

**CTFP Guidelines Revisions for Payment Processing  
Chapter 8 Regional Traffic Signal Synchronization Program (Project P) and Chapter 7 - Programming Approach**

Item No.	2026 Guidelines Page	Chapter	Section Title	Current Language	Proposed Language	Reason for Change
1	8-1	8	Overview	The RTSSMP will be reviewed and updated by OCTA. Local agencies are required to adopt and maintain a Local Traffic Signal Synchronization Plan (Local Plan) that is consistent with the RTSSMP and shall issue a report on the status and performance of its traffic signal synchronization activities. Details on both the RTSSMP and requirements for Local Plan development are available in the Guidelines for the Preparation of Local Signal Synchronization Plans (updated April 2023). These guidelines are available at the following link: <a href="https://www.octa.net/pdf/Guidelines-Preparation-LSSP.pdf">https://www.octa.net/pdf/Guidelines-Preparation-LSSP.pdf</a> .	The RTSSMP will be reviewed and updated by OCTA. Local agencies are required to adopt and maintain a Local Traffic Signal Synchronization Plan (Local Plan) that is consistent with the RTSSMP and shall issue a report on the status and performance of its traffic signal synchronization activities. Details on both the RTSSMP and requirements for Local Plan development are available in the Guidelines for the Preparation of Local Signal Synchronization Plans (updated April 2026). These guidelines are available at the following link: <a href="https://www.octa.net/M2Eligibility">https://www.octa.net/M2Eligibility</a> .	Update link for resource accessibility
2	8-10	8	Funding Estimates	<p>The streets and roads component of M2 is to receive 32 percent (32%) of net revenues, 4 percent (4%) of which are allocated for the RTSSP. The RTSSP will make an estimated \$270 million (2009 dollars) available over the course of the 30-year M2 Program. Programming estimates are developed in conjunction with a call for projects cycle corresponding to concurrent funding agreements with all local agencies.</p> <p>The RTSSP targets over 2,000 intersections across Orange County for coordinated operations. Because of the limited amount of funds available for the RTSSP, a project cap of \$75,000 per signal or \$250,000 per project corridor mile included as part of each project (whichever is higher) has been established for this call for projects. Note that offset signals will not be counted towards the total number of signals on the project for purposes of calculating the project cap.</p>	<p>The streets and roads component of M2 is to receive 32 percent (32%) of net revenues, 4 percent (4%) of which are allocated for the RTSSP. The RTSSP will make an estimated \$270 million (2009 dollars) available over the course of the 30-year M2 Program. Programming estimates are developed in conjunction with a call for projects cycle corresponding to concurrent funding agreements with all local agencies.</p> <p>The RTSSP targets over 2,000 intersections across Orange County for coordinated operations. Because of the limited amount of funds available for the RTSSP, a project cap of <b>\$84,000</b> per signal or <b>\$280,000</b> per project corridor mile included as part of each project (whichever is higher) has been established for this call for projects. Note that offset signals will not be counted towards the total number of signals on the project for purposes of calculating the project cap.</p>	<p>The "Funding Estimates" section was moved to earlier in the chapter to improve the flow of information and for consistency with other CTFP program chapters.</p> <p>The signal synchronization tasks that were previously waived due to efforts by the Countywide Baseline project will return as a requirement for this call. The project cap was increased by \$9,000 per signal to account for these efforts while leaving the same amount of funds for eligible improvements. The same percentage increase (12%) was incorporated to the per mile cap (additional \$30,000 per mile).</p>
3	8-2	8	2027 Call for Projects	5. Projects are funded for a grant period of three (3) years and are divided into two phases: a. Primary Implementation (PI) – includes the required implementation of optimized signal timing as well as any signal improvements proposed as part of a project. A report is required at the conclusion of this phase to document work completed during the PI phase. This PI Report shall be submitted with the final report.	<b>3. Projects are funded for a grant period of three (3) years for the Primary Implementation phase, followed by a subsequent Ongoing Operations and Maintenance phase:</b> a. Primary Implementation (PI) – includes the required implementation of optimized signal timing as well as any signal improvements proposed as part of a project. <b>Lead jurisdiction must have OCTA's written confirmation of eligible and ineligible costs, as well as written approval to proceed, prior to issuing any construction-related Notice to Proceed, Task Order, and/or construction contract.</b> A report is required at the conclusion of this phase to document work completed during the PI phase. This PI Report shall be submitted with the final report.	<p>Revise grant period to 3 years for the PI phase to provide adequate time to complete the scope of the grant application. The typical period of 2 years of O&amp;M following PI will remain.</p> <p>Added text to align with new Precept 6 (cost eligibility confirmation process for CON and PI phases) and the process proposed in Chapter 2 under Programming Policies to minimize closeout delays by confirming eligible elements in the final design package.</p>
4	8-2	8	2027 Call for Projects	3. Projects selected will be programmed after July 1 of the programmed year (July 1 – June 30). 4. Project delays resulting in a time extension request will fall within the process outlined in the CTFP Guidelines.	<b>5. Projects selected will be programmed after July 1 of the programmed year (July 1 – June 30). The date of encumbrance of each phase will be determined by contractual documents (e.g. fully executed contract, NTP, etc.). Local agencies are encouraged to issue separate NTP when combining contracts for both the PI and O&amp;M phases. NTP requirements should be identified in the initial contract/agreement to avoid obligation of both phases at the same time.</b> <b>6. Project delays resulting in a time extension request will fall within the process outlined in Chapter 2, Project Programming.</b>	<p>Move bullets down the list to improve the flow of the section. And, appropriate language from Project Extensions section moved to this bullet.</p> <p>Clarify date of encumbrance as each phase can start simultaneously or staggered depending on how the projects are procured.</p> <p>Specify the chapter within the guideline to reference for extension requests.</p>
5	8-3	8	2027 Call for Projects	7. Any corridor or portion of a corridor funded through this call cannot re-apply for funding until the three-year grant period is completed and a final report for both phases have been submitted to OCTA.	7. Any corridor or portion of a corridor funded through this call cannot re-apply for funding until <b>the final report for both phases have been submitted to OCTA.</b>	Delete reference to three-year grant period based on revision to new bullet 3 in this section.
6	8-3	8	2027 Call for Projects	9. Applications with full participation of agencies and signals in the OCTA Countywide Signal Synchronization Baseline Project (Baseline Project) may elect to waive data collection, timing development, and timing implementation tasks in their application. A waiver will only be accepted if all participating agencies (excluding Caltrans) execute a cooperative agreement with OCTA by no later than the date the funding recommendations are presented to the TSC, as these tasks will be covered in the Baseline Project. Note that "Before" and "After" studies and tasks in the O&M phase will still be required as part of Project P.	Removed in its entirety.	Delete all references to the Countywide Baseline project as these terms are not valid for this call.
7	8-3	8	2027 Call for Projects	For specifics on the funding policies that apply to this call, refer to the Program Precepts in Section V of these guidelines.	For specifics on the funding policies that apply to this call, refer to the Program Precepts in Section V and <b>Chapter 2</b> of these guidelines.	Reference to where applicants can find more information.
8	8-3	8	Applications	<p>In order for OCTA to consider a project for funding, applications will be prepared by the local agency responsible for the project application. OCTA shall require agencies to submit applications for the call for projects by 5:00 p.m. on Thursday, November 20, 2025. Late and/or incomplete 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.</p> <p>A separate application package must be completed for each individual project and uploaded to OCFundtracker. One (1) electronic copy on a USB, thumb drive, memory stick, or via electronic file upload and/or email of each complete application shall also be delivered to:</p>	<p>In order for OCTA to consider a project for funding, applications will be prepared by the local agency responsible for the project application. OCTA shall require agencies to submit applications for the call for projects by 5:00 p.m. on Thursday, <b>October 22, 2026</b>. Late and/or incomplete 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.</p> <p>A separate application package must be completed for each individual project and uploaded to OCFundtracker. One (1) electronic copy on a USB, thumb drive, memory stick, or via electronic file upload and/or email of each complete application shall also be <b>submitted to OCTA by the application deadline. Hardcopies will not be accepted.</b></p>	<p>Revise the key call date to align with the 2027 call schedule.</p> <p>All application materials must be sent electronically. Hardcopies will not be accepted.</p>

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9	8-6	8	OCFundtracker Application Components	<p><b>OCFundtracker Application Components</b> Final applications MUST be submitted via OCFundtracker and in electronic format. Selection criteria must be inputted as part of the OCFundtracker online application and includes the following categories of information:</p> <p>Transportation Significance, Number of Jurisdictions, Project Scale, Economic Effectiveness, Project Characteristics, Current Project Status, and Funding Match Rate.</p>	No material changes to text	This section was moved to earlier in the chapter to improve the flow of the information and for consistency with other CTFP program chapters; however, no changes were made to the existing language.
10	8-7	8	Checklist Guide	<p><b>Checklist Guide</b> The "Project P Regional Traffic Signal Synchronization Program Application Checklist" has been provided for the RTSSP (Exhibit 8-1). The checklist identifies the basic documentation required for the program. In addition to items required at the time of project submittal, additional items that are not specified may be requested later. The checklist should be provided as a table of contents for each application submitted. For any items that are required for the candidate project or program that are missing or incomplete, an explanation should be included in a cover letter with the application.</p>	No material changes to text	This section was moved to earlier in the chapter to improve the flow of the information and for consistency with other CTFP program chapters; however, no changes were made to the existing language.
11	8-7	8	Sample Resolution Form	<p><b>Sample Resolution Form</b> A resolution or minute action must be approved by the local agency's governing body. A sample resolution is included as Exhibit 8-2. Local agencies, at a minimum, must include items a-h from the sample resolution. The mechanism selected shall serve as a formal request for RTSSP funds and will state that matching funds will be provided by the agency, if necessary. All project requests (i.e., multiple corridors proposed for RTSSP funds) must be included in this action.</p>	No material changes to text	This section was moved to earlier in the chapter to improve the flow of the information and for consistency with other CTFP program chapters; however, no changes were made to the existing language.
12	8-23	8	Project Summary Information	<p>For each application that is recommended for funding, the agency shall submit a PowerPoint presentation summarizing the pertinent project information for TAC review and discussion purposes. The presentation shall be no more than three (3) slides and should contain, at a minimum, a project description, project benefits, location map, and cost estimate. OCTA staff will request the PowerPoint file when/if a project is recommended for funding.</p>	<p>For each application that is recommended for funding, the agency <b>may be asked to</b> submit a PowerPoint presentation summarizing the pertinent project information for TAC review and discussion purposes. The presentation shall be no more than three (3) slides and should contain, at a minimum, a project description, project benefits, location map, and cost estimate. OCTA staff <b>may</b> request the PowerPoint file when/if a project is recommended for funding.</p>	<p>This section was moved to earlier in the chapter to improve the flow of the information and for consistency with other CTFP program chapters; however, no changes were made to the existing language.</p> <p>Revised requirement for a PowerPoint presentation for RTSSP applications to an "as-needed" basis.</p>

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13	8-7	8	Project Definition	<p>Local agencies are required to submit complete projects that, at minimum, result in field-implemented coordinated timing. Project tasks that are eligible for funding can consist of design, engineering, construction, and construction management. Partial projects that include design improvements, but do not field implement the improvements are ineligible.</p> <p>Projects must consist of a corridor along the priority corridor network, signal synchronization network, or the MPAH. Projects previously awarded RTSSP funding must be complete with a Final Report for both phases submitted to OCTA. Projects can be the full length of the corridor or a segment that complies with the minimum project requirements identified later in the chapter.</p> <p>All participating agencies (except Caltrans) and their respective project signals in the application must be participants of the OCTA Baseline Project in order to be eligible to waive the data collection, timing development, and timing implementation tasks of the Project P project. Offset signal improvements are also only available to applications that have full Baseline Project participation (excluding Caltrans).</p> <p>Per the RTSSMP, the Project P projects are corridor-based. The applicant agency and owning agencies submitting a "route" project must provide evidence, including actual vehicle counts and a description of the proposed route to demonstrate that the interconnected corridors do form a coherent route. A "route" project shall meet the Minimum Eligibility Requirements as described on Page 8-19.</p> <p>For route projects encompassing more than two (2) corridors, current Origin-Destination (OD) count data (field or third-party crowdsourcing accepted), shall be provided. This data shall include a detailed depiction of the route and clearly highlight the OD points using the collected vehicle data. Discussion with OCTA staff regarding OD data gathering prior to collection for the application is highly encouraged. The analysis must illustrate how the route offers a coherent and logical path, detail the expected benefits, and explain the rationale behind drivers' choice of this particular route. Additionally, routes must maintain the integrity of eligible and/or previously synchronized corridors, avoiding any disruption to established routes to ensure seamless connectivity. The provided data should be recent, preferably within the last 12 months, and collected during peak traffic hours. Include maps and diagrams that illustrate the OD points and the flow of the route. A draft application must be submitted at least four (4) weeks prior to the application deadline. Failure to submit a draft application by September 24, 2026, will result in automatic disqualification of the project. By adhering to these guidelines, applicants will ensure their projects align with the objectives of Project P.</p> <p>A "grid" project shall consist of one main corridor that is specifically identified in the application with a maximum of two crossing corridors to make a grid. Grid projects shall also be multijurisdictional with a minimum of two local agencies, excluding Caltrans. For a grid project, applicant agency and owning agency must demonstrate through simulation or actual vehicle counts the following:</p> <ul style="list-style-type: none"> <li>• Show that timing changes on the main corridor will greatly impact the crossing corridor(s)</li> <li>• Crossing corridors shall have closely spaced signals in close proximity to the main corridor with timing changes along these crossings impacting the operation of the main corridor</li> </ul> <p>All corridors in the grid shall individually meet the Minimum Eligibility Requirements and, as part of the project, travel time studies shall also be collected along all corridors making the grid. Multimodal consideration of bicyclists and pedestrians along or crossing the intersection or roadway may enhance overall circulation. Therefore, active transportation elements may be included as part of the project as outlined in the following section.</p>	<p>Local agencies are required to submit complete projects that, at minimum, result in field-implemented coordinated timing. Project tasks that are eligible for funding can consist of design, engineering, construction, and construction management. Partial projects that include design improvements, but do not field implement the improvements are ineligible.</p> <p>Projects must consist of a corridor along the priority corridor network, signal synchronization network, or the MPAH. Projects previously awarded RTSSP funding must be complete with a Final Report for both phases submitted to OCTA. Projects can be the full length of the corridor or a segment that complies with the minimum project requirements identified later in the chapter.</p> <p>Per the RTSSMP, the Project P projects are corridor-based. The applicant agency and owning agencies submitting a "route" project must provide evidence, including actual vehicle counts and a description of the proposed route to demonstrate that the interconnected corridors do form a coherent route. A "route" project shall meet the Minimum Eligibility Requirements as described on Page 8-19.</p> <p>For route projects encompassing more than two (2) corridors, current Origin-Destination (OD) count data (field or third-party crowdsourcing accepted), shall be provided. This data shall include a detailed depiction of the route and clearly highlight the OD points using the collected vehicle data. <b>Discussion with OCTA staff regarding OD data gathering prior to collection for the application is highly encouraged.</b> The analysis must illustrate how the route offers a coherent and logical path, detail the expected benefits, and explain the rationale behind drivers' choice of this particular route. Additionally, routes must maintain the integrity of eligible and/or previously synchronized corridors, avoiding any disruption to established routes to ensure seamless connectivity. The provided data should be recent, preferably within the last 12 months, and collected during peak traffic hours. Include maps and diagrams that illustrate the OD points and the flow of the route. A draft application must be submitted at least four (4) weeks prior to the application deadline. Failure to submit a draft application by <b>September 24, 2026</b>, will result in automatic disqualification of the project. By adhering to these guidelines, applicants will ensure their projects align with the objectives of Project P.</p> <p>A "grid" project shall consist of one main corridor that is specifically identified in the application with a maximum of two crossing corridors to make a grid. Grid projects shall also be multijurisdictional with a minimum of two local agencies, excluding Caltrans. For a grid project, applicant agency and owning agency must demonstrate through simulation or actual vehicle counts the following:</p> <ul style="list-style-type: none"> <li>• Show that timing changes on the main corridor will greatly impact the crossing corridor(s)</li> <li>• Crossing corridors shall have closely spaced signals in close proximity to the main corridor with timing changes along these crossings impacting the operation of the main corridor</li> </ul> <p>All corridors in the grid shall individually meet the Minimum Eligibility Requirements and, as part of the project, travel time studies shall also be collected along all corridors making the grid.</p> <p>Multimodal consideration of bicyclists and pedestrians along or crossing the intersection or roadway may enhance overall circulation. Therefore, active transportation elements may be included as part of the project as outlined <b>under Selection Criteria.</b></p>	<p>This section was moved to earlier in the chapter to improve the flow of the information and for consistency with other CTFP program chapters.</p> <p>Delete all references to the Countywide Baseline project as these terms are not valid for this call.</p> <p>Bolded text for the specific items in this paragraph for emphasis and revised deadline for draft application submittal to align with the 2027 call schedule.</p> <p>Clarifying the specific section to reference.</p>

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14	8-9	8	Eligible Activities	<p>The primary purpose of Project P is to provide funding for projects that develop and maintain corridor-based, multi-jurisdictional signal synchronization along corridors throughout Orange County. All projects funded by Project P must be corridor-based and have a signal coordination component that includes the following:</p> <ul style="list-style-type: none"> <li>•Developing and implementing new signal synchronization timing parameters based on current travel patterns, and federal and state traffic signal timing mandates and guidance, including but not limited to the Manual on Uniform Traffic Control Devices (MUTCD). These tasks may be waived if ALL the applicants (excluding Caltrans) and all of their respective project signals are participating in the Baseline Project. All timing development (including data collection) and implementation for Caltrans intersection(s) included in the project will be the responsibility of the applicant. Funding/effort is allowed as part of the application.</li> <li>•Monitor, maintain (minimum quarterly/maximum monthly) and/or regularly improve the newly implemented signal synchronization timing and parameters for the remainder of the project. As part of the closeout process, an O&amp;M Report is required to document activities of the O&amp;M phase. This is required regardless of Baseline participation.</li> <li>•“Before” and “after” studies for the project comparing travel times, average speeds, ratio of green lights passed to red lights stopped (greens per red), average stops per mile, and emissions of greenhouse gases. The results of the “before” and “after” studies shall be included in the PI Report. This is required regardless of Baseline participation.</li> </ul> <p>In addition to developing optimized signal timing, a project may include other improvements, as long as they contribute to the goal of multi-agency signal synchronization of corridors throughout Orange County. These improvements are restricted to the signal synchronization project limits (main corridor) but may include synchronization with traffic signalized intersections on the MPAH that are within 2,700 feet from either direction of the project corridor. These offset signals; however, will not be counted towards the total number of signals on the project (for implementation of timing plans only). Projects waiving the development of optimized signal timing through the participation of the Baseline Project are eligible to include signal. Caltrans encroachment permits and agency to Caltrans Cooperative Agreement fees are eligible activities. This includes Caltrans labor, such as expenses for reviewing signal timing plans, providing signal timing parameters, and providing existing timing sheets, etc. Applicant must specify how the project intends to handle Caltrans intersections.</p>	<p>The primary purpose of Project P is to provide funding for projects that develop and maintain corridor-based, multi-jurisdictional signal synchronization along corridors throughout Orange County. All projects funded by Project P must be corridor-based and have a signal coordination component that includes the following:</p> <ul style="list-style-type: none"> <li>•Developing and implementing new signal synchronization timing parameters based on current travel patterns, and federal and state traffic signal timing mandates and guidance, including but not limited to the Manual on Uniform Traffic Control Devices (MUTCD). All timing development (including data collection) and implementation for Caltrans intersection(s) included in the project will be the responsibility of the applicant. Funding/effort is allowed as part of the application.</li> <li>•Monitor, maintain (minimum quarterly/maximum monthly) and/or regularly improve the newly implemented signal synchronization timing and parameters for the remainder of the project. As part of the closeout process, an O&amp;M Report is required to document activities of the O&amp;M phase. This is required regardless of Baseline participation.</li> <li>•“Before” and “after” studies for the project comparing travel times, average speeds, ratio of green lights passed to red lights stopped (greens per red), average stops per mile, and emissions of greenhouse gases. The results of the “before” and “after” studies shall be included in the PI Report.</li> </ul> <p>In addition to developing optimized signal timing, a project may include other improvements, as long as they contribute to the goal of multi-agency signal synchronization of corridors throughout Orange County. These improvements are restricted to the signal synchronization project limits (main corridor) but may include synchronization with traffic signalized intersections on the MPAH that are within 2,700 feet from either direction of the project corridor. These offset signals; however, will not be counted towards the total number of signals on the project (for implementation of timing plans only). Caltrans encroachment permits and agency to Caltrans Cooperative Agreement fees are eligible activities. This includes Caltrans labor, such as expenses for reviewing signal timing plans, providing signal timing parameters, and providing existing timing sheets, etc. Applicant must specify how the project intends to handle Caltrans intersections.</p>	<p>This section was moved to earlier in the chapter to improve the flow of the information and for consistency with other CTFP program chapters;</p> <p>Delete all references to the Countywide Baseline project as these terms are not valid for this call.</p>
15	8-10	8	Ineligible Expenditures Ineligible Items	<ul style="list-style-type: none"> <li>•Isolated traffic signal improvements</li> <li>•Traffic hardware (pole, mast arms, lights, electrical, signs, etc.)</li> <li>•Regular signal operation and maintenance (such as replacement of light bulbs or communication repairs)</li> <li>•Field display equipment (Traffic signal heads other than pedestrian countdown, or special bicycle, or Transit Vehicle signal heads)</li> <li>•Feasibility studies</li> <li>•Relocation of utilities except for electrical service requirements</li> <li>•Right-of-way</li> <li>•Rewiring of complete intersection because of age or isolated mitigation</li> </ul>	No material changes to text	<p>This section was moved to earlier in the chapter to improve the flow of the information and for consistency with other CTFP program chapters; however, no changes were made to the existing language.</p>
16	8-22	8	Data Compatibility	<p>All count data, including average daily traffic (ADT) and intersection turning movement (ITM), collected as part of any funded project shall be provided to OCTA in Microsoft Excel format. Any data files containing numeric intersection or node identifiers shall use the same node identification (ID) numbers as is stored and maintained by OCTA. OCTA will provide a listing of intersections and corresponding unique node ID numbers upon request. Each count data filename shall describe the year the counts were collected, agency, type of count file, intersection name, and OCTA node ID number. As an example, an ITM file recently collected for the intersection of Harbor Boulevard and Wilson Street in the City of Costa Mesa would be given the filename 2020_CostaMesa_ITM_Harbor-Wilson_4534.xls.</p> <p>All traffic signal synchronization data collected and compiled as part of any funded project for both existing (before) and final optimized (after) conditions shall be provided to OCTA in Synchro version 10 or later format. This data shall include validated network layout, node, link, lane, volume, timing, and phase data for all coordinated times. The nodes for these files shall also correspond to the OCTA node ID numbers.</p>	No material changes to text	<p>This section was moved to earlier in the chapter to improve the flow of the information and for consistency with other CTFP program chapters; however, no changes were made to the existing language.</p>

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17	8-6	8	Application Review and Program Adoption	<p>OCTA staff will conduct a preliminary review of all applications for completeness and accuracy, may request supplemental information for projects during initial staff evaluations, and prepare a recommended program of projects to the TSC and TAC. In addition, OCTA may hire a consultant(s) to verify information within individual applications including, but not limited to, project scope, cost estimates, vehicle miles traveled, and average daily traffic.</p> <p>Final programming recommendations will be provided to the TSC and TAC for approval. Recommendations will be presented to the Board, who will approve projects for funding under the CTFP.</p> <p>Local agencies awarded funding will be notified as to which projects have been funded and from what sources after the Board takes action. A tentative call schedule is detailed below:</p> <p>Board authorization to issue call: September 8, 2025 Application submittal deadline: November 20, 2025 TSC/TAC Review: March/April 2026 Committee/Board approval: May/June 2026</p>	<p>OCTA staff will conduct a preliminary review of all applications for completeness and accuracy, may request supplemental information for projects during initial staff evaluations, and prepare a recommended program of projects to the TSC and TAC. In addition, OCTA may hire a consultant(s) to verify information within individual applications including, but not limited to, project scope, cost estimates, vehicle miles traveled, and average daily traffic.</p> <p>Final programming recommendations will be provided to the TSC and TAC for approval. Recommendations will be presented to the Board, who will approve projects for funding under the CTFP.</p> <p>Local agencies awarded funding will be notified as to which projects have been funded and from what sources after the Board takes action. A tentative call schedule is detailed below:</p> <p>Board authorization to issue call: <b>August 10, 2026</b> Application submittal deadline: <b>October 22, 2026</b> TSC/TAC Review: <b>February/March 2027</b> Committee/Board approval: <b>April/May 2027</b></p>	<p>This section was moved to earlier in the chapter to improve the flow of the information and for consistency with other CTFP program chapters</p> <p>Revise the key call date to align with the 2027 call schedule.</p>
18	8-19	8	Minimum Eligibility Requirements	<p>All eligible local agencies may participate in the RTSSP. Caltrans facilities are eligible for the RTSSP, but Caltrans cannot act as the lead agency. Local agencies will be required to provide a minimum of 20 percent (20%) matching funds for eligible projects (see definition of matching funds below).</p> <p>The goal of the RTSSP is to provide regional signal synchronization that crosses jurisdictional, geographical, or physical boundaries. To be eligible for RTSSP funding, a project must meet the following requirements:</p> <ol style="list-style-type: none"> <li>1. Be on a street segment that is part of the signal synchronization network, or the MPAH. The project must be consistent with Local Signal Synchronization Plans and support the RTSSMP goals.</li> <li>2. Be multi-jurisdictional, have documented support from all participating local agencies (cities, County, or Caltrans) and a minimum of 20 signals. or Be multi-jurisdictional, have documented support from all participating local agencies (cities, County, or Caltrans) and a minimum distance of five miles. or Include at minimum three local agencies, have documented support from all participating local agencies (cities, County, or Caltrans), and have a minimum intersection density of four intersections per mile with a minimum of eight signals. or Include the full length of the signal synchronization network corridor, or MPAH corridor.</li> </ol>	No material changes to text	<p>This section was moved to earlier in the chapter to improve the flow of the information and for consistency with other CTFP program chapters; however, no changes were made to the existing language.</p>
19	8-5	8	Other Application Materials	<p>Supporting documentation is required to fully consider each project application. A Supplemental Application (available on the OCTA website and OCFundtracker) is required to be completed for each project application and included in the electronic submittal. <b>Any Supplemental Application not submitted in the 2026 format will NOT be considered.</b> The template is distributed with other application materials at the issuance of the Call for Projects. In addition to the funding plan described above, local agencies will be required to submit additional materials.</p>	<p>Supporting documentation is required to fully consider each project application. A Supplemental Application (available on the OCTA website and OCFundtracker) is required to be completed for each project application and included in the electronic submittal. <b>Any Supplemental Application not submitted in the 2027 format will NOT be considered.</b> The template is distributed with other application materials at the issuance of the Call for Projects. In addition to the funding plan described above, local agencies will be required to submit additional materials.</p>	<p>Revise supplemental application format year to align with current call.</p>
20	8-5	8	Lead Agency	<p><u>Local Agency Lead</u>: Only the lead agency will receive payments in accordance with the CTFP Guidelines regarding payment for costs related to project for optimized signal timing development, capital improvements, planning, and related design. Payments will be disbursed consistent with Chapter 9. The lead agency is responsible for reimbursing other agencies as part of the effort. Additionally, the lead agency is also responsible for ensuring that all agencies participating in the project provide the local match proposed in the project application.</p>	<p>Only the lead agency will receive payments in accordance with the CTFP Guidelines regarding payment for costs related to project for optimized signal timing development, capital improvements, planning, and related design. Payments will be disbursed consistent with Chapter 9. The lead agency is responsible for reimbursing other agencies as part of the effort. Additionally, the lead agency is also responsible for ensuring that all agencies participating in the project provide the local match proposed in the project application.</p>	<p>Removed "Local Agency Lead" to eliminate redundancy.</p>
21	8-6	8	Lead Agency	<p><u>OCTA Lead (NOT AVAILABLE FOR 2026 CALL FOR PROJECTS)</u>: OCTA may, at the request of the involved local agencies, act as the lead agency for RTSSP projects.</p>	<p><u>OCTA Lead (NOT AVAILABLE FOR 2027 CALL FOR PROJECTS)</u>: OCTA may, at the request of the involved local agencies, act as the lead agency for RTSSP projects.</p>	<p>Revise date to align with current call.</p>
22	8-16	8	Selection Criteria	<p>Caltrans. Scores for this category will depend on the commitment of a cooperative agreement with Caltrans that results in active Caltrans participation and inclusion of Caltrans as a partnering agency. The associated timing fee is an eligible expense. Note that if a cooperative agreement with Caltrans will not be executed, the participating agencies will still be responsible for modeling any Caltrans signalized intersections within the project limits.</p>	<p>Caltrans. Scores for this category will depend on the commitment of a cooperative agreement with Caltrans that results in active Caltrans participation and inclusion of Caltrans as a partnering agency. The associated timing fee is an eligible expense. <b>Note that if a cooperative agreement with Caltrans will not be executed, the participating agencies will still be responsible for modeling any Caltrans signalized intersections within the project limits.</b></p>	<p>Bolded text for the specific note in this paragraph to emphasize the need to model Caltrans signalized intersections on project corridors.</p>

**CTFP Guidelines Revisions for Payment Processing  
Chapter 8 Regional Traffic Signal Synchronization Program (Project P) and Chapter 7 - Programming Approach**

Item No.	2026 Guidelines Page	Chapter	Section Title	Current Language	Proposed Language	Reason for Change																																																																																																																																																																																																																																				
23	8-15	8	Selection Criteria	<ul style="list-style-type: none"> <li>Central system                             <ul style="list-style-type: none"> <li>New TMCs or TOCs, such as a new Advanced Traffic Management System (ATMS). Any project funded under this category should plan for center-to-center communication (C2C) with nearby agencies and/or OCTA.</li> <li>Upgrades to existing TMCs or TOCs. Any project funded under this category should plan for C2C with nearby agencies and/or OCTA.</li> <li>Motorist information systems (up to 10 percent (10%) of total project costs for PI phase only).</li> <li>Automated Traffic Signal Performance Measures (ATSPM) system can only be implemented if all signals, in at least one agency on the project, are included in the system, which will also be used during the O&amp;M phase of the project. If implemented, these items will require a data sharing agreement with OCTA.</li> </ul> </li> <li>Video display equipment, including wall monitors, screens, mounting cabinets, and optical engines (up to 10 percent (10%) of total construction costs for PI phase only).</li> </ul>	<ul style="list-style-type: none"> <li>Central system                             <ul style="list-style-type: none"> <li>New TMCs or TOCs, such as a new Advanced Traffic Management System (ATMS). Any project funded under this category should plan for center-to-center communication (C2C) with nearby agencies and/or OCTA.</li> <li>Upgrades to existing TMCs or TOCs. Any project funded under this category should plan for C2C with nearby agencies and/or OCTA.</li> <li>Motorist information systems (up to 10 percent (10%) of the total <b>grant</b> for PI phase only).</li> <li>Automated Traffic Signal Performance Measures (ATSPM) system can only be implemented if all signals, in at least one agency on the project, are included in the system, which will also be used during the O&amp;M phase of the project. If implemented, these items will require a data sharing agreement with OCTA.</li> </ul> </li> <li>Video display equipment, including wall monitors, screens, mounting cabinets, and optical engines (up to 10 percent (10%) of the total <b>grant</b> for PI phase only).</li> </ul>	Simply calculations by making percentage based off the grant amount.																																																																																																																																																																																																																																				
24	8-18	8	Table 8-1 Point Breakdown	<p align="center"><b>Table 8-1 Point Breakdown</b> RTSSP SCORING CRITERIA Point Breakdown for Regional Traffic Signal Synchronization Program Projects Maximum Points = 100</p> <table border="1"> <thead> <tr> <th colspan="2">Transportation Significance</th> <th>Points: 25</th> <th colspan="2">Project Scale</th> <th>Points: 20</th> </tr> </thead> <tbody> <tr> <td colspan="2">Inclusion of offset signals within 2700'</td> <td>Points</td> <td colspan="2">Number of Signals on Main Corridor</td> <td>Points</td> </tr> <tr> <td>90% or above</td> <td></td> <td>10</td> <td colspan="2">Coordinated by Project</td> <td></td> </tr> <tr> <td>50 - 89%</td> <td></td> <td>5</td> <td>Range</td> <td></td> <td>Points</td> </tr> <tr> <td>&lt; 50%</td> <td></td> <td>0</td> <td>50+</td> <td></td> <td>10</td> </tr> <tr> <td colspan="3"><b>OR</b></td> <td>40 - 49</td> <td></td> <td>8</td> </tr> <tr> <td colspan="3">Participation in the Baseline Project</td> <td>30 - 39</td> <td></td> <td>6</td> </tr> <tr> <td colspan="3"></td> <td>20 - 29</td> <td></td> <td>4</td> </tr> <tr> <td colspan="3"></td> <td>10 - 19</td> <td></td> <td>2</td> </tr> <tr> <td colspan="3"></td> <td>&lt; 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25	8-20	8	Matching Funds	<ul style="list-style-type: none"> <li>Primary Implementation (PI) (12 months)                             <ul style="list-style-type: none"> <li>Project Administration – Each local agency traffic engineer or equivalent participates in approximately 10-15 hours per month of project administration (meetings, review of reports, minutes, and other administration).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Primary Implementation (PI)                             <ul style="list-style-type: none"> <li>Project Administration – Each local agency traffic engineer or equivalent participates in approximately 10-15 hours per month of project administration (meetings, review of reports, minutes, and other administration).</li> </ul> </li> </ul>	Removed the "(12 months)" indication for the PI phase to align with Item #4.																																																																																																																																																																																																																																				
26	8-21	8	Matching Funds	<ul style="list-style-type: none"> <li>Construction management – Each local agency traffic engineer or equivalent provides construction management support including inspection (hours vary depending on improvements).</li> </ul>	<ul style="list-style-type: none"> <li>Construction <b>engineering</b> – Each local agency traffic engineer or equivalent provides construction management support including inspection (hours vary depending on improvements).</li> </ul>	Changed from "construction management" to "construction engineering" to match proposed Definitions.																																																																																																																																																																																																																																				
27	8-21	8	Matching Funds	Participating agencies pledging in-kind services shall be responsible for keeping track of said hours and/or improvements. In-kind services are part of the total project cost. As indicated in the Precepts, construction support shall not exceed 20 percent (20%) of the M2 grant, subject to the match requirement. For OCTA-led projects, an in-kind services match report will be requested throughout the project to ensure agencies meet their promised in-kind match. All submissions shall include backup documentation, such as accounting/payroll detailed summaries, third-party invoices (consultant, contractor, and equipment) and are subject to Audit.	Participating agencies pledging in-kind services shall be responsible for keeping track of said hours and/or improvements. In-kind services are part of the total project cost. As indicated in the Precepts, construction <b>engineering</b> shall not exceed 20 percent (20%) of the M2 grant, subject to the match requirement. For OCTA-led projects, an in-kind services match report will be requested throughout the project to ensure agencies meet their promised in-kind match. <b>If the required in-kind match is not fully satisfied by project closeout, the agency will be required to provide an equivalent cash contribution to meet the match requirement.</b> All submissions shall include backup documentation, such as accounting/payroll detailed summaries, third-party invoices (consultant, contractor, and equipment) and are subject to Audit	<p>Changed from "construction support" to "construction engineering" to match proposed Definitions.</p> <p>Added language to emphasize that any unmet in-kind match will result in additional cash match to meet the 20 percent match requirement.</p>																																																																																																																																																																																																																																				
28	New	8	Reimbursements	None	<b>This program is administered on a progress payment basis, see Chapter 10.</b>	Added a section to reflect the updates to reimbursements and align with flow with other program guidelines.																																																																																																																																																																																																																																				
29	8-22	8	Project Extensions	Project Extensions Local agencies are provided at least 36 months to expend the funds from the date of encumbrance. Agencies can request timely-use of funds extensions through the SAR in accordance with the CTFP guidelines. Local agencies should issue a separate NTP when combining contracts for both the PI and O&M phases. NTP requirement should be identified in the initial contract/agreement to avoid obligation of both phases at the same time. If this procedure is followed by the local agency the NTP date will be considered the date of encumbrance for the O&M phase.		Deleted section as timely-use and SAR details are covered in Chapter 2 and referenced in "2027 Call for Projects" section of this chapter. Details regarding phase obligation and NTP moved to the "2027 Call for Projects" section with some edits.																																																																																																																																																																																																																																				

**CTFP Guidelines Revisions for Payment Processing  
Chapter 8 Regional Traffic Signal Synchronization Program (Project P) and Chapter 7 - Programming Approach**

Item No.	2026 Guidelines Page	Chapter	Section Title	Current Language	Proposed Language	Reason for Change				
30	7-2	7	Programming Approach	<p>Tiered Funding Approach: The two-tiered funding (Tier 1 and Tier 2) approach will only be applicable to the RCP. This approach is proposed to prioritize high scoring projects while providing a balanced program with funding availability for small and large projects. The first tier is for projects scoring 50 points or higher, and the second tier is for all projects after first satisfying the Tier 1 ranking. Within Tier 1, two categories would be established with 60 percent (60%) (Category 1) of the M2 funds available for smaller projects (requesting \$5 million or less), and 40 percent (40%) (Category 2) of the M2 funds available for larger projects (requesting \$5 million or more). This approach is intended to broaden the distribution of M2 funds to higher scoring/lower cost projects and <b>retain the ability to fund larger projects without placing formal funding caps on allocations</b>. Any M2 funds not programmed in Tier 1 will be designated for Tier 2 allocation. A funding split between small and large projects is not recommended for Tier 2.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Category 1 (60%)</b></p> <ul style="list-style-type: none"> <li>• \$0 - \$5 million</li> <li>• Score at least 50 points</li> <li>• Logical, standalone project</li> <li>• Unallocated balance shifts to Tier 2 for programming</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Category 2 (40%)</b></p> <ul style="list-style-type: none"> <li>• \$5+ million request</li> <li>• Score at least 50 points</li> <li>• Logical, standalone project</li> <li>• Unallocated balance shifts to Tier 2 for programming</li> </ul> </td> </tr> <tr> <td colspan="2" style="vertical-align: top;"> <p><b>Tier 2</b></p> <ul style="list-style-type: none"> <li>• Balance of unallocated funds from Tier 1 prioritization</li> <li>• Request can be of any dollar value to compete in Tier 2</li> <li>• Multiple segments of the same project cannot be submitted under both categories.</li> </ul> </td> </tr> </table>	<p><b>Category 1 (60%)</b></p> <ul style="list-style-type: none"> <li>• \$0 - \$5 million</li> <li>• Score at least 50 points</li> <li>• Logical, standalone project</li> <li>• Unallocated balance shifts to Tier 2 for programming</li> </ul>	<p><b>Category 2 (40%)</b></p> <ul style="list-style-type: none"> <li>• \$5+ million request</li> <li>• Score at least 50 points</li> <li>• Logical, standalone project</li> <li>• Unallocated balance shifts to Tier 2 for programming</li> </ul>	<p><b>Tier 2</b></p> <ul style="list-style-type: none"> <li>• Balance of unallocated funds from Tier 1 prioritization</li> <li>• Request can be of any dollar value to compete in Tier 2</li> <li>• Multiple segments of the same project cannot be submitted under both categories.</li> </ul>			<p>Refer to Attachment C for a list of previously funded applications, as requested at the April 22, 2026 TSC meeting.</p> <p><a href="#">OCTA: Seeking further feedback from the TSC regarding suggestions made on implementing a maximum allocation.</a></p>
<p><b>Category 1 (60%)</b></p> <ul style="list-style-type: none"> <li>• \$0 - \$5 million</li> <li>• Score at least 50 points</li> <li>• Logical, standalone project</li> <li>• Unallocated balance shifts to Tier 2 for programming</li> </ul>	<p><b>Category 2 (40%)</b></p> <ul style="list-style-type: none"> <li>• \$5+ million request</li> <li>• Score at least 50 points</li> <li>• Logical, standalone project</li> <li>• Unallocated balance shifts to Tier 2 for programming</li> </ul>									
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Color Key

Red = Revised text in CTFP Guidelines

Green = The section was moved to improve the flow of the guidelines

Blue = Recommendation deferred to TSC