



2021 Pavement Management Relief Funding Program

Program Guidelines and Procedures

Program Purpose and Overview

The Orange County Transportation Authority (OCTA) 2021 Pavement Management Relief Funding (PMRF) Program was created as a one-time funding program to provide funding assistance to the cities and the County of Orange for local streets and roads maintenance and rehabilitation projects.

The PMRF Program is intended to help offset the loss of Measure M2 local fair share revenues, SB 1 (Chapter 1, Statutes of 2017) Road Maintenance Rehabilitation account funds, and other state and federal funding programs that support local streets and roads whose revenue streams have been negatively impacted by the coronavirus pandemic. Furthermore, based on the pavement management plan reports submitted by the local agencies, there is a backlog in current and projected Orange County pavement needs. These funds will help to ensure the continuing maintenance and rehabilitation of Orange County's local streets and roads.

Background

The federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA), Title IV of Division M, Public Law 116-260, which was signed into law on December 27, 2020, appropriated \$10 billion for Highway Infrastructure Programs (HIP) through the Federal Highway Administration (FHWA). Of this \$10 billion in HIP funding, \$9.830 billion was apportioned to the states in the same ratio as the distribution of obligation authority. The State of California was apportioned \$911.8 million, of which approximately \$364.7 million, or 40 percent, will be distributed to regional transportation agencies through the California Transportation Commission (CTC). The CTC further split this funding into two programs: the mid-cycle STIP and the CRRSAA Program. The CTC delegated responsibility for program oversight for the CRRSAA regional funds to the California Department of Transportation (Caltrans) Local Assistance through a streamlined state/federal process. OCTA was provided with \$14.591 million in CRRSAA regional funds of which \$3.66 million has already been programmed by the OCTA Board of Directors (Board) to other OCTA priority projects leaving \$10.932 million remaining available for programming. The remaining CRRSAA Program funds are the funds, which will support the PMRF Program.



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Funding

The \$10.932 million that is available through the CTC CRRSAA funding program is being made available by OCTA for the PMRF Program. Funds will be distributed to each local jurisdiction based on population as reported through the California Department of Finance for calendar year 2020 with each agency guaranteed a minimum of \$200,000. The funding distribution table that identifies how much funding will be provided to each jurisdiction is provided in Appendix A. No matching funds are required but agencies may choose to use the funds as a contribution to a larger locally funded project. The funding is federal and must follow requirements as established by the CTC, Caltrans, and the FHWA for federal funds.

Eligible Applicants

Eligible applicants for this program include the 34 Orange County cities and the County of Orange. Eligible agencies must be able to receive federal funding through Caltrans in order to access and use these funds.

Eligible Expenditures

The following general type of projects will be eligible under this program:

- **Pavement Preservation/Preventative Maintenance:** Treatments can include slurry seals, microsurfacing, crack seals, and similar sealing non-structural treatments.
- **Rehabilitation:** Work undertaken to extend the service life of an existing facility. This includes placement of additional surfacing and/or other work necessary to return an existing roadway, including shoulders, to a condition of structural or functional adequacy, for the specified service life. This might include the partial or complete removal and replacement of portions of the pavement structure. Pavement rehabilitation consists of a variety of different treatments thin overlays which are a maximum of 1.2 inch (30 mm) in thickness¹, thick overlays or structural overlays, Cold In-Place Recycling, Hot In-Place Recycling, etc.

¹ Design Standards by Caltrans' Maintenance Technical Advisory Guide Volume I



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- **Reconstruction:** Pavement reconstruction is the replacement of the entire existing pavement structure by the placement of the equivalent or increased pavement structure. Reconstruction usually requires the complete removal and replacement of the existing pavement structure utilizing either new or recycled materials.

For each of these projects the following expenditures will be eligible:²

- Construction,
- Construction engineering up to 15 percent of the project cost,
- Bicycle lanes within the limits of the project as necessary (striping and corresponding signage only, must be included in a planning document),
- Repair or replacement in kind of parking lanes, curbs, gutters, driveway approaches, catch basins, concrete bus pads, and minor profile revisions (i.e., curb to curb) as required by project,
- Use of alternative materials such as rubberized asphalt, Portland cement concrete, etc., and
- Construction or modification of curb ramps within the limits of the project as necessary to satisfy Americans with Disabilities Act requirements.

Project Eligibility

Projects submitted for this program must be federally eligible. Funds should be utilized on facilities within the California Road System Map or the National Highway System. Streets or roads that are functionally classified as Minor Collector or above are eligible. Functional classifications are identified on the California Road System Map: [California Road System - Functional Classification \(arcgis.com\)](https://arcgis.com).

CRRSAA are federal funds and will require CTC approval, and programming in the Federal Transportation Improvement Program (FTIP). In order to utilize the funds, the jurisdiction must seek approval of an allocation and federal authorization to proceed through Caltrans District 12 Local Assistance. More information on these processes is provided below.

² For federally-funded projects, expenditures prior to approval of the Allocation Form will not be eligible.



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Reporting

Caltrans Local Assistance will report back to the CTC on projects that have been obligated, including the date of obligation and the dollar amount of the obligation on a quarterly basis beginning in December 2021. The jurisdiction may be asked to provide additional information for projects to either Caltrans Local Assistance or OCTA.

Application Limit

Agencies may use PMRF funding for a maximum of three projects. However, OCTA encourages local agencies to consider utilizing the PMRF funds for only one project as it will streamline the allocation/obligation process.

Timely Use of Funds

- Any PMRF funding assigned to any jurisdiction that has not been obligated or has not received federal authorization to proceed by July 1, 2023, will return to OCTA to be reprogrammed to a priority OCTA project that is not within that jurisdiction. This is to ensure 100 percent of these funds remain in the County. CTC has indicated that any regional funding which has not been obligated statewide by the CTC deadline of June 2024, will return to the State for State use. This deadline for local agency obligation ensures that no funds are lost within Orange County.
- A local agency may not advertise for construction prior to receiving FHWA authorization to proceed or award a contract prior to receiving both the federal obligation or federal authorization to proceed and the Caltrans' allocation of funds or the project would be ineligible for funding.
- After obligation or federal authorization to proceed, the local agency will invoice Caltrans at minimum once every six months.

Application Process

In order for OCTA to consider a project for funding, applications will be prepared by the local agency responsible for the project implementation and submitted to OCTA for confirmation that the project is an eligible project and may proceed through the State process. Agencies will be required to complete and submit application materials provided by OCTA for the PMRF Program no later than Monday, February 28, 2022, but earlier opportunities to request funding are available. Please see below for a schedule. Please note that agencies may submit up to three projects within the application as long as the funding request does not exceed the local agency's allocation as noted in Appendix A.



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Applications will require the following documents:

- Project list (Excel file) – Appendix B,
- ePPR via CalSMART – Caltrans website for instructions: [Process for CRRSAA Program Projects | Caltrans, and](#)
- City/County Council resolution – Appendix C.

The agency must submit one electronic copy of the application and any supporting documentation must be submitted to OCTA by the application deadline. The resolution must be adopted by the city or the County prior to the final submittal date of February 28, 2022.

Copies can be emailed to:

Ben Ku
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Orange County Transportation Authority
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(714) 560-5473

And

Heidi Busslinger
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(714) 560-5098

OCTA staff will conduct a preliminary review of all applications for completeness, accuracy, and project eligibility. OCTA may request supplemental information for projects during initial staff evaluations. If applications are complete and accurate and the project submitted is consistent with the guidelines, then OCTA will include the project in the project list submittal to the CTC. The CTC will then approve the projects for programming of CRRSAA funds at the appropriate meeting based on the schedule below.

Schedule

- October 11, 2021 – Board action considering the 2021 call for projects,



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- To Be Determined – OCTA workshop to review the procedures and answer questions about CRRSAA Local Funding Program,
- November 15, 2021 – Applications due to OCTA for January CTC meeting,
- January 10, 2022 – Applications due to OCTA for March CTC meeting,
- January 26-27, 2022 – Project list approved at CTC meeting,
- February 28, 2022 – Applications due to OCTA for May CTC meeting,
- March 16-17, 2022 – Project list approved at CTC meeting,
- May 18-19, 2022 – Project list approved at CTC meeting, and
- July 1, 2023 – Any CRRSAA funding not obligated will be transferred to OCTA.

Scope Changes

If there is a significant scope change, CTC approval for an amendment will be required. All submittals to the CTC go through Caltrans District 12 Local Assistance. OCTA requests that the local jurisdiction provide a copy to OCTA of any submittals to the CTC for project scope or any other changes. Documents must be provided to Caltrans Local Assistance at least eight weeks prior to the next scheduled CTC meeting. Copies of scope changes or other amendments should be provided to Ben Ku and Heidi Busslinger.

Allocation/Caltrans Process

Upon CTC approval, OCTA will work with the local agencies to ensure that the PMRF projects are programmed in the FTIP. Once the PMRF project has been approved in the FTIP, local agencies will then work directly with Caltrans Local Assistance to process the allocation of funds based on the project schedule and no later than April 1, 2023 (to ensure a July 1, 2023 obligation/authorization to proceed).

The following documents must be submitted to Caltrans Local Assistance for allocation:

- ePPR form via CalSMART – Caltrans website for instructions: [Process for CRRSAA Program Projects | Caltrans.](#)
- CRRSAA Allocation Form – Caltrans website for form: [Process for CRRSAA Program Projects | Caltrans.](#)
- Authorization Request – Caltrans LAPM Chapter 3 for LAPM 3-A form and supporting documentation: [Local Assistance Procedures Manual \(LAPM\) Forms | Caltrans, and](#)
- CRRSAA Finance Letter – Caltrans website for CRRSAA Finance Letter template: [Process for CRRSAA Program Projects | Caltrans.](#)



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Local agencies can proceed with reimbursable work once the authorization has been approved by FHWA. Invoices to request reimbursement work completed for PMRF projects are submitted to and paid by Caltrans. All payments through Caltrans for this program are provided on a reimbursement basis, which requires documentation of both costs and payment by the local jurisdiction.

For questions regarding the allocation process, please reach out to your Caltrans District 12 Local Assistance Engineer.

Provisions of Use

- Environmental documentation (National Environmental Policy Act or the California Environmental Quality Act approval) must be submitted to Caltrans or the administering agency risks losing project funding.
- Allocation form and authorization request must be submitted to Caltrans District 12 and copied to OCTA no later than April 1, 2023. Any activity undertaken by the local agency prior to approval of the allocation will not be reimbursed. A local agency may not advertise for construction prior to receiving federal authorization to proceed or the project would be ineligible for funding.
- Once the allocation is approved by Caltrans the agency has six months to award a contract.
- If no expenditures are invoiced within a six-month period, the project may risk becoming inactive, it is recommended that local agencies submit invoices to Caltrans at least once every six months.
- Project must comply where applicable with any other federal, state, and/or local laws, rules and/or regulations as applicable.



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Contact Information

A website for the PMRF Program is available here: To Be Determined

The Caltrans CRRSAA website is available here: [Process for CRRSAA Program Projects](#)
[| Caltrans](#)

OCTA will be hosting a workshop for this program in the coming months. The application workshop will be held virtually. Attendance to this workshop is not required for applicants to participate in this funding opportunity, however it is strongly encouraged.

For any questions, please feel free to contact either Ben Ku or Heidi Busslinger.

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Appendix

- A. PMRF Program Funds Distribution
- B. PMRF Program Project List (Excel)
- C. City/Council resolution template

2021 Pavement Management Relief Funding Program
Funding Distribution to Local Agencies
\$200,000 Minimum per Agency

City	Population	CRRSAA Distribution by Population
Aliso Viejo	49,813	\$ 200,000
Anaheim	353,468	\$ 1,037,763
Brea	45,137	\$ 200,000
Buena Park	81,626	\$ 239,650
Costa Mesa	112,780	\$ 331,116
County of Orange	127,787	\$ 375,176
Cypress	48,531	\$ 200,000
Dana Point	33,189	\$ 200,000
Fountain Valley	54,953	\$ 200,000
Fullerton	139,431	\$ 409,362
Garden Grove	172,476	\$ 506,380
Huntington Beach	196,874	\$ 578,011
Irvine	271,564	\$ 797,297
La Habra	62,808	\$ 200,000
La Palma	15,442	\$ 200,000
Laguna Beach	22,495	\$ 200,000
Laguna Hills	31,073	\$ 200,000
Laguna Niguel	65,168	\$ 200,000
Laguna Woods	16,036	\$ 200,000
Lake Forest	84,538	\$ 248,199
Los Alamitos	11,538	\$ 200,000
Mission Viejo	94,119	\$ 276,328
Newport Beach	85,865	\$ 252,095
Orange	137,366	\$ 403,299
Placentia	51,173	\$ 200,000
Rancho Santa Margarita	48,183	\$ 200,000
San Clemente	64,065	\$ 200,000
San Juan Capistrano	35,801	\$ 200,000
Santa Ana	331,369	\$ 972,882
Seal Beach	24,443	\$ 200,000
Stanton	39,573	\$ 200,000
Tustin	80,009	\$ 234,902
Villa Park	5,759	\$ 200,000
Westminster	91,466	\$ 268,539
Yorba Linda	67,846	\$ 200,000

TOTALS	3,153,764.00	\$	10,931,000
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CRRSAA - Coronavirus Response and Relief Supplemental Appropriations Act of 2021

2021 Pavement Management Relief Funding (CRRSAA) Project List

[illegible]

CRRSAA - Coronavirus Response and Relief Supplemental Appropriations Act of 2021
 RTPA - Regional Transportation Planning Agency
 MPO - Metropolitan Planning Organization
 SOF - State Only Funds

SAMPLE RESOLUTION

RESOLUTION NO. _____

A RESOLUTION OF THE (CITY/COUNTY) WHICH CERTIFIES THAT THE CITY/COUNTY COUNCIL/BOARD OF SUPERVISORS HAS AUTHORIZED THE PROJECT LIST SUBMITTAL FOR CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT OF 2021 (CRRSAA) FUNDING THROUGH THE ORANGE COUNTY TRANSPORTATION AUTHORITY 2021 PAVEMENT MANAGEMENT RELIEF FUNDING PROGRAM

WHEREAS, [CITY/COUNTY] (CITY/COUNTY) is being provided \$XXXX in federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) funding through the 2021 Pavement Management Relief Funding (PMRF) Program;

WHEREAS, [CITY/COUNTY] (CITY/COUNTY) is eligible to receive federal funding through the California Department of Transportation;

WHEREAS, the Orange County Transportation Authority (OCTA) is responsible for the distribution of the CRRSAA funding; and

WHEREAS, OCTA has developed guidelines for administering and distributing CRRSAA funds to eligible local agencies through the 2021 PMRF Program;

WHEREAS, [CITY/COUNTY] (CITY/COUNTY) is the lead agency for project(s) and will comply with all applicable local, state, and federal provisions including but not limited to the Federal Transportation Improvement Program, California Environmental Quality Act, National Environmental Policy Act, Americans with Disabilities Act, and Buy America; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the City/County Council of the City of [CITY/COUNTY], that it hereby authorizes the submittal of the following project nomination(s) to OCTA for CRRSAA funding:

- XXX project for XXX in CRRSAA funding, and
- XXX project for XXX in CRRSAA funding.

PASSED, APPROVED AND ADOPTED this ____ day of _____, ____.