

2025 CTFP Guidelines (Project O and Project P) – Proposed Changes List

No.	Chapter	Section	Page No.	Proposed Change
1	III	Definitions/Encumbrance	x	Clarify that for projects considered for an administrative delay, entering into the procurement process with proof of advertising may be considered an encumbrance of funds.
2	III	Definitions/Final Design	xii	Add "final design" as a term defined as 100 percent (100%) completion of project design plans. The term "final design" to be used synonymously with "Plans, Specifications, and Estimates" or "PS&E."
3	V	Precepts	xx	Clarify that ten percent (10%) contingency applies to ROW activity based on current practice.
4	V	Precepts	xx	Clarify that funds not encumbered within the FY the funds are programmed in will result in the grant being cancelled unless a delay has been approved by OCTA, either through Board action or administrative delay.
5	7	Applications	7-3	Update three-year programming cycle to FY 25/26 - 27/28 and application due date to October 24, 2024, by 5:00 p.m.
6	7	Applications	7-4, 8-4	Update call contact to Charvalen Alacar, Section Manager III, Measure M2 Local Programs.
7	7	Exhibit 7-1, Exhibit 7-2, Exhibit 7-3 CTFP Application Checklist Guide	7-5, 7-6, 7-7	Clarify that if final engineering is underway, final design (100% PS&E) plans must be submitted prior to encumbrance/contract award.
8	7	Project Cost Estimate Form	7-8	Clarify easements as relevant information to include in ROW cost estimate form.
9	7	Additional Information	7-11	Clarify that traffic counts taken no more than 36 months prior to the application date may be accepted. No substantive change from existing practice.
10	7	Application Review Process	7-14	Update tentative schedule for a 2025 call as follows: <ul style="list-style-type: none"> • Board authorization to issue call: August 12, 2024 • Application submittal deadline: October 24, 2024 • TSC/TAC Review: February/March 2025 • Committee/Board approval: April/May 2025
11	7	Funding	7-14	Add language that OCTA is available to review elements of the project design at any time throughout the duration of the M2 grant to ensure that local agencies are aware of ineligible activities and/or potentially ineligible elements within a funded project. Specify that OCTA highly recommends that local agencies with funded projects request this design review prior to initiating project implementation activities such as commencing ROW acquisitions or entering into a construction contract in order to allow for design changes by the grantees, as needed.
12	7	Eligible Activities	7-15, 7-33, 7-44	Move rehabilitation and/or resurfacing of existing pavement when necessitated by proposed improvement (such as change in profile and cross section) to Eligible Activities section from Potentially Eligible Items section.
13	7	Potentially Eligible Items	7-16, 7-33, 7-45	Add rehabilitation and/or resurfacing of incidental pavement areas within the proposed project limits is eligible, up to a maximum of ten percent (10%) of the M2 construction grant, subject to match requirements. Applicant should identify incidental pavement with application, separating incidental pavement costs from the proposed improvement pavement costs. Costs must be incidental/insubstantial to the project.
14	7	Potentially Eligible Items	7-16, 7-33, 7-45	Clarify that additional ROW and CON to accommodate pedestrian or bike improvements as a complementary feature to the MPAH project is eligible, and that this includes Class IV bicycle lanes, in addition to Class II bicycle facilities which are currently eligible. Limits construction of eligible bike facilities to 25 percent (25%) of the M2 construction grant, subject to match requirements.
15	7	Ineligible Expenditures	7-18, 7-34	Specify that ROW and CON for improvements greater than the typical ROW width for the applicable MPAH Roadway Classification are not eligible, unless required by Class II and Class IV bicycle facilities.
16	7	Ineligible Expenditures	7-18, 7-34, 7-47	Specify that ROW and/or CON for separated Class I bicycle facilities is not eligible, unless a connection into the MPAH is required.

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17	7	Selection Criteria, New Facilities,	7-23, 7-26, 7-38, 7-50	Update 2025 call deadline for OCTAM modeling requests for new facilities to September 12, 2024, which is six (6) weeks prior to the application submittal deadline.
18	7	Selection Criteria/ Current Project Readiness	7-23, 7-36, 7-48	For Current Project Readiness, clarify that points are earned based on the highest qualifying designation at the time applications are submitted.
19	7	Selection Criteria/ Operational Attributes	7-24, 7-37, 7-48 to 7-49	Replace references to bike improvements to "bicylce <u>facilities</u> " from "bicycle <u>lanes</u> ." For Bicycle Facilities, update bicycle improvement eligibility to include Class IV, in addition to Class II which is currently eligible, and emphasize that bicycle facilities must be a complementary feature to an MPAH project. Specify that: Class I is not eligible. All bicycle facilities must be included in an approved transportation plan or circulation element. For roadway projects that include Class II and Class IV features, providing supplementary description and quantitative analysis that describe how the bicycle improvements will help improve street operations and reduce congestion may result in applications receiving up to five (5) bonus points.
20	7	Table 7-1/ Street Widening Selection Criteria Table 7-3/ Intersection Improvement Selection Criteria Table 7-5/ Interchange Improvement Selection Criteria	7-30, 7-42, 7-54	Add bonus points for a maximum of five (5) points for additional details and quantitative analysis accepted for Class II or Class IV bicycle facilities that are included as a complementary feature of the MPAH roadway project application. Maximum possible points will remain unchanged at one hundred (100) points, inclusive of bonus points.
21	7	Table 7-2/ Street Widening Point Breakdown Table 7-4/ Intersection Widening Point Breakdown	7-31, 7-43	For Operations Attributes, replace reference to bicycle improvements to "Bicycle <u>Facilities</u> " from "Bicycle <u>Lanes</u> ." Add bonus points for a maximum of five (5) points for additional details and quantitative analysis accepted for Class II or Class IV bicycle facilities that are included as a complementary feature of the MPAH roadway project application. Maximum possible points will remain unchanged at one hundred (100) points, inclusive of bonus points.
22	7	Table 7-2/ Street Widening Point Breakdown Table 7-4/ Intersection Widening Point Breakdown	7-31, 7-43	In accordance with prior edit, change text from "bicycle lanes" to "bicycle facilities". No effect on points.
23	7	Selection Criteria/ Current Project Readiness	7-36	For Final Design, clarify that final design is equivalent to 100 percent (100%) PS&E.
24	7	Caltrans Coordination	7-51	Clarify that only eligible jurisdictions may submit applications and receive funds.
25	7	Table 7-6/ Interchange Improvement Point Breakdown	7-55	For Operational Attributes, add "Bicycle Facilities (New)" as an improvement feature with a score of four (4) points. Add bonus points for a maximum of five (5) points for additional details and quantitative analysis accepted for Class II or Class IV bicycle facilities that are included as a complementary feature of the MPAH roadway project application. Maximum possible points will remain unchanged at one hundred (100) points, inclusive of bonus points.
26	8	Overview	8-1	Update references to the Traffic Signal Synchronization Master Plan to reflect the formally accepted title of "Regional Traffic Signal Synchronization Master Plan" or RTSSMP.
27	8	2025 Call for Projects, Application Process	8-2, 8-4	For "grid" and "route" projects, allow for more than fifty (50) signalized intersections to provide agencies with option to include number of signals as needed and not break up corridors that may impact future applications. Removes limitation of fifty (50) total number of signalized intersections.
28	8	2025 Call for Projects	8-3	Clarify that final reports are needed for both PI and O&M phases before reapplying for funding. Clarify that the data collection and timing waiver is only available to applicants that have full Baseline Project participation. Caltrans has declined to participate, but we are allowing applicants to claim full participation even if they have Caltrans as a participating agency on the application.
29	8	Applications	8-3	Update application due date to October 24, 2024 by 5:00 p.m.
30	8	Application Process	8-4	Clarify that complete photographic field review (including cabinet interiors and communication facilities) is needed for all projects that request OCTA to lead.
31	8	Other Application Materials	8-5	Update supplemental application accepted format to reflect the 2025 call template.

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32	8	Lead Agency	8-6	Update that OCTA Lead is not available for the 2025 call.
33	8	Application Review and Program Adoption	8-7	Update tentative schedule for a 2025 call as follows: <ul style="list-style-type: none"> • Board authorization to issue call: August 12, 2024 • Application submittal deadline: October 24, 2024 • TSC/TAC Review: February/March 2025 • Committee/Board approval: April/May 2025
34	8	Project Definition	8-8	Clarify that projects previously awarded RTSSP funding must be complete with a Final Report for both phases, PI and O&M phases, in order to reapply.
35	8	Project Definition	8-8	Clarify that Caltrans is excluded from Baseline Project participation requirement for data collection and timing waiver. Clarify that offset signal improvements are only available to applications that have full Baseline Project participation, excluding Caltrans.
36	8	Project Definition	8-8	Update guideline information for "route" projects with the following items: <ul style="list-style-type: none"> • Clarify that per the RTSSMP, Project P projects are corridor-based. • Specify that route projects that include more than two corridors must provide current Origin-Destination (OD) count data (field or third-party crowdsourcing accepted) and a qualitative depiction of the route, clearly highlighting the OD points in order to demonstrate how the route offers a coherent, interconnected, and logical path. • Specify that routes should not break up eligible and/or previously synchronized corridors. • Specify that route projects must submit a draft application for review to OCTA at least four weeks prior to the submission deadline, no later than September 26, 2024, to ensure projects align with Project P objectives. Failure to do so will automatically disqualify the application from consideration.
37	8	Eligible Activities	8-9	Clarify that signal synchronization timing parameters may be waived if ALL the applicants (excluding Caltrans) are participating in the Baseline Project. Reiterate that all data collection, timing development and implementation for Caltrans intersection(s) included in the project will be the responsibility of the applicant. And point out that funding/effort is allowed as part of the application.
38	8	Eligible Activities	8-9	Clarify that regardless of Baseline Project participation, as part of the closeout process, an O&M Report is required to document activities of the O&M phase.
39	8	Eligible Activities	8-9	Clarify that regardless of Baseline Project participation, the results of the "before" and "after" studies shall be included in the PI Report.
40	8	Eligible Activities	8-10	Reiterate the waiver for the development and implementation of timing will only be considered if ALL participating agencies are part of the Baseline Project, excluding Caltrans.
41	8	Selection Criteria	8-11	Specify that the applicant is encouraged to verify offset signal numbers with OCTA prior to submission as changes are not allowed after submission.
42	8	Project Characteristics	8-12	Add clarifying language that project characteristic improvements and requirements apply to signalized intersections that are part of the application, including offset signal improvements for eligible applications.
43	8	Project Characteristics	8-15	Minor change to correct bullet formatting. <ul style="list-style-type: none"> • High intensity activated crosswalk signaling systems (HAWK) • Pedestrian detection modules • Bicycle detection modules, etc.
44	8	Project Characteristics	8-15	Add requirement that applicants shall include a breakdown of TMC/TOC improvements as an appendix to the Supplemental Application.
45	8	Project Scale	8-16	For routes, define the percent of signals being retimed will be calculated as the average of total project signals to total possible signals on each corridor that are part of the route.
46	8	Number of Jurisdictions	8-16	Increase points earned for including multiple local agencies as part of the project from ten to fifteen (10 to 15) points to encourage multi-jurisdictional signal synchronization efforts.

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47	8	Current Project Status	8-17	Specify that all corridors within a “route” or “grid” project must satisfy the 75 percent (75%) current project status requirement to qualify for points.
48	8	Current Project Status	8-17	Remove points for completing PI within 12 months due to lack of utilization by applicants.
49	8	Table 8-1 Point Breakdown	8-18	Revise point breakdown for number of jurisdictions included in the project for a maximum of fifteen (15) points.
50	8	Table 8-1 Point Breakdown	8-18	For current project status remove points for implementation within 12 months.
51	8	Minimum Eligibility Requirements	8-19	Clarify that local agencies may participate in the RTSSP if they have met M2 eligibility requirements.
52	8	Matching Funds	8-20	Minor update to rename “Benefit to project” as “Description of work” to match the current supplemental application.
53	8	Matching Funds	8-21	Minor change to clarify ongoing O&M performed by local agency traffic engineer or equivalent to review consultant traffic engineering progress is typically two to five (2 to 5) hours per local agency.
54	9	Revised Cost Estimate, Division of Costs	9-4, 9-7, 9-16	Clarify that cost estimate should separate out eligible items and ineligible items.
55	9	Procedures for Receiving Funds	9-12	Clarify that for PI phase reimbursements, the equipment and quantity of items delivered must be consistent with the project scope approved by the Board.

Acronyms

Baseline Project - Countywide Signal Synchronization Baseline Project
 Board - Board of Directors
 Call - Call for projects
 Caltrans - California Department of Transportation
 CON - Construction
 CTFP - Comprehensive Transportation Funding Programs
 FY - Fiscal year
 M2 - Measure M2
 MPAH - Master Plan of Arterial Highways
 O&M - Operations and maintenance
 OCTA - Orange County Transportation Authority
 OCTAM - Orange County Transportation Analysis Modeling
 PI - Primary Implementation
 PS&E - Plans, Specifications, and Estimates
 RCP - Regional Capacity Program
 ROW - Right of way
 RTSSMP - Regional Traffic Signal Synchronization Master Plan
 RTSSP - Regional Traffic Signal Synchronization Program
 TAC - Technical Advisory Committee
 TMC - Traffic Management Center
 TOC - Traffic Operations Center
 TSC - Technical Steering Committee