least one of the top 100 busiest bus stops as defined above. The list of the 100 busiest stops is reviewed, updated, and distributed with every funding cycle; as such eligible local agencies may change based upon evolution of the list of the 100 busiest bus stops.

Bus stops on private property would need to be submitted by the city on behalf of the property owner.

Application

Applications are required to include the following components. However, they should also keep the overall goal of the program in mind, which is to provide for an improved

¹ Excludes stops improved by the program within the last 5 years. The final list of prioritized improvements may also exclude stops determined by local agencies (and OCTA) that no improvements are required. These stops will be removed from the list at the time programming recommendations are approved by the OCTA Board of Directors.

² OCTA facilities and transit centers are eligible for Project W funds, so long as they are included on the list of the County's 100 busiest stops.

experience for transit riders, primarily focused upon value, safety, convenience, and reliability.

- Proposed maintenance plan;
- Photos of the proposed project site in the weekday AM peak and PM peak period;
- Project design or concept drawings;
- Shelter size and covered passenger waiting area footage;
- Needs assessment; and
- City Council resolution

Evaluation Criteria

If sufficient funds are not available during a funding cycle to fund all the projects that are submitted, projects will be prioritized for funding based on a combination of boarding ranking and the needs of each bus stop.

Available Funding

The 2019 Project W Allocation will provide \$3 million for Safe Transit Stops across the County.

Eligible Costs

Project W will pay for up to \$20,000 for "normal load stops" and up to \$35,000 for "high load stops. A high load stop is defined as a stop where eight (8) or more passengers are waiting to board for an average of five minutes or more. The following expenses are eligible for reimbursement under the program:

Eligible

- Passenger Waiting Amenities
 - Bus shelters or shade structures (required);
 - Seating/leaning fixtures (required);
 - Waste receptacles (required);
 - Ad displays; and
 - Bus stop lighting
 - Other Amenities
 - Transit/pedestrian information display (at "high load stops");
 - Security cameras (monitored by local police department);
 - Bicycle lockers or racks;
 - Street trees that provide shade protection;
 - Installation of low-cost water efficient irrigation systems to support street shade tree investments;
 - Installation of bus stop signage;
-

- Minor improvements to sidewalks necessary to accommodate shelters; and,
- Installation of electric service at bus shelters for passenger amenities and future OCTA uses.
- Other
 - Design up to \$1K per stop with a 50 percent (dollar for dollar) local match.
 - Bus Shelter or Shade Structure solar panels to support eligible expense items.

Not Eligible

- Right-of-way acquisition;
- Planning;
- Maintenance;
- Electricity to support non-passenger related amenities or non-OCTA uses; and
- Construction support

Scope Reductions and Cost Savings

Any proposed scope modifications of an approved project must be submitted to OCTA to ensure consistency with the program requirements. If the proposed scope modification is approved by OCTA, any cost savings will be returned to the program for reallocation for the subsequent call.

Reimbursements

This program is administered on a reimbursement basis. Reimbursements will be disbursed upon review and approval of acceptable final report, complete expense report, performance report, before and after photos, and consistent with a Master Funding Agreement. Required forms can be downloaded from OCFundtracker.

Audits

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

Precept Applicability

Note some precepts are not applicable to Project W, such cases will be reviewed by staff on a case-by-case basis and will be determined by staff, as appropriate, based upon the unique characteristics of the proposed project.

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Chapter 4 – Transit Extensions to Metrolink (Project S)

Overview

This M2 Program establishes a competitive process to enable local agencies to enhance regional transit capabilities through creation of new connections to the existing Metrolink system. Projects must meet specific criteria in order to compete for funding through this program. In addition, local agencies will be required to demonstrate the ability to fund the local share of O&M on an ongoing basis using non-OCTA resources. Public-private partnerships are encouraged but not required.

Fixed Guideways

Objectives

- Expand multi-modal transit options for regional travel by establishing new transit connections to existing Metrolink stations
- Provide new service on a defined route with primary ridership derived from Metrolink patronage

Project Participation Categories

Metrolink provides a vital transit option for travel throughout southern California. Orange County is home to 12 Metrolink stations currently serving residents and commuters for employment, education, and pleasure-based trips. These stations serve diverse destination and trip origination needs. Efficient and convenient access enables the system to thrive and the overall transportation network (all motorized and non-motorized modes) to operate effectively.

Transit needs may differ from one location to the next and projects pursued under this program have significant latitude in how the challenge of delivering enhanced transit service to/from existing Metrolink stations are addressed. The program categories listed below identify key project elements that can be pursued through the Project S funding source. Fixed guideway projects are capital intensive. Additional funding sources may be required to supplement M2 for maximum investment opportunities. Selection criteria will parallel Federal Transit Administration (FTA) programs such as New Starts or Small Starts wherever possible to aid in streamlining the competitive process. The program categories eligible for funding through the fixed guideway component of Project S are:

- Fixed guideway systems including rolling stock acquisition
 - Station/stop improvements (includes signage, furniture, and shelters)
 - Maintenance facilities and fueling stations
-

Match Funding Requirements

Local funding must meet a minimum 10 percent (10%) match rate requirement for the whole project comprised of any combination private contributions, advertising revenues, and local discretionary funds. Match funding commitments in excess of 10 percent (10%) for one project phase (capital or operations/maintenance) may result in a reduced minimum match rate requirement for another phase subject to Board of Directors (Board) approval. Minimum match rate commitments will be incorporated into a cooperative funding agreement and will apply on an annual basis to the entire service life of the project (typically 5, 7, or 25 years). The match must be a monetary contribution and may not be made up of in-kind services.

Eligibility Requirements

Minimum eligibility and participation requirements must be considered before a project funding application should be submitted. Adherence to strict funding guidelines is required by the M2 Ordinance. Additional standards have been established to provide assurance that M2 funds are spent in the most prudent, effective manner. There is no guarantee that funding will be approved during a particular call for projects. If no acceptable project is identified during a funding cycle, a subsequent call for projects will be scheduled at an appropriate time.

- Applicant must be eligible to receive M2 funding (established on an annual basis) to participate in this program
 - Initial call for projects is limited to fixed guideway projects based upon Go Local Step 3 activities (preliminary engineering)
 - Agency must have a financial plan outlining a funding strategy for ongoing O&M (minimum of five years)
 - Project applications must be for complete projects (environmental clearance through implementation, where applicable) for evaluation purposes
 - Project application must meet minimum competitive score to be deemed eligible and "of merit" (as determined by the OCTA Board)
 - Any proposal to duplicate or replace existing local or OCTA service must be clearly detailed
 - Complete applications must be approved by the city council and partner agencies prior to submittal to OCTA to demonstrate adequate community and elected official support for initial consideration
 - Procurements associated with the project must follow FTA procurement policies
 - Agencies submitting for funding must agree to follow the FTA Small Starts/New Starts process
-

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. (See Table 4.1) Emphasis is placed on projects with firm financial commitments and overall project readiness as shown on the Project S selection criteria. In addition, projects will be evaluated based upon existing and future transit usage, ease of connection, cost effectiveness, and local/regional benefits. Although a minimum 10 percent (10%) match rate for capital investments is required, projects that leverage M2 funds with a higher percentage from other sources are encouraged and will be more competitive.

Application Process

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

- Complete information application
- Provide funding/operations plan
- Grants subject to a cooperative funding agreement

The funding plan shall include, at a minimum, the following information:

- Financials (funding needs, match rate availability, operations funding assurances, and public-private partnership arrangements)
- Project development and implementation schedule
- O&M facility management
- Service coordination plan (scheduling/ticketing for Metrolink and fixed route service)
- Any additional information deemed relevant by the applicant

The last call for projects under this program was held in 2010. No call for projects is envisioned in the immediate future. The Board will determine an appropriate time to authorize additional funding.

Application Guidelines

Project selection is based upon merit utilizing a series of qualitative and quantitative criteria. Candidate projects are required to submit a financial plan with sufficient data to enable an adequate evaluation of the application. Each jurisdiction is provided broad latitude in formatting, content and approach. However, key elements described below must be clearly and concisely presented to enable timely and accurate assessment of the project.

Financial Details

Each candidate project application must include all phases through construction of facilities. The financial plan will include, at a minimum, the following information:

- Estimated project cost for each phase of development (planning, environmental, permitting, design, ROW acquisition, construction, and project oversight)
- Funding request for each phase of project implementation with match commitment and sources clearly identified
- Realistic project schedule for each project phase
- Demonstrated financial commitments for minimum match commitment and ongoing operations (first five years of operation)
- Discussion of contingency planning for revenue shortfalls
- Revenue projections and methodology where on-site commercial activity is expected to support implementation and/or operations costs
- ROW status and strategy for acquisition
- Project's status in current local plans

Technical Attributes

The formal application must include feasibility and efficacy components to demonstrate transportation benefit to ensure the selected project(s) meet the spirit and intent of M2. Merit will be demonstrated through technical attributes and industry standard methodologies. The following data will be included and fully discussed in the application.

- Planned employment densities per square mile (opening year)
- Planned population densities per square mile (opening year)
- Projected daily transit boardings with projection methodology fully presented
- Percent of projected ridership from commuter rail riders
- Description of all transit modes serviced by the Metrolink station at time of application and projected future mode increase
- Ease of connections to other travel modes (average walking distance)
- Incremental cost per hour of system user benefits (per FTA guidelines)

Other Application Materials

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

Council Resolution: A Council Resolution authorizing request for funding consideration with a commitment of project local match rate and operating funds as shown in the funding plan.

Lease/Cost Sharing Agreements: Copies of leases, sponsorship, and/or advertising revenue documents. Confidential agreements may be included by reference when accompanied by affidavit from City Treasurer or Finance Director.

Project Documentation: If the proposed project has completed initial planning activities (such as Project Study Report (PSR) or equivalent, Environmental Impact Report (EIR), or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning phases. The applicant will be asked for detailed information only if necessary, to adequately evaluate the project application.

Operations Plan: In addition to the financial details indicated in 8.1, the operations plan submitted shall include the following technical data (consistent with FTA guidelines) a route map, draft time table, headways, stop location listing, summary of alternatives (including any special operations – interlining, feeder bus connections, etc.), summary of vehicle types and characteristics, speed profile, fleet size, and any other applicable supporting documentation.

Approved Land Use Supporting Documentation: Any documentation which describes the transit supportive land use changes already in place to support the proposed guideway projects.

Reimbursements

This program is administered on a reimbursement basis. Reimbursements will be disbursed upon review and approval of a complete expense report, performance report, and consistent with a cooperative funding agreement.

Project Cancellation

Projects deemed infeasible during the planning process will be cancelled and further expenditures will be prohibited except where necessitated to bring the current phase to a logical conclusion.

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

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall grant, and/or other sanctions to be determined. Audits shall be

conducted by the OCTA Internal Audit department or other authorized agent either through the normal annual process or on a schedule to be determined by the OCTA Board.

Bus and Station Vans

Objectives

- Expand multi-modal transit options for regional travel by establishing new transit connections to existing Metrolink stations
- Provide new service (shuttle bus and station van) on a defined route with ridership derived from Amtrak/Metrolink patronage

Project Participation Categories

Metrolink provides a vital transit option for travel throughout Southern California. Orange County is home to 11 Metrolink stations currently serving residents and commuters for employment, education, and recreational-based trips. These stations serve diverse destination and trip origination needs. Efficient and convenient access enables the system to thrive and the overall transportation network (all motorized and non- motorized modes) to operate effectively.

Transit needs may differ from one location to the next, and projects pursued under this program have significant latitude on how the challenge of delivering enhanced transit service to/from existing Metrolink stations are addressed. The program categories listed below identify key project elements that can be pursued through the Project S funding source. Selection criteria will parallel FTA programs wherever possible to aid in streamlining the competitive process. The program categories eligible for funding through Project S are:

- Bus leases/purchases for the purposes of providing expanded service to/from a Metrolink station
- Bus stop improvements (including signage, furniture, fare box equipment, and shelters) on the new route
- Maintenance facilities and fueling stations required for the new bus service
- Station vans leases for the purposes of providing expanded service to/from a Metrolink station
- Consistent with FTA guidelines, Americans with Disabilities Act (ADA) complementary paratransit service costs are considered capital costs for the purposes of this program

Operating Reserve Incentive

OCTA has established an operating reserve as part of this program that may be used to offset the costs of O&M. The operating reserve is subject to the following requirements:

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1. OCTA will reserve a total of \$1 million per year in Project S revenue for O&M distributed on a pro-rata basis
 2. The project must have been awarded Project S non-guideway funds through the Project S competitive process and meet a minimum standard of ten boardings per Revenue Vehicle Hour (RVH) on an ongoing basis for shuttle buses and a 60 percent (60%) minimum occupancy for station vans
 3. Awarded agencies must submit audited O&M costs and ridership and fare performance data to OCTA by September 30 of each year for the prior fiscal year
 4. OCTA will reimburse awarded agencies on a pro-rata basis but not to exceed \$6 per boarding, not to exceed 90 percent (90%) of net operating and maintenance costs (after deducting fares), and no more than \$150,000 per agency or project, whichever is less
 5. Participation in the operating reserve is limited to the useful life of the capital purchased with Project S funds

All submitted materials are subject to audit prior to OCTA pro-rata reimbursements. Funds not used in a given year will become available for future calls for projects.

Capital Match Rate Funding Requirements

The Implementing agency must meet a minimum ten percent (10%) match requirement for the entire capital project comprised of any combination of private contributions, advertising revenues, and local discretionary funds. Match rate funding commitments in excess of ten percent (10%) for one project phase may result in a reduced minimum match rate requirement for another phase subject to Board of Directors (Board) approval. Match funding commitments will be incorporated into the cooperative funding agreement.

Eligibility Requirements

Minimum eligibility and participation requirements must be considered before a project funding application should be submitted. Adherence to strict funding guidelines is required by the M2 Ordinance. Additional standards have been established to provide assurance that M2 funds are spent in the most prudent, effective manner. There is no guarantee that funding will be approved during a particular call for projects. If no acceptable project is identified during a funding cycle, a subsequent call for projects will be scheduled at an appropriate time.

Additional Project S Precepts

- Applicant must be eligible to receive M2 funding (established on an annual basis) to participate in this program
 - The proposed project must be included in the 2011 Transit System Study or have participated in prior Go Local planning efforts
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- Agency must have a financial plan outlining a funding strategy for ongoing O&M (minimum of five years)
 - If the service operator is OCTA, and the local agency would retain routing and service-level decisions, or local agencies may propose an alternate service provider
 - Letter of commitment for an 80 percent (80%) start-up occupancy rate for each station van and documentation supporting the commitment (e.g. letters of interest, proof of van pool request and or survey data). Station van passengers must be Amtrak/Metrolink passengers
 - Local agency will be required to enter into a cooperative funding agreement with OCTA
 - Project applications must be for complete projects (environmental clearance through implementation, where applicable) for evaluation purposes
 - All projects must include meeting ADA requirements, and these costs must be included in the project application
 - Project application must meet minimum competitive score to be deemed eligible and "of merit" (as determined by the OCTA Board)
 - Any proposal to duplicate or replace existing local or OCTA service must be clearly detailed
 - Complete applications must be approved by the city council and partner agencies prior to submittal to OCTA to demonstrate adequate community and elected official support for initial consideration
 - Procurements associated with the project must follow FTA procurement policies
 - Agencies submitting for funding must agree to follow applicable FTA requirements
 - Agencies will be required to submit annual National Transit Database reporting information to OCTA

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on projects with firm financial commitments and overall project readiness as shown on the Project S scoring criteria. In addition, projects will be evaluated based upon existing and future usage, ease of connection, cost effectiveness, and local/regional benefits. Although a minimum of ten percent (10%) match funding for capital investments is required, projects that leverage M2 funds with a higher match rate are encouraged and will be more competitive.

Application Process

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

- Complete application
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- Provide five-year funding/operations plan
 - Grants subject to cooperative funding agreement

The funding plan shall include, at a minimum, the following information:

- Financials (funding needs, minimum match commitments, funding availability, operations funding assurances, and public-private partnership arrangements)
- Project development and implementation schedule
- O&M facility management
- Service coordination plan (scheduling/ticketing for Metrolink and fixed-route service)
- Any additional information deemed relevant by the applicant

A call for projects for the initial funding cycle was held in 2012. No call for projects is envisioned in the immediate future. The Board will determine an appropriate time to authorize additional funding.

The final approved application (including funding plan) will serve as the basis for any funding agreement required under the program.

Application Guidelines

Project selection is based upon merit utilizing a series of qualitative and quantitative criteria. Candidate projects are required to submit a financial plan with sufficient data to enable an adequate evaluation of the application. Each jurisdiction is provided broad latitude in formatting, content, and approach. However, key elements described below must be clearly and concisely presented to enable timely and accurate assessment of the project.

Financial Details

Each candidate project application must include all phases through construction of facilities. The financial plan will include, at a minimum, the following information:

- Estimated project cost for each phase of development (planning, environmental, permitting, design, ROW acquisition, construction, and project oversight)
 - Funding request for each phase of project implementation with match funding amounts and funding sources clearly identified
 - Demonstrated financial commitments for minimum match commitments and ongoing operations
 - Discussion of contingency planning for revenue shortfalls
 - Revenue projections and methodology where commercial activity is expected to support implementation and/or operations costs
 - Project readiness status
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- Subscriber commitment for proposed station van services
 - ROW status and strategy for acquisition
 - Project's status in current local plans
 - Realistic project schedule for each project phase

Scoring Criteria

The formal application must include feasibility and efficacy components to demonstrate transportation benefit to ensure the selected project(s) meet the spirit and intent of M2. Merit will be demonstrated through technical attributes and industry standard methodologies. The applications will be evaluated against the criteria identified in the Measure M2 voter pamphlet and fully discussed in the application:

- Match funding and level of commitment from private partners
- Operating subsidy per boarding for opening year
- Annualized cost per incremental passenger trip for opening year
- Project readiness including projected opening year and phase readiness
- Projected daily boardings with projection methodology fully presented
- Percent of projected ridership from commuter rail riders
- Projected average daily occupancy for station vans
- Ease of connections (average travel time to employment and recreation centers served)
- Planned employment densities per square mile for opening year
- Planned population densities per square mile for opening year

Other Application Materials

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

Council Resolution: A Council Resolution authorizing request for funding consideration with a commitment of project local match funding (local sources) and operating funds as shown in the funding plan.

Lease/Cost Sharing Agreements: Copies of leases, sponsorship, and/or advertising revenue documents. Confidential agreements may be included for reference when accompanied by affidavit from City Treasurer or Finance Director.

Project Documentation: If the proposed project has completed initial planning activities (such as PSR or equivalent, EIR, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning

phases. The applicant will be asked for detailed information only if necessary, to adequately evaluate the project application.

Operations Plan: In addition to the financial details, the operations plan submitted shall include the following technical data: a route map, draft timetable, headways, stop location listing, summary of vehicle types and characteristics, speed profile, fleet size, and any other applicable supporting documentation.

Approved Land Use Supporting Documentation: Any documentation which describes the transit supportive land use changes already in place to support the proposed guideway projects.

Reimbursements

The capital program is administered on a reimbursement basis. Capital reimbursements will be disbursed upon review and approval of a complete expense report, performance report, and consistent with the cooperative funding agreement. Local agency revenues provided to OCTA for ongoing operating assistance will be in accordance with terms identified in the cooperative funding agreement.

Project Cancellation

Projects deemed infeasible during the planning process will be cancelled and further expenditures will be prohibited except where necessitated to conclude the current phase.

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

Audits

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

Table 4-1
Point Breakdown for Transit Extensions to Metrolink (Project S)
(For Fixed Guideway Preliminary Engineering Call for Projects Only)

Financial Commitment/Partnership (20 points)		Transit Usage/Congestion Relief (16 points)	
Match funding (Complete Project; Capital)		Percent of Ridership from Commuter Rail Riders (Opening Year)	
>=30%	6	>=50%	8
29%to20%	4	49%to40%	6
19%to 11%	2	39% to 30%	4
10% (Program Minimum)	0	29% to 20%	2
Five-Year Operations Funding Plan Submitted and OCTA Concurrence with Assumptions*		<20%	
Yes	10	Projected Average Daily Ridership (Opening Year)	
No	0	>;10,000	8
Level of Commitment from Private Partners		9,999 to 8,500	6
Binding Agreement	4	7,999 to 6,500	4
Commitment Letter	2	6,499 to 5,000	2
		<5,000	0
Project Readiness (8 points)		Ease of Connections (14 points)	
Opening Year		Number of Transit Modes Provided at Metrolink Station (Opening Year)	
By 2015	4	>9	8
By 2016	3	9108	6
By 2017	2	7106	4
By 2018		<6	2
Land Acquired for Total Project		Average Walking Distance to Proposed Connections (From Metro/link Station; Feet; Opening Year)	
Yes	4	<250	6
No	0	251 to 500	4
		501 to 750	2
		>500	
Regional/Local Benefits (16 points)		Cost Effectiveness (16 points)	
Regional: Planned Employment (Jobs/Square Mile; Opening Year)..		Incremental Cost per Hour of System User Benefit**	
>15,500	8	\$15 to \$17.99	16
15,500 to 13,001	6	\$18 to \$20.99	12
13,000 to 8,500	4	\$21 to \$23.99	8
<8,500	2	>\$24	4
Regional: Daily Vehicle Miles Traveled Reduction (Opening Year)'. ..		Approved Land Use (5 points)	
>2,000	4	Included in City Council-Approved Plan	
2,000 to 1,501	3	Yes	5
1,500 to 1,000	2	No	0
<1,000		Safety (5 points)	
Local: Planned Population (Persons/Square Mile; Opening Year)..		At-Grade Rail Crossings	
>11,000	4	No	5
10,999 to 7,000	3	Yes	0
6,999 to 3,500	2		
<3,500			

* May assume first three-years Congestion Mitigation Air Quality funded and no Project S funds for operations

** Average within 1/4 mile of each station

*** Total within 2 miles of proposed route (one mile buffer)

****Incremental cost per hour of system user benefit from FTA "Summit" Program (in opening and horizon years)

Table 4-2
Point Breakdown for Transit Extension to Metrolink (Project S)
(For Bus and Station Van Program Only)

M2 Eligible	Yes	No		
In Go Local Planning and/or 2011 Transit Study	Yes	No		
Five-year Operations and Maintenance Plan	Yes	No		
Total Project Cost (information only)			\$	(capital)

Financial Commitment/Partnership (18 points)		Transit Usage - Shuttle Bus (20 points)	
Match funding (capital)		Projected average daily boardings (first year)	
≥50%	10 points	≥300	10 points
40% - 49%	8 points	201 - 299	8 points
30% - 39%	6 points	101 - 200	6 points
20% - 29%	4 points	31 - 100	4 points
11% - 19%	2 points	≤30	2 points
Level of commitment from private partners		Percent of projected ridership from commuter rail	
Binding agreement	8 points	≥70%	10 points
Commitment letter	4 points	50% - 69%	6 points
		30% - 49%	3 points

Cost Effectiveness (20 points)		Transit Usage - Station Van (20 Points)	
Operating subsidy per boarding opening year		Projected average daily occupancy (first year)	
≤\$4.50	10 points	≥100%	10 points
\$4.51 - \$8.50	8 points	90% - 99%	8 points
\$8.51 - \$14.99	6 points	80% - 89%	6 points
\$14.50 - \$18.00	4 points		
Annualized cost per incremental passenger opening year		Percent of projected ridership from commuter rail	
≤\$7.00	10 points	100%	10 points
\$7.01 - \$11.20	8 points	<100%	0 points
\$11.21 - \$14.20	6 points		
\$14.21 - \$17.99	4 points		
≥\$18.00	2 points		

Project Readiness (20 points)		Community Connections (10 points)	
Estimated opening year		Average travel time to station from employment/activity center	
By 2012	10 points	1 - 10 minutes	5 points
By 2013	8 points	11 - 15 minutes	4 points
By 2014	4 points	16 - 20 minutes	3 points
By 2015	2 point	21 - 30 minutes	2 points
Phase readiness		Connectivity/activity centers served by project	
Planning and environmental complete	10 points	Senior center(s)	1 point
ROW acquired or not applicable	5 points	Schools	1 point
Maintenance facilities available	1 points	Retail centers (over 000k feet)	1 point
		Special event venues	1 point
		Major employment centers	1 point
		Connections to existing service	1 point

Local/Regional Benefit (12 points)			
Planned employment densities per square mile (within 1/4 mile of route) opening year		Planned population densities per square mile (within 1/4 mile of route) for opening year	
>15,000	6 points	>10,000	6 points
10,001 - 15,000	4 points	7,001 - 10,000	4 points
5,001 - 10,000	2 points	4,001 - 7,000	2 points
1,001 - 5,000	1 points	501 - 4,000	1 points

5 points maximum

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Chapter 5 – Metrolink Gateways (Project T)

Overview

This M2 program establishes a competitive process for local agencies to convert Metrolink stations into regional gateways for enhanced operations related to high-speed rail service. Projects must meet specific criteria in order to compete for funding through this program. In addition, local agencies will be required to demonstrate the ability to fully fund operations on an ongoing basis using non-OCTA resources. Public-private partnerships are encouraged but not required.

Objectives

- Convert Metrolink stations(s) to regional gateways that connect Orange County with planned future high-speed rail systems.
- Deliver improvements that are necessary to connect planned future high-speed rail systems to stations(s) on the Orange County Metrolink route.

Project Participation Categories

Multi-modal transit facilities provide expanded transportation options for regional and long-distance travel. These “hubs” provide a vital link in the mobility chain. Availability of viable stations is a critical consideration for high speed rail service implementation. Each host community has unique needs and expectations related to high-speed rail systems. Conditions will differ from one location to the next and projects pursued under this program have significant latitude in how they address the challenge of delivering supporting facilities for high speed rail services. Converting a station may include modifying and/or relocating the station. The program categories listed below identify key project elements that can be pursued through the Project T funding source. Public-private partnerships and local funding sources may be used to leverage these elements.

- Station and passenger facilities necessary to support planned high-speed rail system³
- Parking structures related to expanded high-speed rail service
- Track improvements (e.g., track, switching, signal equipment)
- Traffic control enhancements for ingress/egress from public roadways
- Aesthetics limited to 10 percent (10%) of the Project T funds (specifically limited to: landscaping, non-standard lighting, and on-site signage)

³ Program should not build retail or other leasable space. Mixed Use and TOD elements will be the responsibility of others.

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- On-site public art expenses limited to one percent (1%) of Measure M funds in order to improve the appearance and safety of the facility
 - Off-site improvements cannot exceed 5 percent (5%) of Measure M funding request⁴
 - Bond financing costs
 - Construction Support (not to exceed twenty percent (20%) of grant award)

Commercial facilities that are not transit related are not eligible for Measure M funds.

Eligibility Requirements

Minimum eligibility and participation requirements must be considered before a project funding application should be submitted. Adherence to strict funding guidelines is required by the Ordinance. Additional standards have been established to provide assurance that M2 funds are spent in the most prudent, effective manner. There is no guarantee that funding will be approved during a particular call for projects. If no acceptable project is identified during a funding cycle, a subsequent call for projects will be scheduled at an appropriate time.

- Station must be included as part of a planned future high-speed rail system.
- Station must be identified in constrained or unconstrained chapters of the 2008 Regional Transportation Plan for the initial M2 funding cycle
- Agency must demonstrate sufficient funding for first five years of operation with financial plan outlining funding strategy for ongoing O&M (cannot include OCTA funding sources)
- Project applications must be for complete projects (environmental clearance through construction)
- Project application must meet minimum competitive score to be deemed eligible and "of merit" (as determined by OCTA Board of Directors)
- Capital improvements must adhere to public bidding requirements
- Complete applications must be approved by the applicant City Council prior to submittal to OCTA to demonstrate adequate community and elected official support for initial consideration
- Applicant must be eligible to receive Measure M funding (established on an annual basis) to participate in this program

⁴ "Off-site" improvements adjacent to the project site such as monumentation, traffic control, etc.

Funding Estimates

The program will make an estimated \$186 million (nominal dollars) available during the initial 21-year period of the program (FY2011 through FY 2031). For the initial call for projects, bonds were issued in FY 2011 and FY 2012, making the maximum net programming amount of \$82.3 million available after deducting for bond costs. Funding for the remaining nine-year period of M2 will not be programmed until a future call for projects is warranted. This approach provides a hedge against economic uncertainty and preserves funding for future system expansion.

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on projects with firm funding commitments and overall project readiness as shown on Table 5-1. In addition, projects will be evaluated based upon existing and future transit usage, intermodal connectivity, and community land use attributes. Although a local match commitment is not required, projects that leverage M2 funds with at least 10 percent (10%) from other sources are encouraged and will be more competitive.

Application Process

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

Complete information application

- Provide funding/operations plan
- Grants subject to a cooperative funding agreement

A call for projects for the initial funding cycle was issued in January 2009. The need for a future call will be determined by the OCTA Board of Directors. Complete project applications must be submitted by the established due date to be considered eligible for consideration.

The funding plan shall include, at a minimum, the following information:

- Financials (Funding needs, match rate funding availability, operations funding assurances, public-private partnership arrangements, bond financing projections)
- Project development and implementation schedule
- High speed rail ridership projections
- Any additional information deemed relevant by the applicant

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

the projects will be scored, ranked and submitted to the T2020 Committee and Board of Directors for consideration and funding approval.

The final approved application (including Financial Plan) will serve as the basis for any funding agreement required under the program.

Reimbursements

This program is administered on a reimbursement basis for capital improvements, planning design, ROW acquisition, and related bond financing costs. Reimbursements will be disbursed upon review and approval of a complete expense report, performance report, and consistent with the executed cooperative agreement.

Status Reports

Projects selected for funding will be subject to submittal of an annual financial plan update in order to receive project reimbursement payments during the following fiscal year. The updated financial plan will be due as a supplement to the annual Measure M eligibility process (typically due on June 30th).

Project Cancellation

Projects deemed infeasible during the planning process will be cancelled and further expenditures will be prohibited (except where necessitated to bring the current phase to a logical conclusion). ROW acquired for projects which are cancelled prior to construction will require repayment to the contributing funding program(s) within a reasonable time as determined by the Board.

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

Audits

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

Proceeds from the sale of excess ROW acquired with program funding must be paid back to the project fund as described in the executed funding agreement.

Application Guidelines

Funding grants provided through M2 are determined through a competitive application process. Project selection is based upon merit utilizing a series of qualitative and quantitative criteria. Candidate projects are required to submit a financial plan with sufficient data to enable an adequate evaluation of the application. Each jurisdiction is provided broad latitude in formatting, content and approach. However, key elements described below must be clearly and concisely presented to enable timely and accurate assessment of the project.

Financial Details

Each candidate project must include all phases through construction of facilities and implementation of service. The financial plan will include, at a minimum, the following information:

- Estimated project cost for each phase of development (planning, environmental, permitting, design, ROW acquisition, construction, and project oversight)
- Funding request for each phase of project implementation with match funding amounts and sources clearly identified
- Realistic project schedule for each project phase
- Demonstrated financial commitments for match funding and ongoing operations (through first five years of operation)
- Discussion of contingency planning for revenue shortfalls
- Revenue projections and methodology where on-site commercial activity or advertising revenue is expected to support implementation and/or operations costs
- ROW status and strategy for acquisition
- Revenue sharing proposals (where applicable)

Technical Attributes

The formal application must include feasibility and efficacy components to demonstrate transportation benefit to ensure the selected project(s) meet the spirit and intent of M2. Merit will be demonstrated through technical attributes and industry standard methodologies. The following site-specific data will be included and fully discussed in the application:

- Current employment estimates within five-mile radius of project site (cite reference)
 - Freeway lane miles within five-mile radius of site (provided by OCTA upon request)
 - Planned job density within 1,500' radius of project boundary based upon current General Plan
 - Planned housing density within 1,500' radius of project boundary based upon current General Plan
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- Daily transit boardings within five-mile radius of project boundary (include rail and fixed route bus/shuttle)
 - Daily transit boardings growth within five-mile radius of project boundary with projection methodology fully presented for opening day operations
 - Description of all transit modes serviced by the site at time of application
 - Discussion of new transit modes (including high speed rail) served by the site as a result of proposed project (opening day)
 - Service coordination plan (how will proposed project facilitate transfer between transit services?)

Other Application Materials

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

Council Resolution: A Council Resolution authorizing request for funding consideration with a commitment of project match funding (local sources) and operating funds as shown in the funding plan.

Lease/Cost Sharing Agreements: Copies of leases, cost sharing (match funding), and/or land dedication documents. Confidential agreements may be included by reference when accompanied by affidavit from City Treasurer or Finance Director.

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

TABLE 5-1

**Point Breakdown for Metrolink Gateways (Project T)
Maximum Points = 100**

Financial Commitment (30 points)		Transit Usage (20 points)	
Total Project Cost (information only)		Existing transit boardings (within 5 miles)	
\$ (capital)	<i>(No Points)</i>	>75,000 a day	4 points
Percent of M2 for capital		50,000 to 75,000 a day	3 points
50% or less	16 points	25,000 to 49,000 a day	2 points
51% to 65%	12 points	<25,000 a day	1 point
66% to 80%	8 points	Transit boardings growth (within 5 miles)	
81% to 90%	4 points	>20,000 daily increase	8 points
Level of commitment from private partners		15,000 to 20,000 daily increase	6 points
Investment agreement (binding)	8 points	10,000 to 14,900 daily increase	4 points
Commitment letters	2 points	<10,000 daily increase	2 points
OCTA concurrence with financial assumptions/analysis		Consistent ridership projections	
Yes	6 points	100% to 110% of OCTAM [*]	
No	0 points	111% to 120% of OCTAM	
		121% to 140% of OCTAM	
		<i>*Projections below OCTAM get 8 points</i>	
Readiness (20 points)		Intermodal Connections (18 points)	
High-speed rail system status		Number of current transit modes provided	
In constrained 2008 RTP	10 points	>6	5 points
Added in unconstrained RTP	2 points	4-106	3 points
Land acquired for total project		<4	1 point
Yes	5 points	Future increase in the number of transit modes	
No	0 points	>5 added	10 points
Project design status		3 to 5 added	6 points
Design complete	5 points	<3 added	2 points
Environmental complete	3 points	OCTA concurrence with intermodal analysis	
PSR equivalent complete	1 point	Yes	3 points
		No	0 points
Regional Markets/ Land Use (12 points)			
Adjacent freeway lane miles (within five miles)			
>500 lane miles	3 points		
400 to 500 lane miles	2 points		
<400 lane miles	1 point		
Current employment (within 5 miles)			
>350,000	3 points		
200,000 to 350,000	2 points		
<200,000	1 point		
Planned job density within 1,500 feet			
>2.0 avg. floor area ratio	3 points		
1.5 to 2.0 avg. floor area ratio	2 points		
<1.5 avg. floor area ratio	1 point		
Planned housing density within 1,500 feet			
>35 dwelling units/acre			
20 to 35 dwelling units/acre			
<20 dwelling units/acre			

^{*} OCTAM - Orange County Transportation Analysis Model

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Chapter 6 – Community-Based Transit/Circulators (Project V)

Overview

The M2 Community-Based Transit/Circulators Program, referred to as Project V, establishes a competitive process to enable local jurisdictions to develop community-based, local transit services that complement regional transit services and meet needs in areas not adequately serviced by regional transit. Project V services cannot duplicate or compete with existing OC Bus services or other existing services. Exceptions to this policy may be considered on a case-by-case basis.

Regional Transit: Regional Transit services are provided by OCTA, specifically through OC Bus routes 1 through 99 (and excluding those route sections that perform less than 10 boardings per RVH). Additional information on OCTA routes and schedules can be accessed from the OCTA website at www.octa.net.

Projects must meet specific criteria in order to compete for funding through this program. In addition, local jurisdictions will be required to demonstrate the ability to provide funding match for capital and ongoing local share of operations and maintenance (O&M) using non-OCTA resources. Public-private partnerships are encouraged but not required. However, such efforts need to be applied for by a CTFP eligible local agency. Local jurisdictions are also encouraged to partner and coordinate with each other.

General Program Objectives

- To provide community transit service that is safe, clean, and convenient.
- To encourage new, well-coordinated, flexible transportation systems customized to each community's needs.
- To develop financially sustainable local transit services that complement regional bus and rail service.
- To meet transportation needs in areas not served by regional transit with reliable and viable transit services.

Eligible Service Categories

The services currently eligible for this program generally fall into two service categories defined as Traditional Project V transit services and On-Demand mobility services. These categories allow for special operating characteristics to be considered in the evaluation and administration of distinctive transit delivery models. Given the unique nature of this program and services provided through Project V, clarification on what types of services fall into these categories will be provided through workshops or direct communication.

The eligible service types under each category are as follows:

Traditional Project V transit services include the following service types:

- fixed route
- deviated fixed route
- circulators and rubber-tire trolleys
- point-to-point shuttle services (event parking shuttles)

On-Demand (mobility) services¹ include the following service types:

- ride-hailing or transportation network companies (TNC)
- microtransit

Note: Emerging technology has enabled users (frequently through smart phones and app-based programs) to inform their mobility choices resulting in greater access and efficiency. To be considered for Project V funding, all On-Demand services must only be provided in a shared ride platform.

All Project V services must meet the Americans with Disabilities Act (ADA) requirements, which extend to ride-hailing or scheduling.

2024 Call for Projects Objectives (in order)

1. To continue funding existing projects² that are expiring.
2. To support expansion of existing projects² services.
3. To support new Traditional Project V services.
4. To allow for on-demand services that provide shared ride options.

Other Priorities to Promote Fiscal Responsibility:

- To consolidate continuing existing services into one grant as the project is extended.
- To engage in competitive procurements for service providers of all service types and re-procurements of service providers for all continuing existing services.

¹ On-Demand services involve similar service designs and characteristics including, but not limited to:

- Based on contracted mobility providers responding to user-initiated requests for transportation (ride-hailing).
- User trips occur within a designated service area or boundary.
- May include designated user pickup/drop-off locations within a suitable distance from desired destinations.
- Users have an expectation of ridesharing where all trips may include diversions and deviations to serve other user-requested trips in an efficient and effective manner.

² Existing Projects are defined as previously funded ongoing Project V services, which may expire and at minimum, meet the cost per boarding requirement.



2024 Call for Projects

The 2024 Call for Projects (call) will provide community-based transit/circulators across Orange County, which meet program objectives (emphasis will be focused on 2024 call objectives). For this call, OCTA shall program projects up to a seven-year period, from fiscal year (FY) 2024/25 – FY 2030/31. Specifics on the funding policies that apply to this call are identified in subsequent paragraphs. Each section should be read thoroughly before applying for funding. Applications should be prepared for the service type(s) that best fit the proposed projects.

Applications

In order for OCTA to consider a project for funding, applications will be prepared by the local agency utilizing the project application form, available electronically from OCTA. Agencies are required to submit electronic and hardcopy applications for the 2024 call by **5:00 PM PST on Thursday, January 25, 2024**. Late submittals will not be reviewed or considered. The local agency responsible for the project application must submit the application and any supporting documentation via OCFundtracker as outlined below.

A separate application package must be completed for each service category (Traditional Project V transit service or On-Demand service) and uploaded to OCFundtracker (<https://ocfundtracker.octa.net>). **One electronic copy via file upload to OCFundtracker and one (1) unbound printed hardcopy** of each application and any supporting documentation including KMZ files, must be submitted to OCTA by the application deadline. Hardcopy application packages shall be mailed or delivered in person to:

By mail:

Adrian Salazar
Orange County Transportation Authority
550 South Main Street
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

Application Process

Project V allocations are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to fully evaluate the project proposal. An application for any proposed service must include a detailed funding/operations plan.



The project application shall include, at a minimum, the following information (see Scoring Criteria section for further information):

- Project need, goals and objectives.
- Project development and implementation schedule.
- Funding plan (funding needs, match funding commitment and source, operations funding assurances, passenger fare rate schedule, public-private partnership arrangements, and ADA considerations, if applicable).
- Proposed and/or ongoing service and operations plan.
- O&M facility management and vehicle storage or parking.
- KMZ file(s) of proposed service area and route boundaries, sufficient to support OCTA geocoding efforts.
- Ridership projections.
- Service Coordination Plan demonstrating support of proposed Project V service(s) with existing services such as OCTA transit services, existing Project V services, Metrolink, I-Shuttle, Anaheim Transportation Network and/or Senior Mobility Program (Project U).
- Request to merge existing and or new grants, include a multi-year corresponding financial plan by FY that shows the total combined revenues, expenditures and revenue vehicle service hours by year.
- Confirmation of competitive procurement or re-procurement plan. Services that are provided with agency employees are exempt from this requirement.
- Any additional information deemed relevant by the applicant and/or OCTA.

Complete project applications must be submitted by the established due date to be eligible for consideration.

Applications will be reviewed by OCTA for alignment and consistency with program requirements and goals. For applications completed in accordance with the program requirements, the projects will be scored, ranked, and, if score dictates, submitted to the Transit Committee and the Board for consideration and potential funding approval. The process is expected to be concluded by Spring 2024.

The final approved application (including funding plan) will serve as the basis for any cooperative agreements required under the program. The approved projects will be subject to the CTFP Guidelines for project delivery requirements.

Application Guidelines

Project selection is based upon merit utilizing a series of qualitative and quantitative criteria. Candidate projects are required to submit a financial plan with sufficient data to enable adequate evaluation of the application. Each agency is provided broad latitude in

formatting, content, and approach. Please ensure all required information listed under the preceding Application Process section is included. Key elements must be clearly and concisely presented to enable timely and accurate assessment of project applications.

Financial Details

Each candidate project application must include all phases through construction of facilities. The financial plan will include, at a minimum, the following information:

- Estimated project cost for each phase of development (Initial/Startup Marketing Cost to Establish Service, Capital — including equipment and vehicle acquisition, construction, if applicable, O&M, ongoing marketing, and project oversight).
- Preliminary cost estimates for O&M should be coordinated with OCTA and be based upon realistic estimates provided by applicable potential vendors.
- Funding request phase of project implementation with match funding amounts, match rate (%), and funding sources clearly identified.
- Consideration of ADA costs, if applicable.
- Demonstrated financial commitments for match funding and ongoing operations.
- User fare subsidy paid by the agency and intended for reimbursement through Project V, if applicable.
- Discussion of contingency planning for revenue shortfalls.
- Revenue projections and methodology where commercial activity is expected to support implementation and/or operations costs.
- Project readiness status.
- Realistic project schedule for each project phase.

Scoring Criteria

Specific scoring criteria will be used to evaluate the competitive program project applications. Emphasis will be placed on projects with firm financial commitments, overall project readiness, and consistency with the 2024 call objectives. In addition, projects will be evaluated based upon ridership projections, areas served, cost effectiveness, and local/regional benefits.

The formal application must include feasibility and efficacy components in order to demonstrate transportation benefits and to also ensure that selected project(s) meet the spirit and intent of M2.

Merit will be demonstrated through technical attributes and industry standard methodologies. The following data will be included and fully discussed in the application:

- Matching rate and funds.
 - Level of commitment from non-applicant partners.
 - Estimated capital, initial marketing, and continuing O&M costs.
-

- Projected daily boardings with projection methodology fully presented.
- Estimated operating cost per boarding and per RVH.
- Project readiness defined by a clear, accurate and reasonable operations plan, also includes initial operating period and service implementation startup plan for seasonal services or special event readiness.
- Community connections; connections to fixed route bus and rail.
- Projected annual visitors served by seasonal route(s).
- Community outreach supporting the proposed service.
- Agency experience deploying comparable services.

Each application can receive a maximum of 100 points. See Table 6-2 for scoring categories and percentage distribution.

Other Application Materials

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

Council Resolution: A council resolution or minute action authorizing request for funding consideration with a commitment of project match funding (local sources) and operating funds as shown in the funding plan. A resolution or minute action must be approved by the local agency's governing body. The resolution or minute action shall serve as the local agency's formal request for Project V funds and must state that matching funds will be provided by the agency. All funding requests must be listed in the resolution or minute action.

At minimum, a draft resolution must be submitted with the application by the January 25th deadline. **A final adopted resolution (or minute action) must be submitted to OCTA by Thursday, February 15, 2024, to be considered for funding recommendation.** A sample resolution is included in Exhibit 6-2. Local agencies, at a minimum, must include items a-m in Exhibit 6-2.

Lease/Cost Sharing Agreements: Copies of leases, sponsorship, and/or advertising revenue documents, including appropriate vehicle specifications and safety features. Confidential agreements may be included for reference when accompanied by affidavit from city treasurer or finance director.

Project Documentation: If the proposed project has completed initial planning activities, evidence of plan approval should be included with the application. Satisfactory evidence includes sponsor agency council or board action approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion of planning



phases. The applicant will be asked for detailed information only if necessary, to adequately evaluate the project application.

Operations Plan: In addition to the financial details indicated in this chapter, the operations plan submitted shall include the following technical data: a route map and geocoded service area, stop or pick up location listing, draft timetable that includes begin/end dates, frequency and cycle time, days of the week, start and end times; summary of vehicle types and specifications, fleet size, and vehicle maintenance plan, if applicable; projected annual revenue vehicle hours; ride-hailing or ride request process; ADA accommodations or comparable alternative; any other applicable supporting documentation.

Pre-Award Activities

Pre-award activities are allowable under Precept 6. A grantee may, at its own risk and without an executed OCTA Cooperative Agreement, obligate funds. Expenditures that are paid prior to an executed OCTA Cooperative Agreement, but after July 1 of the programmed FY must be identified in the grant application and must be submitted to OCTA for administrative approval prior to the implementation of the project.

OCTA staff is available to respond to applicant questions and provide guidance regarding Project V applications prior to the submittal deadline, upon request. In order to ensure the best use of M2 funds and assist eligible jurisdictions, 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.

Application Review and Program Adoption

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

The call schedule is detailed below:

Board authorization to issue call: November 13, 2023

Application submittal deadline: Thursday, January 25, 2024 at 5:00 PM PST

Final adopted resolution (or minute action) deadline: Thursday, February 15, 2024

Transit Committee/Board approval: Spring 2024

Funding Information

Agencies may be awarded, no more than \$592,000 annually for Traditional Project V services or service expansion, based on proposed RVH³ and no more than \$296,000 for On-Demand services in Year 1 of the call cycle. See Table 6-1 below for the maximum annual allocation for the 2024 call programming period. Funding will be available starting in FY 2024-25 and shall not extend beyond seven years. The minimum local match is ten percent (10%) for Traditional Project V services and capital/equipment and fifty (50%) for On-Demand services. Agencies will receive points for committing to a higher match rate. Agencies can consolidate existing continuing grants in the 2024 call to simplify project administration and can exceed the maximum annual allocations listed for continuing services, when merging multiple grants.

Table 6-1 Maximum Annual Project V Funding Allocation

Grant Year	Fiscal Year	Traditional Services	On-Demand Services
Year 1	FY 25	\$592,000	\$296,000
Year 2	FY 26	\$610,000	\$305,000
Year 3	FY 27	\$628,000	\$314,000
Year 4	FY 28	\$647,000	\$323,500
Year 5	FY 29	\$665,000	\$332,500
Year 6	FY 30	\$685,000	\$342,500
Year 7	FY 31	\$705,000	\$352,500

Note: FY 25 funds will be available July 1, 2024. Expenses incurred before this date will not be eligible for reimbursement.

Project Participation Categories

Transit needs may differ from one location to the next, and projects pursued under this program have significant latitude on how the challenge of providing community-based transit will be delivered. However, emphasis upon program 2024 call objectives is highly encouraged. The program categories listed below identify key project elements that can be pursued through Project V. The program categories eligible for funding through Project V are:

Capital – Eligible Expenditures

- Bus and vehicle leases/purchases for the purposes of providing Traditional Project V transit or microtransit services. If the purchase of vehicles is more cost

³ OCTA uses reported costs per RVH from FY 22-23 to determine annual maximum. Agency to populate proposed operations plan in application.

efficient than a lease, justification and supporting documentation must be provided. Vehicle purchase requests will be evaluated by OCTA for approval on the basis of cost effectiveness.

- Equipment for the deployment, implementation and use of Project V-funded services, including but not limited to:
 - Bike racks
 - Dispatch/routing software
 - Communications/passenger information equipment
 - Fare collection equipment
 - Reasonable passenger amenities, generally consistent with Chapter 3 (Project W eligible items)
 - ADA equipment for vehicles
- Major revenue service vehicle maintenance and repairs (e.g., replacement of transmission, engine, etc.).
- Minor vehicle services (routine maintenance: brake pads/rotors, fluids, filters, spark plugs, belts, hoses, ignition coils, cosmetic bodywork or paint without structural involvement, etc.)
- Maintenance facilities and fueling stations required for new and/or substantially revised or modified transit service and directly related to Project V service.
- Reasonable stop improvements and amenities (generally including signage, furniture and shelters and consistent with Chapter 3 Project W eligible items) for Project V-funded service stops only.
- Service vehicle wraps (including replacement).

If capital purchases (bus/vehicles, equipment, facilities, bus stop amenities, etc.) are provided with Project V funds, there is an expectation that these capital items will be used for their entire useful life and/or through the termination of the service. If termination occurs prior to the completion of the capital item's useful life and/or grant term, the local agency shall repay OCTA the same percentage of the sale price (or estimated value of the asset(s) based on straight line depreciation of the asset[s]), consistent with the Project V percentage of the initial purchase. Useful life shall be based upon OCTA's policy for service life, where applicable.

Initial/Start-up Marketing Costs to Establish Service – Eligible Expenditures

- Print copy, digital artwork and identity creation associated with publication, marketing, and initial deployment of service.
- Initial/start-up marketing costs to establish and publicize new and/or expanded services will be capped at \$80,000 (total).

Initial/Start-up Marketing costs will not be considered in the calculation of the O&M cost per boarding subsidy limitations outlined below. However, costs submitted for reimbursement would still require a minimum local match of ten percent (10%). OCTA



will provide M2 (OC Go) logo decals for all Traditional Project V transit and microtransit service vehicles, as needed.



Operations and Maintenance (O&M) – Eligible Expenditures (Costs to Perform Service)

- Fixed route and deviated fixed route local circulator and trolley services.
- Special event shuttle services for events that will create significant congestion.
- Approved On-Demand services (contingent on proposed service plan, anticipated service performance, consistency with 2024 call objectives, and demonstration that ADA requirements can be met). Additional information on On-Demand services provided in subsequent paragraphs.
- Transportation services with prescribed periods (i.e., daily, weekend, seasonal, and/or special event) and spans (timeframes) of operations.
- Transportation services provided must be operated by non-OCTA service providers.
- Expansion of existing services will only be considered if the existing service has clearly met minimum performance standards and will expire within the current call period.
- Ongoing vehicle maintenance (does not include capital replacement. e.g., engines, transmissions, etc.).
- Temporary off-site parking for special events subject to agreement with the property owner and approved by OCTA.
- Parking leases and vehicle storage fees for service operating fleet. Proportional reimbursement for vehicle storage at agency facility or property, with OCTA approval.
- Regular and ongoing marketing efforts, including expenditures related to seasonal or special event service schedules, marketing materials such as flyers, brochures and community outreach efforts.

O&M costs are subject to OCTA cost per boarding subsidy limitations discussed in subsequent sections. Reimbursement for regular and ongoing marketing efforts will be capped at \$25,000 annually and are included as part of the O&M cost.

Agencies using a contracted service provider are required to competitively procure.

Additional Information (On-Demand Services):

- Microtransit services may provide passenger pickup and drop-off at exclusively designated locations; or include door-to-door service within the proposed service area boundary.
 - Ride-hailing services primarily consist of operators who are independent contractors providing door-to-door service within the service area boundary.
 - May have implications on contracts, cost, insurance, liability, performance, operations, etc.
 - Some mobility providers for shared ride-hailing services may have age restrictions for youth travel.
-

- Considerations for microtransit service scalability and flexible deployment are required to right-size fleet to the desired service area and travel demand volumes/patterns.
- Agencies proposing shared ride-hailing services are encouraged to consider demand management options.
- Agencies using a contracted service provider are required to competitively procure.

Ineligible Categories

Project V funds may not be used for the following:

- Planning for new service (NOT AVAILABLE FOR 2024 CALL)
- Micromobility services (e.g., shared bicycle, scooters)
- Right-of-way (ROW) acquisition
- Services that duplicate or compete with existing transit services
 - In order to justify transit service is not being supplanted, local agencies must document and explain how their proposal will not compete with the existing transit services. Final determination of duplication of or competing with existing transit service will be determined by OCTA staff on a case-by-case basis.
- Fare subsidies (free shuttles are not considered subsidized fare for this program)
- Indirect costs

Project Requirements

All projects funded through Project V must comply with the CTFP Guidelines, unless specifically noted in the agreement with the local agency, and must comply with applicable state and federal laws, including ADA requirements for transit services.

Capital – Project Requirements

Project V funding is available to offset the costs of purchasing or leasing vehicles, equipment and other appropriate and reasonable capital amenities as described in Chapter 3, under eligible costs. Progress on capital projects must be reported to OCTA through the CTFP semi-annual review process. Agencies must inspect vehicle(s) to ensure they meet specifications prior to final acceptance and withhold retention until warranty issues and/or final acceptance is met and approved by the local agency.

If capital purchases (bus/vehicles, equipment, facilities, bus stop amenities, etc.) are provided with Project V funds, there is an expectation that these capital items¹ will be

¹ [Specific capital items eligible for Project V funds will be identified in the terms and conditions of the cooperative agreement.](#)



used for their entire useful life and/or through the termination of the service. If termination occurs prior to the completion of the capital item's useful life and/or grant



term, the local agency shall repay OCTA the same percentage of the sale price (or estimated value of the asset(s) based on straight line depreciation of the asset[s]), consistent with the Project V percentage of the initial purchase. Useful life shall be based upon OCTA's policy for service life, where applicable.

O&M – Project Requirements

OCTA has established an operating reserve as part of this program that may be used to support the costs of O&M for Traditional Project V transit and On-Demand services. The operating reserve is subject to the following requirements:

- The OCTA subsidy allows awarded agencies to be reimbursed on a pro-rata basis, but not to exceed \$10.81 per boarding/user or 90 percent (90%) of net operating and maintenance costs⁴ for Traditional services and fifty percent (50%) of net operating costs for On-Demand services (after deducting fares and non-OCTA subsidies), whichever is less⁵.
- Project V service shall meet the minimum performance standard, which is a maximum cost per boarding of twice the per boarding subsidy. Should the service's cost per boarding exceed twice the per boarding subsidy as reported quarterly, OCTA will provide written notice to the local agency and request a City Council/ Board of Supervisor's response with direction to continue, restructure, or cancel the service. Only one written notification per fiscal year will be sent to allow sufficient time for the agency to make its decision. Performance standards for On-Demand shared ride-hailing or TNC services will be determined specifically for each service and may be based on cost per user, cost per mile, cost per hour, or other applicable performance measure.
- As part of the Project V service, local agencies must develop methods to measure ridership satisfaction and customer satisfaction (CS) based on customer surveys and on-time performance (OTP) based upon local service objectives. OCTA will work with agencies to establish appropriate OTP and CS performance metrics.
- Awarded agencies must submit monthly O&M costs and ridership and fare performance data to OCTA on a quarterly basis. This information will be used to provide a report to the OCTA Transit Committee and Board, which is anticipated to be provided on a semi-annual basis.
- Consistent with Federal law, ADA complementary paratransit or ADA comparable service is required for certain types of Project V funded services.

⁴ Net Operating Costs include regular and ongoing marketing expenses for reimbursement purposes.

⁵ Note: Reimbursement for Planning for New Service, Capital, and Initial Marketing Costs to Establish Service are not subject to OCTA cost per boarding subsidy limitations and may be reimbursed at up to 90% of total eligible phase costs, depending upon the local agencies' match commitment.

- For Project V-funded fixed-route services within the existing OC Access paratransit service areas, OC Access paratransit services will be provided independently with Project V-funds through OCTA Board policy.
- For Project V-funded non-fixed route services (i.e., on-demand, ride-hailing) or fixed route services that do not meet the criteria listed above, the local agency will be required to provide ADA comparable services and include cost for service or a funding plan as part of the project application.
- Agencies receiving Project V funds may be required to adopt a paratransit plan prior to starting operations.
- Agencies receiving Project V funds for scheduled fixed route services are required to provide scheduling information in the required format for General Transit Feed Specification (GTFS).
- In order to allow for market competition, new, ongoing, or continuing services must re-bid for a service contractor or service provider as soon as the current term expires or by June 30, 2026, whichever is earlier, unless the agency can provide documentation that they have gone through a competitive procurement process in FY 2022-23 or later. Project V services should be rebid through competitive procurement every three to seven years to ensure the agency is receiving the best rates. This requirement would not apply to services that are being provided by local agency staff.

Agency Match Requirements

Agencies are required to provide a minimum ten percent (10%) non-OCTA local match (net any fares collected) for Traditional Project V transit services O&M and capital. A minimum match of fifty percent (50%) is required for new or continuing On-Demand services funded through the 2024 call. The match may be comprised of any combination of private contributions, advertising revenues, and local discretionary funds. The match must be a local agency contribution and may not be made up of in-kind services. Capital match funding commitments in excess of ten percent (10%) are eligible for additional points. Traditional Project V transit services O&M match funding commitments in excess of twenty percent (20%) and On-Demand services O&M match funding commitments in excess of sixty percent (60%) are eligible for additional points in the application. The OCTA contribution for O&M will not exceed \$10.81 per boarding/user. Therefore, the actual match provided by the local agency may be greater than ten percent (10%) or fifty percent (50%) depending upon service type and ridership. Agency match commitments will be incorporated into cooperative agreements.

Eligibility Requirements

Minimum eligibility and participation requirements must be considered before a project funding application should be submitted. Adherence to strict funding guidelines is required by the M2 Ordinance. Additional standards have been established to provide assurance that M2 funds are spent in the most prudent and effective manner. There is no guarantee that funding will be approved during a particular call. If no acceptable project is identified during a funding cycle, a subsequent call may be scheduled at an appropriate time.

- Applicant must be eligible to receive M2 funding (established on an annual basis) to participate in this program.
- Support recommendations from OC Transit Vision, local transit planning efforts and goals of the Sustainable Communities Strategy, and 2024 call objectives.
- Supplement existing transit services (and commitments) and emphasize service to areas not served by transit.
- Proposed services may not duplicate or compete with existing transit services.
- Demonstrate availability of local share of O&M funding for the application's specific time horizon.
- Demonstration of cost reasonableness.
- Agency must have a financial plan outlining a funding strategy for ongoing O&M (maximum of seven years).
- Local agency will be required to enter into a cooperative funding agreement with OCTA.
- The project description must include information on how service is meeting ADA complementary or comparable service requirements noted under O&M in the Project Requirements section above, and these costs must be included in the project application.
- Complete applications must be approved by the City Council/Board of Supervisors and partner jurisdictions, if applicable, as part of the submittal to OCTA to demonstrate adequate community and elected official support, consistent with the resolution submittal deadline, for eligibility consideration.
- Local agencies will be required to submit National Transit Database data to OCTA, or local agency's operator must submit directly to the National Transit Database, if applicable.
- Proposed vehicle types must have appropriate specifications and safety equipment for service type and anticipated passenger loads.
- Must demonstrate that project meets competitive procurement requirement previously noted under the O&M – Project Requirements section.

Reimbursements

The initial marketing costs to establish service, capital, and O&M phases will be administered on a reimbursement basis. Initial marketing costs to establish service,



capital, and O&M reimbursements will be disbursed upon review and approval of a complete invoice and accompanying expense reports uploaded to OCFundtracker (<https://ocfundtracker.octa.net/login.asp>), performance report, and consistent with cooperative funding agreement requirements and specifications.

OCTA's operating subsidy for O&M will be no more than Ten Dollars and Eighty-One cents (\$10.81) per boarding/user or Ninety Percent (90%) of net O&M costs, whichever is lower for Traditional Project V transit services and Fifty Percent (50%) of net costs for On-Demand services (after deducting fares and non-OCTA subsidies), whichever is less. Local agency matching commitment to OCTA for ongoing operating assistance will be in accordance with terms identified in the cooperative funding agreement.

Calculation of Payment

OCTA's operating subsidy will be no more than Ten Dollars and Eighty-One cents (\$10.81) per boarding/user OR Ninety Percent (90%) of net O&M costs for Traditional Project V transit services, whichever is lower. An example of a payment calculation to differentiate between the two scenarios is provided as follows:

SAMPLE PAYMENT CALCULATION	
ASSUMPTIONS: 10% MATCH and 1,500 BOARDINGS	
Operating Cost	\$23,000
Fare Revenue (deduct)	-\$ 3,000
Net Operating Cost	\$20,000
Agency Match (10%)	\$ 2,000
Agency Reimbursement (90% of net O&M)	\$18,000
or	
Operating Cost	\$23,000
Fare Revenue (deduct)	-\$ 3,000
Net Operating Cost	\$20,000
\$10.81 x Boardings (\$10.81 x 1,500)	\$16,215
Agency Match	\$ 3,785
Agency Reimbursement (\$10.81 per boarding/user)	\$16,215

Note: In this case, the local agency would be reimbursed for the **lower**, \$10.81 per boarding/user amount.

Scope Reductions/Modifications and Cost Savings

Agencies may request a scope change so long as the overall project benefits committed to in the Board-approved application can still be delivered. Any requests for scope



modifications of an approved project must be submitted to OCTA staff in advance of the change to ensure consistency with the program requirements. Requests must include the status of the Project V grant, detailed description of the modification, rationale for the proposed modification, and potential impacts to the community and funding. Note: Requests to change the category of service (i.e., Traditional and On-Demand) will not be considered.

For scope changes that do not have significant impacts to Project V service operations, such as changes to stop locations along the same route or adjustments to operating hours on regularly scheduled days, 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.

For all other scope changes, OCTA staff will review the modification against the original project scoring criteria, ensure that the proposed change delivers comparable or better benefits to the public, and confirm consistency with Project V Program requirements. Contingent on staff's evaluation, the scope modification will be presented to the Board for review and approval.

Factors that may be considered in determining when a scope change may be presented to the Board may also include the following from OCTA's service and fare change policy. This primarily applies to fixed route or seasonal services but may be adapted as applicable to other service types:

A Major Service or Scope Change is defined as a numerical standard, as expressed by the distribution of routes as measured against the existing level of service. The following is considered a major service change:

1. Route Alignment Reduction or Elimination – Reducing an existing route by more than 50 percent (50%) of directional route miles or reducing an existing route by more than 50 percent (50%) of bus stops.
 2. Route Alignment Extension or New Route – Adding a new route or a route segment that increases directional route miles of an existing route by more than 50 percent (50%) and when more than 50 percent (50%) of the new service bus stops are along currently unserved street segments.
 3. Route Level Service Hour Change – Increase or decrease of the following levels of service on a route within 12 months: Weekday service increase or decrease of 25 percent (25%) or more annualized vehicle revenue hours, or weekend service increase or decrease of 25 percent (25%) or more annualized vehicle revenue hours.
 4. Systemwide Service Hour Change – Increase or decrease of 25 percent (25%) of annualized vehicle revenue hours for all routes within 12 months.
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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 V funds must be applied proportionally to maintain the approved local match percentage. All cost savings will be returned to the Project V Program for reallocation for subsequent calls.

Project Cancellation

Projects deemed infeasible during the planning or implementation process will be cancelled and further expenditures will be prohibited except where necessitated to bring the current phase to a logical conclusion.

For vehicles or capital equipment owned by local agencies that were funded through Project V, if the service is discontinued, agencies shall repay OCTA for the vehicles or capital equipment at the same percentage of the sale price, or estimated value based on straight line depreciation of the asset(s) consistent with the Project V percentage of the initial purchase. Useful life shall be based upon OCTA's policy for service/asset life, where applicable.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination. Cancellation by the local agency does not require OCTA approval but the local agency must notify OCTA as soon as possible.

Audits

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

Project V Branding

Projects awarded Project V funding are required to place ~~M2 (OC Go)~~ OCTA decals on the vehicles used for fixed-route, community shuttles, seasonal services and regular microtransit. Local jurisdictions will coordinate with OCTA in regard to the sizing, placement, and furnishing of decals. The implementing jurisdiction will be required to certify actual placement and visibility ~~on a reasonable basis~~ during the Project V Quarterly Report updates.

For all awarded services, local jurisdictions are required to place ~~M2 OCTA~~ logos on marketing and related service publication materials, including software applications.

Promotion of the ~~OC-Go~~OCTA logo is not intended to overpower or take away from the service operated by the local jurisdiction but is intended to ensure transparency regarding the local sales tax measure expenditures.

An example of the ~~M2-OC-Go~~ OCTA logo is shown as follows:

FUNDED BY



OCTA



Table 6-2
Community-Based Transit/Circulators (Project V)
Scoring Criteria

Category	Points Possible	Percent
Financial Commitment		15%
Matching Funds	15	
Cost Effectiveness		10%
Estimated Operating Cost per Boarding and per RVH	7	
Supporting Documentation for Projected Costs	3	
Project Readiness		10%
Project Implementation Schedule and Service Startup Plan	7	
Project Feasibility or Planning Study Completed	3	
Operations Plan/Service Type		25%
Service Type	10	
Draft Timetable, Frequencies, Headways, and Round-Trip Cycle Times	3	
Fleet Size, Vehicle Types & Specifications	3	
Route Map and KMZ file w/ Existing Transit Service and Stop Locations	3	
Estimation of Revenue Service Hours	2	
ADA Service Plan / Paratransit Plan	2	
Contingency Plan for Revenue Shortfalls	2	
Ridership Projection		5%
Funding Plan		10%
Partnership Arrangements	4	
Service Coordination Plan	3	
Cost of ADA Services Considered/Addressed	3	
Community Benefit		25%
Local and Regional Benefits	20	
Documented Outreach and Community Support	5	
Total	100	100%



Exhibit 6-1

Point Breakdown & Application Checklist for Community-Based Transit/Circulators (Project V)

Scoring Criteria		
Financial Commitment <i>Overall Match Rates</i>		15 Points Max
Traditional Service ≥ 30% 20-29% 10-19%	On-Demand Service ≥ 70% 60%-69% 50-59%	<input type="checkbox"/> 15 <input type="checkbox"/> 10 <input type="checkbox"/> 5
Cost Effectiveness Estimated Operating Cost per Boarding (CPB threshold - \$21.63) and Boardings per Revenue Vehicle Hour (RVH) Documentation Supporting Projected Costs (<i>Vendor Operations, Capital Lease and Amenity, and User Fee Schedule, etc.</i>) Documentation Supporting Projected Ridership		10 Points Max <input type="checkbox"/> 7 <input type="checkbox"/> 2 <input type="checkbox"/> 1
Project Readiness Procurement, Initial Startup, Mobilization and Demobilization Approach Project Implementation Schedule Project Feasibility or Planning Study Complete		10 Points Max <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 3
Operations Plan and Service Type Status of Proposed Services (<i>Continuation, Expansion or Modification of Existing; OR New</i>) Project V Service Type (<i>Traditional Transit or On-Demand</i>) Operations Plan-Draft Timetable, Frequencies, Round-Trip Cycle Times (by Time Period), Shared Ride Capabilities and Capacity, etc. Fleet Size, Vehicle Types and Specifications, Maintenance Facilities and Needs Identified Route Map and KMZ file w/ Existing Transit Service and Stop Locations Identified ADA Service Plan / Paratransit Plan Estimation of Revenue Service Hours Contingency Plan for Revenue Shortfalls		25 Points Max <input type="checkbox"/> 6 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 3 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 2 <input type="checkbox"/> 2
Ridership Projection Projected Averaged Daily Boardings (Opening Year) > 1,000 801-1,000 501-800 151-500 50-150		5 Points Max <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
Funding Plan Partnership Arrangements Service Coordination Plan Cost of ADA Service Considered/Addressed		10 Points Max <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 3



Community Benefit	25 Points Max
Activity Centers Connections (<i>Key Destinations, Community/Cultural Centers, Tourist Attractions/Event Venues, Affordable and/or High-Density Housing, Other Regional Trip Generators</i>)	<input type="checkbox"/> 10
Local and Regional Fixed-Route Bus/Rail Connections	<input type="checkbox"/> 5
Documented Community Outreach and Support (<i>e.g., Surveys, Letters of Support, Outreach Events and Feedback Received</i>)	<input type="checkbox"/> 5
Agency Experience and Recent History Operating Relevant Transportation Services	<input type="checkbox"/> 3
Population Density (relative)	<input type="checkbox"/> 2
Total Points	100 Points



Exhibit 6-2

Sample Resolution for Community-Based Transit/Circulators Program (Project V)

RESOLUTION NO. XXXX

A Resolution of the _____ City Council or the Orange County Board of Supervisors approving the submittal of (PROJECT NAME (s)) application to the Orange County Transportation Authority for funding under the Project V Community-Based Transit/Circulators Program

The City Council of the City of _____ or Orange County Board of Supervisors hereby resolves, determines and orders as follows that:

- (a) Whereas, the Orange County Transportation Authority Community-Based Transit/Circulators program (Project V under Measure M2) establishes a competitive funding program to enable local jurisdictions to develop, test and provide community-based local transit services that complement regional transit services and meets needs in areas not adequately serviced by regional transit; and,
 - (b) Whereas, the Orange County Transportation Authority intends to allocate Project V funds to the incorporated cities and the County of Orange, as applicable; and
 - (c) Whereas, the Orange County Transportation Authority has established the procedures and criteria for selecting projects for funding through a competitive process as identified in the Comprehensive Transportation Funding Program (CTFP) Project V Guidelines; and
 - (d) Whereas, the City of _____ or the County of Orange desires to provide local community based transit services;
 - (e) Whereas, the City of _____ or the County of Orange authorizes the nomination of (PROJECT NAME or PROJECT NAMES), including all understanding and assurances contained therein; and,
 - (f) Whereas, the City of _____ or the County of Orange has been declared by the Orange County Transportation Authority to meet the eligibility requirements to receive Measure M2 funds, including Project V funds; and,
 - (g) Whereas, the City of _____ or the County of Orange must include all projects funded by Net Revenues in the seven-year Capital Improvement Program as part
-



of the Measure M2 Ordinance eligibility requirement; and

- (h) Whereas, the City of _____ or County of Orange 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
- (i) Whereas, the City of _____ or County of Orange Circulation Element is consistent with the County of Orange Master Plan of Arterial Highways; and
- (j) Whereas, the City of _____ or County of Orange will comply where applicable with provisions of the Americans with Disabilities Act, and any other federal, state, and/or local laws, rules and/or regulations; and
- (k) Whereas, the City of _____ or County of Orange will consult with Orange County Transportation Authority regarding the need for ADA/paratransit services and/or plan prior to starting operations; and
- (l) Whereas, the City of _____ or County of Orange will provide a minimum ____% in matching funds, excluding non-Project V subsidies or net fares collected, as required by the Project V CTFP Guidelines and shall fund its share of the project costs and any additional costs over the identified programmed amount ; and
- (m) Whereas, the City of _____ or County of Orange will not use Measure M funds to supplant Developer Fees or other commitments; and
- (n) Whereas, the City of _____ or County of Orange will give the Orange County Transportation Authority's representatives access to and the right to examine all data, records, books, papers or documents related to the Project(s); and

NOW, THEREFORE, BE IT RESOLVED THAT:

The City of _____ or County of Orange hereby requests that the Orange County Transportation Authority allocate Project V funds in the amounts specified in the City or County's application to said City or County from the Project V Community-Based Transit/Circulators program through the Comprehensive Transportation Funding Program (CTFP). Said funds shall be matched by funds from the City of _____ or County of Orange as required and shall be used as supplemental funding to aid the City of _____ or County of Orange in the implementation of the proposed transit service.

PASSED, APPROVED AND ADOPTED THIS [Insert Day] day of [Insert Month], [Insert Year].

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Appendix: M2 Ordinance References

Project O – Regional Capacity Program

- [Attachment A, Streets and Roads Projects, page 18](#)

18	
	
Streets and Roads Projects Regional Capacity Program	
<p>Project </p> <p>Regional Capacity Program</p> <p>Description: This program, in combination with local matching funds, provides a funding source to complete the Orange County Master Plan of Arterial Highways (MPAH). The program also provides for intersection improvements and other projects to help improve street operations and reduce congestion. The program allocates funds through a competitive process and targets projects that help traffic the most by considering factors such as degree of congestion relief, cost effectiveness, project readiness, etc.</p> <p>Local jurisdictions must provide a dollar-for-dollar match to qualify for funding, but can be rewarded with lower match requirements if they give priority to other key objectives, such as better road maintenance and regional signal synchronization.</p>	<p>Roughly 1,000 miles of new street lanes remain to be completed, mostly in the form of widening existing streets to their ultimate planned width. Completion of the system will result in a more even traffic flow and efficient system.</p> <p>Another element of this program is funding for construction of railroad over or underpass grade separations where high volume streets are impacted by freight trains along the Burlington Northern Santa Fe railroad in northern Orange County.</p> <p>Cost: The estimated cost for these street improvement projects is \$1,132.8 million.</p>

Project P – Regional Traffic Signal Synchronization Program

- [Attachment A, Streets and Roads Projects, page 19](#)

19	
Streets and Roads Projects	
Regional Traffic Signal Synchronization Program	
 <p>Project P</p> <p>Regional Traffic Signal Synchronization Program</p> <p>Description: This program targets over 2,000 signalized intersections across the County for coordinated operation. The goal is to improve the flow of traffic by developing and implementing regional signal coordination programs that cross jurisdictional boundaries.</p> <p>Most traffic signal synchronization programs today are limited to segments of roads or individual cities and agencies. For example, signals at intersections of freeways with arterial streets are controlled by Caltrans, while nearby signals at local street intersections are under the control of cities. This results in the street system operating at less than maximum efficiency. When completed, this project can increase the capacity of the street grid and reduce the delay by over six million hours annually.</p>	<p>To ensure that this program is successful, cities, the County of Orange and Caltrans will be required to work together and prepare a common traffic signal synchronization plan and the necessary governance and legal arrangements before receiving funds. In addition, cities will be required to provide 20 percent of the costs. Once in place, the program will provide funding for ongoing maintenance and operation of the synchronization plan. Local jurisdictions will be required to publicly report on the performance of their signal synchronization efforts at least every three years. Signal equipment to give emergency vehicles priority at intersections will be an eligible expense for projects implemented as part of this program.</p> <p>Cost: The estimated cost of developing and maintaining a regional traffic signal synchronization program for Orange County is \$453.1 million.</p>

Project S – Transit Extensions to Metrolink

- [Attachment A, Transit Projects, page 23](#)

23



Transit Projects

High Frequency Metrolink Service

Transit Extensions to Metrolink

Project R

High Frequency Metrolink Service

Description:
This project will increase rail services within the county and provide frequent Metrolink service north of Fullerton to Los Angeles. The project will provide for track improvements, more trains, and other related needs to accommodate the expanded service.

This project is designed to build on the successes of Metrolink and complement service expansion made possible by the current Measure M. The service will include upgraded stations and added parking capacity; safety improvements and quiet zones along the tracks; and frequent shuttle service and other means, to move arriving passengers to nearby destinations.

The project also includes funding for improving grade crossings and constructing over or underpasses at high volume arterial streets that cross the Metrolink tracks.

Cost:
The estimated cost of capital and operations is \$1,129.8 million.

Project S

Transit Extensions to Metrolink

Description:
Frequent service in the Metrolink corridor provides a high capacity transit system linking communities within the central core of Orange County. This project will establish a competitive program for local jurisdictions to broaden the reach of the rail system to other activity centers and communities. Proposals for extensions must be developed and supported by local jurisdictions and will be evaluated against well-defined and well-known criteria as follows:

- Traffic congestion relief
- Project readiness, with priority given to projects that can be implemented within the first five years of the Plan
- Local funding commitments and the availability of right-of-way
- Proven ability to attract other financial partners, both public and private
- Cost-effectiveness
- Proximity to jobs and population centers
- Regional as well as local benefits
- Ease and simplicity of connections
- Compatible, approved land uses
- Safe and modern technology
- A sound, long-term operating plan

This project shall not be used to fund transit routes that are not directly connected to or that would be redundant to the core rail service on the Metrolink corridor. The emphasis shall be on expanding access to the core rail system and on establishing connections to communities and major activity centers that are not immediately adjacent to the Metrolink corridor. It is intended that multiple transit projects be funded through



Project R cost estimate amended on December 14, 2015.

• Attachment A, Transit Projects, page 24

24



Transit Projects

Metrolink Gateways

Expand Mobility Choices for Seniors and Persons with Disabilities

a competitive process and no single project may be awarded all of the funds under this program.

These connections may include a variety of transit technologies such as conventional bus, bus rapid transit or high capacity rail transit systems as long as they can be fully integrated and provide seamless transition for the users.

Cost:
The estimated cost to implement this program over thirty years is \$1,000.0 million.

Project U

Expand Mobility Choices for Seniors and Persons with Disabilities

Description:
This project will provide services and programs to meet the growing transportation needs of seniors and persons with disabilities as follows:

- One and forty-seven hundredths percent (1.47%) of net revenues will stabilize fares and provide fare discounts for bus services, specialized ACCESS services and future rail services
- One percent of net revenues will be available to continue and expand local community van service for seniors through the existing Senior Mobility Program
- One percent will supplement existing countywide senior non-emergency medical transportation services

Over the next 30 years, the population age 65 and over is projected to increase by 93 percent. Demand for transit and specialized transportation services for seniors and persons with disabilities is expected to increase proportionately.

Cost:
The estimated cost to provide these programs over 30 years is \$392.8 million.

Project T

Convert Metrolink Station(s) to Regional Gateways that Connect Orange County with High-Speed Rail Systems

Description:
This program will provide the local improvements that are necessary to connect planned future high-speed rail systems to stations on the Orange County Metrolink route.

The State of California is currently planning a high-speed rail system linking northern and southern California. One line is planned to terminate in Orange County. In addition, several magnetic levitation (MAGLEV) systems that would connect Orange County to Los Angeles and San Bernardino Counties, including a link from Anaheim to Ontario airport, are also being planned or proposed by other agencies.

Cost:
The estimated Measure M share of the cost for these regional centers and connections is \$57.9 million.



Project T and U cost estimates amended on December 14, 2015.

Project T – Metrolink Gateways

- [Attachment A, Transit Projects, page 24](#)

24



Transit Projects

Metrolink Gateways

Expand Mobility Choices for Seniors and Persons with Disabilities

a competitive process and no single project may be awarded all of the funds under this program.

These connections may include a variety of transit technologies such as conventional bus, bus rapid transit or high capacity rail transit systems as long as they can be fully integrated and provide seamless transition for the users.

Cost:
The estimated cost to implement this program over thirty years is \$1,000.0 million.

Project U

Expand Mobility Choices for Seniors and Persons with Disabilities

Description:
This project will provide services and programs to meet the growing transportation needs of seniors and persons with disabilities as follows:

- One and forty-seven hundredths percent (1.47%) of net revenues will stabilize fares and provide fare discounts for bus services, specialized ACCESS services and future rail services
- One percent of net revenues will be available to continue and expand local community van service for seniors through the existing Senior Mobility Program
- One percent will supplement existing countywide senior non-emergency medical transportation services

Over the next 30 years, the population age 65 and over is projected to increase by 93 percent. Demand for transit and specialized transportation services for seniors and persons with disabilities is expected to increase proportionately.

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The State of California is currently planning a high-speed rail system linking northern and southern California. One line is planned to terminate in Orange County. In addition, several magnetic levitation (MAGLEV) systems that would connect Orange County to Los Angeles and San Bernardino Counties, including a link from Anaheim to Ontario airport, are also being planned or proposed by other agencies.

Cost:
The estimated Measure M share of the cost for these regional centers and connections is \$57.9 million.



Project T and U cost estimates amended on December 14, 2015.

Project V – Community Based Transit /Circulators

- [Attachment A, Transit Projects, page 25](#)

25

Transit Projects

Community Based Transit/Circulators
Safe Transit Stops



<p>Project V</p> <p>Community Based Transit/Circulators</p> <p>Description: This project will establish a competitive program for local jurisdictions to develop local bus transit services such as community based circulators, shuttles and bus trolleys that complement regional bus and rail services, and meet needs in areas not adequately served by regional transit. Projects will need to meet performance criteria for ridership, connection to bus and rail services, and financial viability to be considered for funding. All projects must be competitively bid, and they cannot duplicate or compete with existing transit services.</p> <p>Cost: The estimated cost of this project is \$226.5 million.</p>	<p>Project W</p> <p>Safe Transit Stops</p> <p>Description: This project provides for passenger amenities at 100 busiest transit stops across the County. The stops will be designed to ease transfer between bus lines and provide passenger amenities such as improved shelters, lighting, current information on bus and train timetables and arrival times, and transit ticket vending machines.</p> <p>Cost: The estimated cost of this project is \$25.0 million.</p>
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Project W – Safe Transit Stops

- [Attachment A, Transit Projects, page 25](#)

 <p style="text-align: center;">25</p> <p style="text-align: center;">Transit Projects</p> <p style="text-align: center;">Community Based Transit/Circulators Safe Transit Stops</p>	
<p>Project V</p> <p>Community Based Transit/Circulators</p> <p>Description: This project will establish a competitive program for local jurisdictions to develop local bus transit services such as community based circulators, shuttles and bus trolleys that complement regional bus and rail services, and meet needs in areas not adequately served by regional transit. Projects will need to meet performance criteria for ridership, connection to bus and rail services, and financial viability to be considered for funding. All projects must be competitively bid, and they cannot duplicate or compete with existing transit services.</p> <p>Cost: The estimated cost of this project is \$226.5 million.</p>	<p>Project W</p> <p>Safe Transit Stops</p> <p>Description: This project provides for passenger amenities at 100 busiest transit stops across the County. The stops will be designed to ease transfer between bus lines and provide passenger amenities such as improved shelters, lighting, current information on bus and train timetables and arrival times, and transit ticket vending machines.</p> <p>Cost: The estimated cost of this project is \$25.0 million.</p>
	

Project X – Environmental Cleanup Program

- [Attachment A, Environmental Cleanup, page 27](#)

27	
Environmental Cleanup	
 Project X Environmental Cleanup Description: Implement street and highway related water quality improvement programs and projects that will assist Orange County cities, the County of Orange and special districts to meet federal Clean Water Act standards for urban runoff. The Environmental Cleanup monies may be used for water quality improvements related to both existing and new transportation infrastructure, including capital and operations improvements such as: <ul style="list-style-type: none">• Catch basin screens, filters and inserts• Roadside bioswales and biofiltration channels• Wetlands protection and restoration• Continuous Deflective Separation (CDS) units• Maintenance of catch basins and bioswales• Other street-related “Best Management Practices” for capturing and treating urban runoff This program is intended to augment, not replace existing transportation related water quality expenditures and to emphasize high-impact capital improvements over local operations and maintenance costs. In addition, all new freeway, street and transit capital projects will include water quality mitigation as part of project scope and cost.	<p>The Environmental Cleanup program is subject to the following requirements:</p> <ul style="list-style-type: none">• Development of a comprehensive countywide capital improvement program for transportation related water quality improvements• A competitive grant process to award funds to the highest priority, most cost-effective projects• A matching requirement to leverage other federal, state and local funds for water quality improvements• A maintenance of effort requirement to ensure that funds augment, not replace existing water quality programs• Annual reporting on actual expenditures and an assessment of the water quality benefits provided• A strict limit on administrative costs and a requirement to spend funds within three years of receipt• Penalties for misuse of any of the Environmental Cleanup funds <p>Cost: The estimated cost for the Environmental Cleanup program is \$237.2 million. In addition it is estimated that new freeway, road and transit projects funded by the Renewed Measure M Transportation Investment Plan will include more than \$165 million for mitigating water quality impacts.</p> 

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Correspondence



Item 3, Attachment A: OCTA Board Items of Interest

- **Monday, January 13, 2025**

Item #4: 2024 Board of Directors and Chief Executive Officer Initiatives and Action Plan - End-of-Year Report

Item #10: Proposed New Fare Media

Item #11: Update on Measure M2 Project I

Item #12: Update on Measure M2 Project C and D (Interstate 5 Improvement Project Between State Route 73 and El Toro Road)

- **Monday, January 27, 2025**

Item #3: 2025 Board of Directors and Chief Executive Officer Initiatives and Action Plan

Item #12: Measure M2 Community-Based Transit Circulators Program Project V Ridership Report

Item #13: Cooperative Agreement with the City of Santa Ana for the First Street Multimodal Boulevard Study

Item #14: OC Streetcar Project Quarterly Update

Item #15: Proposed State Route 241/91 Express Connector Update

- **Monday, February 10, 2025**

Item #7: Competitive Grant Programs - Update and Recommendations

Item #10: Measure M2 Annual Eligibility Review

Item #11: Coastal Rail Resiliency Study Update

Item #12: Coastal Rail Stabilization Priority Project Update

Item #13: Update on Measure M2 Project B Interstate 5 Improvement Project Between Interstate 405 and State Route 55

- **Monday, February 24, 2025**

Item #9: State Legislative Status Report

Item #10: Federal Legislative Status Report

Item #15: OC Streetcar Funding and Schedule Update and Amendments to Supporting Agreements

Item #16: Zero-Emission Bus Program Update

- **Monday, March 10, 2025**

Item #11: Federal Fiscal Year 2026-2027 and 2027-2028 Surface Transportation Block Grant/Congestion Mitigation and Air Quality Program Prioritization Guidance

Item #14: Measure M2 Environmental Cleanup Program (Project X) - 2025 Tier 1 Grant Program Call for Projects

Item #15: Revisions to the Measure M2 Eligibility Guidelines

Item #16: Measure M2 Quarterly Progress Report for the Period of October 2024 through December 2024



AGENDA

Technical Steering Committee

Item #3

Item #17: Measure M2 Performance Assessment Report

Item #18: Measure M2 Ten-Year Review Look Ahead

Item #19: Upcoming Measure M2 Freeway Construction Projects Update

- **Monday, March 24, 2025**

Item #2: Public Hearing for the Proposed New Fare Media

Item #8: State Legislative Status Report

Item #9: Federal Legislative Status Report

Item #13: OC Flex Microtransit Pilot Program Update

Item #14: May 2025 OC Bus Service Change

- **Monday, April 14, 2025**

Item #2: Adopt Resolution No. 2025-025 and Authorize the Chief Executive Officer to Take all Necessary Actions to Address the Emergency Need for Railroad Track Stabilization in the Vicinity of Mile Post 203.83 to 204.40 and 206.10 to 206.70 on the Orange Subdivision

Item #9: Capital Programming Update

Item #10: Active Transportation Program Biannual Update

Item #11: Amendments to the Master Plan of Arterial Highways

Item #12: Low Carbon Transit Operations Program Recommendations for OC Bus Transit Projects

Item #15: Cooperative Agreement with the California Department of Transportation for the State Route 91 Improvement Project Between La Palma Avenue and State Route 55

Item #16: Amendment to Cooperative Agreement with the California Department of Transportation for the State Route 55 Improvement Project Between Interstate 5 and State Route 91

Item #20: Comprehensive Transportation Funding Programs - 2025 Call for Projects Programming Recommendations

- **Monday, April 28, 2025**

Item #2: Update on Emergency Need for Railroad Track Stabilization in the Vicinity of Mile Post 203.83 to 204.40 and 206.10 to 206.70 on the Orange Subdivision

Item #7: State Transit Transportation Task Force Update

Item #8: State Legislative Status Report

Item #9: Federal Legislative Status Report

Item #12: Independent Accountants' Report on Applying Agreed-Upon Procedures, City of Buena Park

Item #13: Independent Accountant's Report on Applying Agreed-Upon Procedures, City of Orange

Item #14: Orange County Local Transportation Authority Measure M2 Agreed-Upon Procedures Reports, Year Ended June 30, 2024



AGENDA

Technical Steering Committee

Item #3

Item #15: Orange County Local Transportation Authority Report on Compliance with the Measure M2 Ordinance, Year Ended June 30, 2024

- **Monday, May 12, 2025**

Item #2: Update on Emergency Need for Railroad Track Stabilization in the Vicinity of Mile Post 203.83 to 204.40 and 206.10 to 206.70 on the Orange Subdivision

Item #9: 2025 Board of Directors and Chief Executive Officer Initiatives and Action Plan - First Quarter Progress Report

Item #10: Regional Planning Update

Item #12: Cooperative Agreement with the California Department of Transportation for the Interstate 5 Improvement Project Between Interstate 405 and Yale Avenue

Item #17: Measure M2 Eligibility for the City of Orange

Item #18: Amendment to the Master Plan of Arterial Highways

Item #19: OC Streetcar Project Quarterly Update

Item #20: Measure M2 Eligibility for the City of Huntington Beach

Item #21: Orange County Transportation Authority Fiscal Year 2025-26 Budget Workshop

- **Tuesday, May 27, 2025**

Item #2: Update on Emergency Need for Railroad Track Stabilization in the Vicinity of Mile Post 203.83 to 204.40 and 206.10 to 206.70 on the Orange Subdivision

Item #10: State Legislative Status Report

Item #11: Federal Legislative Status Report

Item #17: Proposed New Media Fare

- **Monday, June 9, 2025**

Item #2: Update on Emergency Need for Railroad Track Stabilization in the Vicinity of Mile Post 203.83 to 204.40 and 206.10 to 206.70 on the Orange Subdivision

Item #9: Draft 2025 State Route 91 Implementation Plan

Item #16: Measure M2 Quarterly Progress report for the Period of January 2025 through March 2025

Item #17: Measure M2 Environmental Mitigation Program Update

Item #18: Measure M2 Eligibility Update for the City of Buena Park

Item #19: Measure M2 Ten-Year Review Update

Item #20: Fédération Internationale de Football Association World Cup 2026 / Los Angeles 2028 Olympic and Paralympic Games Update



AGENDA

Technical Steering Committee

Item #3

- **Monday, June 23, 2025**

- Item #2: Update on Emergency Need for Railroad Track Stabilization in the Vicinity of Mile Post 203.83 to 204.40 and 206.10 to 206.70 on the Orange Subdivision*

- Item #5: Measure M2 Taxpayer Oversight Committee New Member Recruitment and Lottery*

- Item #10: State Legislative Status Report*

- Item #11: Federal Legislative Status Report*

- Item #20: August 2025 OC Bus Service Change*

- **Monday, July 14, 2025**

- Item #1: Update on Emergency Need for Railroad Track Stabilization in the Vicinity of Mile Post 203.83 to 204.40 and 206.10 to 206.70 on the Orange Subdivision*

- Item #6: Competitive Grant Programs – Update and Recommendations*

- Item #13: Comprehensive Transportation Funding Programs Semi-Annual Review – March 2025*

- Item #12: Cooperative Agreement with the Southern California Regional Rail Authority and the City of San Clemente to Replace and Rehabilitate the Pedestrian Audible Warning System*

- Item #14: Measure M2 Eligibility Review Recommendations*

- Item #15: Federal Fiscal Year 2026-2027 and 2027-2028 Surface Transportation Block Grant/Congestion Mitigation and Air Quality Program Project Prioritization Recommendations*

- **Monday, July 28, 2025**

- Item #2: Adopt Resolution No. 2025-068 and Authorize the Chief Executive Officer to Take all Necessary Actions to Address the Emergency Need for Railroad Track Stabilization in the Vicinity of Mile Post 203.83 to 204.40 and 206.00 to 206.70 on the Orange Subdivision*

- Item #6: State Legislative Status Report*

- Item #7: Federal Legislative Status Report*

- **Monday, August 25, 2025**

- Item #9: 2025 Board of Directors and Chief Executive Officer Initiatives and Action Plan – Mid-Year Report*

- Item #10: SB 1 (Chapter 5, Statutes of 2017) State of Good Repair Program and SB 125 (Chapter 54, Statutes of 2023) Transit Program Funding Recommendations for Fiscal Year 2025-26 and 2026-27*

- Item #14: Measure M2 Community-Based Transit Circulators Program Project V Ridership Report and Grant Confirmation for the 2024 Balboa Peninsula Trolley*

- Item #15: OC Streetcar Project Quarterly Update*



AGENDA

Technical Steering Committee

Item #3

- **Monday, September 8, 2025**

Item #2: Update on Emergency Need for Railroad Track Stabilization in the Vicinity of Mile Post 203.83 to 204.40 and 206.00 to 206.70 on the Orange Subdivision

Item #5: Proposed Response to 2024-2025 Orange County Grand Jury Report "OCTA: It Takes a Lot to Keep Us Moving"

Item #7: Active Transportation Program Biannual Update

Item #8: Draft 2025 Orange County Congestion Management Program Report Release for Public Review

Item #9: 2026 Long-Range Transportation Plan Development

Item #10: Acceptance of Grant Awards from the Southern California Association of Governments and the California Department of Transportation

Item #11: 2026 State Transportation Improvement Program Overview

Item #16: Release 2026 Annual Call for Projects for Measure M2 Comprehensive Transportation Funding Programs

Item #17: Measure M2 Quarterly Progress Report for the Period of April 2025 through June 2025

Item #18: Regional Traffic Signal Synchronization Program Update

Item #19: Proposed Amendment to the Orange County Local Transportation Authority Measure M2 Ordinance No. 3

- **Monday, September 22, 2025**

Item #3: Update on Emergency Need for Railroad Track Stabilization in the Vicinity of Mile Post 203.83 to 204.40 and 206.00 to 206.70 on the Orange Subdivision

Item #10: State Legislative Status Report

Item #11: Federal Legislative Status Report

Item #12: Federal Transit Administration Program of Projects for Federal Fiscal Year 2024-25

Item #20: November 2025 OC Bus Service Change

Item #24: 241/91 Express Connector Project Approval

- **Monday, October 13, 2025**

Item #2: Update on Emergency Need for Railroad Track Stabilization in the Vicinity of Mile Post 203.83 to 204.40 and 206.00 to 206.70 on the Orange Subdivision

Item #4: Approval to Release Request for Proposals for Harbor Boulevard Transit Signal Priority Deployment

Item #5: Coastal Rail Resiliency Study Update

Item #6: Amendments to Master Plan of Arterial Highways

Item #7: 2026 State Transportation Improvement Program

Item #9: Cooperative Agreement with the California Department of Transportation for the State Route 55 Improvement Project Between Interstate 5 and State Route 91



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Item #10: Agreement for the Construction of the Inland Slope Rehabilitation Phase II Project

Item #11: Comprehensive Transportation Funding Programs – Project X Tier 1 2025 Call for Projects Programming Recommendations

Item #12: Measure M2 Next 10 Delivery Plan: Market Conditions Key Indicators Analysis and Forecast

Item #13: Update on the Interstate 5/EI Toro Road Interchange Improvement Project and Direction to Complete the Environmental Documentation

Item #14: Fédération Internationale de Football Association World Cup 2026 and Los Angeles 2028 Olympic and Paralympic Games Transit Planning Update

- **Monday, October 27, 2025**

Item #2: Update on Emergency Need for Railroad Track Stabilization in the Vicinity of Mile Post 203.83 to 204.40 and 206.00 to 206.70 on the Orange Subdivision

Item #13: Federal Legislative Status Report

Item #14: Draft Revisions to Orange County Transportation Authority's 2025-26 State and Federal Legislative Platforms

Item #16: 2025 Board of Directors and Chief Executive Officer Initiatives and Action Plan - Third Quarter Progress Report

Item #19: Programming Recommendation for the City of Newport Beach Project V Service

Item #20: Cooperative Agreement with the City of Newport Beach for the Newport Transportation Center Relocation Feasibility Study

Item #21: 2025 Measure M2 Sales Tax Forecast Update

- **Monday, November 24, 2025**

Item #3: Public Hearing for the 2025 Orange County Congestion Management Program Report

Item #5: Update on Emergency Need for Railroad Track Stabilization in the Vicinity of Mile Post 203.83 to 204.40 and 206.00 to 206.70 on the Orange Subdivision

Item #12: Orange County Transportation Authority's 2025-26 State and Federal Legislative Platforms

Item #13: Status Report of State Legislation Enacted in 2025

Item #16: Regional Planning Update

Item #24: OC Streetcar Project Quarterly Update

Item #25: Policy and Framework for the Use of 405 Express Lanes Excess Toll Revenue

- **Monday, December 8, 2025**

Item #8: Update on Emergency Need for Railroad Track Stabilization in the Vicinity of Mile Post 203.83 to 204.40 and 206.00 to 206.70 on the Orange Subdivision



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Item #12: 2025 Board of Directors and Chief Executive Officer Initiatives and Action Plan - End-of-Year Report

Item #14: Competitive Grant Programs – Update and Recommendations

Item #15: Capital Programming Update

Item #16: Acceptance of Grant Award from Department of Homeland Security Transit Security Grant Program

Item #22: Measure M2 Quarterly Progress Report for the Period of July 2025 through September 2025

Item #23: Measure M2 Environmental Mitigation Program Update

Item #24: Comprehensive Transportation Funding Programs Semi-Annual Review – September 2025

Item #25: 2026 Technical Steering Committee Membership

Item #27: Measure M2 2025 Update: Next 10 Delivery Plan

Item #28: Measure M2 Ten-Year Update

- **Monday, January 12, 2026**

Item #6: February 2026 OC Bus Service Change/Public Hearing Preview for the OC Bus Route 862 Title VI Service Evaluation and Fare Equity Analysis

Item #14: South Orange County Transportation Projects Update

Item #15: Update on the Interstate 5 Improvement Project from the San Diego County Line to Avenida Pico

- **Monday, January 26, 2026**

Item #3: 2026 Board of Directors and Chief Executive Officer Initiatives and Action Plan

- **Monday, February 9, 2026**

Item #5: 2027 Federal Transportation Improvement Program and Financial Plan

Item #7: Measure M2 Eligibility Review

Item #9: Active Transportation Biennial Update

- **Monday, February 23, 2026**

Item #7: State Legislative Status Report

Item #8: Federal Legislative Status Report

Item #13: Measure M2 Community-Based Transit Circulators Program Project V Ridership Report

Item #14: State Transit Transformation Task Force Final Report



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Item 3, Attachment B: Announcements by Email

- M2 Ten-Year Review: TAC Stakeholder Meeting, *sent on 1/7/2025*
- January 22, 2025 OCTA Technical Advisory Committee Meeting Cancellation Notice, *sent on 1/17/2025*
- REMINDER: M2 Ten-Year Review: TAC Stakeholder Group, *sent on 1/22/2025*
- March 2025 Measure M2 CTFP Semi-Annual Review is Now Open, *sent 1/29/2025*
- Southern California Association of Governments (SCAG) Upcoming FFY2026-27 and FFY 2027-28 STBG/CMAQ Funding Program Workshop on March 12, 2-4 p.m. and March 18, 10 a.m. to noon, *sent on 3/4/2025*
- DEADLINE TO EXTENDED: March 2025 CTFP Semi-Annual Review Closes March 17th, *sent on 3/5/2025*
- M2 Eligibility Workshop on Tuesday, March 18, 2025, from 10:00 AM – 11:30 AM, *sent on 3/5/2025*
- March 12, 2025 OCTA Technical Steering Committee Cancellation Notice, *sent on 3/10/2025*
- FFY2026-27 and FFY 2027-28 STBG/CMAQ Funding Program Update, *sent on 3/12/2025*
- REMINDER: M2 Eligibility Workshop Tomorrow, March 18th at 10:00am, *sent on 3/17/2025*
- Action Requested: OCTA Local Jurisdiction Pavement Management Survey, Due: April 1st, *sent on 3/19/2025*
- March 26, 2025 OCTA Technical Advisory Committee Cancellation Notice, *sent on 3/24/2025*
- Final Reminder - Action Requested: OCTA Local Jurisdiction Pavement Management Survey, Due: April 1st, *sent on 4/1/2025*
- 2025 OCTA Pavement Management Training Dates, *sent on 4/2/2025*
- Now Open: SCAG STBG/CMAQ Call for Project Nominations, *sent on 4/2/2025*
- April 9, 2025 OCTA Technical Steering Committee Meeting Cancellation Notice, *sent on 4/9/2025*
- [Rescheduled Date] May 14, 2025 OCTA Technical Advisory Committee Meeting Confirmation Notice, *sent on 4/22/2025*
- Now Open: SCAG STBG/CMAQ Call for Project Nominations, *sent 4/28/2025*
- Safe Streets and Roads for All (SS4A) Grant Program, *sent on 4/30/2025*
- REMINDER: SCAG STBG/CMAQ Call for Project Nominations, Due Friday, *sent on 5/14/2025*
- Measure M2 (M2) Regional Capacity Program (RCP) and Regional Traffic Signal Synchronization Program (RTSSP) – Proposed 2026 Call for Projects



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and Comprehensive Transportation Funding Programs Guidelines Revisions, *sent on 7/2/2025*

- July 23, 2025 OCTA Technical Advisory Committee Cancellation Notice, *sent on 7/21/2025*
- September 2025 Measure M2 CTFP Semi-Annual Review is Now Open, *sent on 8/5/2025*
- August 27, 2025 OCTA Technical Advisory Committee Cancellation Notice, *sent on 8/8/2025*
- SAFE ROADS Initiative - Info Requested by August 20th, *sent on 8/14/2025*
- 2027 Federal Transportation Improvement Program Website Update and Meetings, *sent on 8/21/2025*
- Invitation to Discuss LA28 Olympic and Paralympic Games Transportation Planning, *sent on 8/25/2025*
- Funding Opportunity: INVEST CLEAN, *sent on 8/27/2025*
- Request for Letters of Interest for 2026 Orange County Transportation Authority Technical Steering Committee Membership, *sent 8/28/2025*
- September 10, 2025 OCTA Technical Steering Committee Meeting Cancellation Notice, *sent on 9/5/2025*
- REMINDER: September 2025 M2 CTFP Semi-Annual Review Closes Friday, 9/12, *sent 9/5/2025*
- 2026 Call for Projects Now Open: M2 Regional Capacity Program (RCP) and Regional Traffic Signal Synchronization Program (RTSSP), *sent on 9/11/2025*
- FINAL REMINDER: September 2025 CTFP Semi-Annual Review Closes Tomorrow, 9/12, *sent 9/11/2025*
- FY 24/25 M2 Expenditure Report Due December 31, *sent 9/19/2025*
- Pavement Management Plans - Public Access to Agency Submittals, *sent 10/1/2025*
- FFY 2026-27 and FFY 2027-28 Southern California Association of Governments STBG/CMAQ Award Recommendations, *sent on 11/5/2025*
- REMINDER: 2026 Measure M2 RCP & RTSSP Call Closes Thursday, November 20, 2025, *sent on 11/13/2025*
- CTFP September 2025 Semi-Annual Review - Additional Project Adjustment Recommendation, *sent on 11/20/2025*
- FFY 2026-27 and FFY 2027-28 Southern California Association of Governments STBG/CMAQ Award Recommendations, *sent on 11/25/2025*
- California Office of Traffic Safety Grants, *sent on 1/9/2026*
- MSRC Charging Infrastructure Program, *sent on 1/9/2026*
- January 28, 2026 OCTA Technical Advisory Committee Meeting Cancellation Notice, *sent on 1/23/26*
- OCTA TAC/TSC Committees: Brown Act Updates, *sent on 2/5/2026*



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- March 2025 Measure M2 CTFP Semi-Annual Review is Now Open, *sent on 2/5/2026*
- February 25, 2026 OCTA Technical Advisory Committee Agenda and Meeting Information, *sent on 2/20/2026*