

Updated Comprehensive Transportation Funding Programs Guidelines Excerpt - Chapter 3

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.

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.

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 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 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.