



AGENDA

Technical Steering Committee

Committee Members

Ken Rosenfield, Chairman
Tom Wheeler, Vice Chairman
Jim Biery, City of Buena Park
Brad Fowler, City of Dana Point
Manuel Gomez, City of Irvine
Mark Lewis, City of Fountain Valley
E. Maximous, City of Rancho Santa Margarita
Natalie Meeks, City of Anaheim
Marwan Youssef, City of Westminster

Orange County Transportation Authority
600 South Main Street, Room 154/155
Orange, California
February 10, 2016 1:30 p.m.

Any person with a disability who requires a modification or accommodation in order to participate in this meeting should contact the Measure M2 Local Programs section, telephone (714) 560-5673, no less than two (2) business days prior to this meeting to enable OCTA to make reasonable arrangements to assure accessibility to this meeting.

Agenda descriptions are intended to give members of the public a general summary of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Committee may take any action which it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.

All documents relative to the items referenced in this agenda are available for public inspection at www.octa.net or through the Measure M2 Local Programs office at the OCTA Headquarters, 600 South Main Street, Orange, California.

Call to Order and Self Introductions

Consent Calendar Items

All items on the Consent Calendar are to be approved in one motion unless a Technical Steering Committee member requests separate action on a specific item.

1. Approval of January 13, 2016 Technical Steering Committee Minutes

Regular Items

2. Bicycle Corridor Improvement Program 2016 Call for Projects *pg. 7 Louis Zhao*

Overview

The Orange County Transportation Authority Board of Directors will consider issuing a Bicycle Corridor Improvement Program 2016 Call for Projects



in March 2016. Staff is presenting revised guidelines for the Technical Steering Committee and the Technical Advisory Committee review and comment.

Recommendation

- A. Review and provide comments to the revised guidelines for the Bicycle Corridor Improvement Program 2016 Call for Projects.
- B. Recommend approval of the Bicycle Corridor Improvement Program Guidelines to the Technical Advisory Committee.

**3. Comprehensive Transportation Funding Programs - 2016 Call for Projects
Policy Issues**

pg. 47 Sam Kaur

Overview

The Orange County Transportation Authority issued the 2016 annual Measure M2 Regional Capacity Program and Regional Traffic Signal Synchronization Program call for projects in August 2015. This call for projects made available approximately \$50 million in grant funding for streets and roads projects countywide. A list of policy issues related to the project applications received during the call is presented for discussion and action.

Recommendation

- A. Provide direction to the staff on policy issues discussed in the report.

4. Correspondence

OCTA Board Items of Interest

- Monday, January 25, 2016
http://atb.octa.net/agendapdfsite/2117_SynopsisH.pdf
Item 8: OC Bus Update

Announcements by Email

- January 27, 2016 Technical Advisory Committee Meeting Agenda – *sent January 21, 2016*
- Reminder: MicroPaver/StreetSaver Training: Please RSVP – *sent January 27, 2016*
- OCTA Prequalification of Pavement Inspectors – Deadline January 29, 2015 – *sent January 28, 2015*
- Reminder: MicroPaver/StreetSaver Training: Please RSVP – *sent January 29, 2016*
- March 2016 Semi-Annual Review Open – *sent February 1, 2016*



AGENDA

Technical Steering Committee

5. Committee Comments

6. Local Assistance Update

7. Staff Comments

8. Items for Future Agendas

- 2016 Comprehensive Transportation Funding Programs – Call Programming Recommendations

9. Public Comments

10. Adjournment

A special Technical Steering Committee meeting will be held on February 24, 2016 at 11:00 a.m. in Conference Room 103/104.

The next regularly scheduled meeting of this Committee will be held at 1:30 p.m. on Wednesday, March 9, 2016, at the OCTA Headquarters.

Committee Members	Position	Agency	Attendance
Ken Rosenfield	Chair	Laguna Hills	Present
Tom Wheeler	Vice-Chair	Lake Forest	Present
Marwan Youssef	First District	Westminster	Present
Mark Lewis	Second District	Fountain Valley	Absent
Manuel Gomez	Third District	Irvine	Absent
James Biery	Fourth District	Buena Park	Present
E. Maximous	Fifth District	Rancho Santa Margarita	Present
Natalie Meeks	At-Large member	Anaheim	Absent
Brad Fowler	At-Large member	Dana Point	Present
Jim Kaufman	Ex-Officio	Caltrans	Present

Guest	Affiliation	Guest	Affiliation
Rudy Emami	Anaheim	Chris Johansen	La Habra
David Kennedy	Anaheim	Scott Drapkin	Laguna Beach
Dawn Olsgaard	Blais & Associates	Mark Vukojevic	Newport Beach
Stacy Delong	Fountain Valley	Doug Keys	Orange
Temo Galvez	Fountain Valley	Joe Parco	Rancho Santa Margarita
Matt Foulkes	Fullerton	Mark Ha	Santa Ana
Don Hoppe	Fullerton	Bill Cameron	San Clemente
Dan Candelas	Garden Grove	Stephanie Camorlinga	Stanton
Tom Herbel	Huntington Beach	Michael Wolfe	Yorba Linda
Travis Hopkins	Huntington Beach		

OCTA Staff Members

Adriann Cardoso	Harry Thomas	Kia Mortazavi	May Hout
Brandon Bullock	Kameron Altar	Louis Zhao	Sam Kaur

Meeting was called to order by Mr. Rosenfield at 1:34 p.m.

Self-Introductions

CONSENT CALENDAR ITEMS

All items on the Consent Calendar are to be approved in one motion unless a Technical Steering Committee member requests separate action on a specific item.

1. **Approval of Minutes for June 10, 2015 TSC Meeting (Wheeler/Fowler)**

DISCUSSION ITEMS

2. **Bicycle Corridor Improvement Program 2016 Call for Projects**

Discussion: Mr. Louis Zhao introduced the item to the committee. Mr. Zhao gave a PowerPoint presentation to the committee to review the 2016 Call for Projects draft guidelines and application process. Mr. Zhao reviewed the background of the Bicycle Corridor Improvement Program (BCIP) with the committee, the goals for the program, the funding for the call for projects, eligibility for funding, the proposed changes to the guidelines, and the

proposed changes to the application. Mr. Zhao presented an estimated schedule for the call for projects and informed the committee that a review panel will be needed to review the applications.

Mr. Rosenfield requested clarification on the provisions of use/timely use of funds bullet point in the staff report. Mr. Rosenfield stated that there was an inconsistency with the proposed guidelines.

Mr. Zhao acknowledged for the error and informed the committee of that the bullet point reading, "contract award within six months of obligation of funds" should read, "contract award within nine months of the obligation of funds."

Related to the timely use of funds question, Ms. Cardoso added that projects may risk losing funding if no expenditures are invoiced within a six month period, per the guidelines.

Mr. Rosenfield inquired about the timeline presented.

Mr. Zhao stated that the projects that met the timeline were the projects most likely to be successful.

Mr. Rosenfield encouraged OCTA staff to get agreements to the local agencies in a timely manner to assist local agencies to meet this timeline. Mr. Rosenfield expressed concern over the points awarded for connectivity, relationships, and priority due to the Bikeway Priority Index Rating not properly reflecting the actual bike riding done on some trails that are used for recreation rather than destination-specific purposes.

Ms. Cardoso reminded the committee that the application provides points for qualitative responses.

Mr. Youssef inquired about the Congestion Mitigation and Air Quality funding cited for the 2014 call for projects in the staff report.

Mr. Zhao acknowledged the error and clarified that the funding is for the 2016 call for projects.

Mr. Youssef asked about limits to the 12 percent local match.

Mr. Zhao stated that federal funding is not to be used for local match.

Mr. Wheeler requested staff expand on the requirement for local agencies to find alternate projects.

Mr. Zhao directed attention to page 19 of the agenda and read, "Projects that are committed Transportation Control Measures and are cancelled will require substitution of a similar project that provides the same benefits at the expense of the local agency."

Ms. Cardoso added that the similar project must have similar air quality benefit to the original project.

Mr. Biery asked about the requirement for capital construction projects to be included in a lease agreement with a minimum of 20 years in relation to working with Edison Electric.

Mr. Zhao encouraged the committee to review the Caltrans guidelines.

Mr. Kaufman encouraged the committee to take the environmental process into consideration when planning their projects.

Mr. Cameron encouraged the committee to consider funding design.

Mr. Biery stated that a bike project without federal funding would be appreciated.

There was no further discussion.

The committee received and filed this report as an information item.

3. Correspondence

- See Agenda

4. Committee Comments

- Mr. Mark Ha inquired about a funding cap for the Bicycle Corridor Improvement Program. Mr. Rosenfield clarified that there is a \$3 million grant cap per project, as stated in the staff report. Mr. Ha asked about a project modifying a Class II bicycle facility to a Class I bicycle facility. Mr. Kaufman stated that there may be an issue with the project lifespan of the original project and encouraged Mr. Ha to call the Local Assistance office.
- Mr. Rosenfield announced the promotion of Ms. May Hout to Senior Transportation Funding Analyst.

5. Local Assistance Update

- Mr. Jim Kaufman informed the committee of the upcoming Federal Aid Series to be held in Irvine on April 11-15, 2016. Mr. Kaufman also announced the Resident Engineers Academy to be held in San Diego from May 9-12, 2016. Registration information is on californialtap.org.
- Mr. Kaufman reminded the committee of the APM E-76 deadline of February 1, 2016.
- Mr. Kaufman announced the Local Highway Bridge Program.

6. Staff Comments

- Ms. Kaur expanded on the announcement of Ms. Hout's promotion and re-introduced Ms. Hout to the committee.

7. Items for Future Agendas

- Mr. Rosenfield requested a schedule of 2016 Calls for Projects

8. Public Comments

9. Adjourned at 2:19 p.m.

The next regularly scheduled meeting of this Committee will be held at 1:30 p.m. on Wednesday, February 10, 2016, at the OCTA Headquarters.

February 10, 2016

To: Technical Steering Committee

From: Orange County Transportation Authority Staff

Subject: Bicycle Corridor Improvement Program 2016 Call for Projects

Overview

The Orange County Transportation Authority Board of Directors will consider issuing a Bicycle Corridor Improvement Program 2016 Call for Projects in March 2016. Staff is presenting revised guidelines for the Technical Steering Committee and the Technical Advisory Committee review and comment.

Recommendation

- A. Review and provide comments to the revised guidelines for the Bicycle Corridor Improvement Program 2016 Call for Projects.
- B. Recommend approval of the revised Bicycle Corridor Improvement Program Guidelines to the Technical Advisory Committee.

Background

Congestion Mitigation and Air Quality Program Improvement Program (CMAQ) funds are made available through Moving Ahead for Progress in the 21st Century (MAP-21) and Fixing Americas Surface Transportation (FAST) Act. The CMAQ funds are apportioned to counties that are in non-attainment areas that do not meet current air quality standards including Orange County. MAP-21 authorizes federal transportation funding through federal fiscal year (FFY) 2015-2016 and FAST authorized federal transportation funding through FFY 2019-2020.

In December 2014, the Orange County Transportation Authority (OCTA) Board of Directors (Board) approved the Capital Programming Guidelines (CPG) which again included the use of 10 percent of annual CMAQ program funds for bicycle and pedestrian projects. The OCTA is moving forward with a call for projects (Call) now based on the amount of CMAQ apportionment that is anticipated to be available to ensure that projects will be ready to proceed in FFY 2016-2017 through FFY 2017-2018.

Discussion

Approximately \$20 million will be made available for the Bicycle Corridor Improvement Program (BCIP) 2016 Call to fund projects in FFY 2016-2017 through FFY 2017-2018. Based on information collected during the BCIP 2012 Call and BCIP 2014 Call, the guidelines have been updated. The BCIP Guidelines and Procedures are provided in Attachment A. The proposed BCIP 2016 Call OCTA Application form is provided in Attachment B. A summary of changes to the application are listed in Attachment C. The guidelines include the following key provisions:

- Eligible projects (projects that are beginning a phase of work in FFY 2016-2017 and FFY 2017-2018) include: Bicycle facilities and bicycle trails
- Eligible applicants: 35 local agencies (cities and County of Orange)
- Funding:
 - \$20 million in CMAQ is available for the BCIP 2016 Call
 - \$3 million grant per project (maximum per project submittal)
 - \$100,000 minimum grant per phase
 - 12 percent local match per phase
 - Funds are reimbursable following proof of expenditures
- Project selection is based on the following criteria:
 - State and Federal Compliance
 - Financial Viability and Technical Capacity
 - Air Quality
 - Coordination demonstrated through Planning Documents
 - Connectivity, Relationships, and Priority
 - Project Readiness
 - Cost-Benefit
 - Safety Enhancements
 - Public Participation
- Provisions of use/timely use of funds
 - Specific deadlines for submittal of documents required for Federal Highways Administration approval for obligation of funds
 - Contract award within nine months of obligation of funds
 - Adherence to California Department of Transportation Local Assistance procedures
 - Semi-annual project status reports

Staff presented the draft guidelines and application to the Technical Steering Committee (TSC) on January 13, 2016, and the Technical Advisory

Committee (TAC) on January 26, 2016 for review and comment. The comments received and staff responses are provided in Attachment D.

Based on comments received from the TAC, modifications have been made to the draft guidelines and application. The modification includes awarding the funds in two tiers to accommodate pre-final design phases of work. Tier 1 projects include final design, right-of-way, and construction phases. Tier 2 projects include environmental and preliminary engineering phases. Consistent with the TAC request, Tier 1 projects will be prioritized for funding. Should the Tier 1 projects not exhaust the funds, up to \$1 million of the remaining funds may be awarded to Tier 2 projects.

Next Steps

Staff will convene an advisory panel to assist with the review and ranking of applications. The panel may include one representative from South Coast Air Quality Management District, the Orange County Bicycle Coalition, OCTA staff and two representatives from OCTA's Technical Advisory Committee.

- March 14, 2016 – Expected Board approval for issuance of BCIP 2016 Call
- March 30, 2016 – BCIP 2016 Call workshop
- May 9, 2016 – Applications due to OCTA
- May through July 2016 – Review and rank applications
- August 8, 2016 – Board approval of program of projects

Summary

Approximately \$20 million will be made available for the Bicycle Corridor Improvement Program for fiscal year 2016-2017 through fiscal year 2017-2018. Staff is seeking comments and a recommendation for Orange County Transportation Authority Board of Directors' approval from the Technical Steering Committee and the Technical Advisory Committee on the guidelines prior to proceeding to the Orange County Transportation Authority Board of Directors for the issuance of a call for projects to program these funds for bicycle facilities.

Attachments

- A. Program Guidelines and Procedures - Bicycle Corridor Improvement Program (BCIP) - 2016 Call for Projects - Orange County Transportation Authority Application Guidelines and Procedure
- B. Bicycle Corridor Improvement Program (BCIP) Application Form
- C. Bicycle Corridor Improvement Program (BCIP) 2016 Call for Projects – Summary of Changes

D. Bicycle Corridor Improvement Program (BCIP) 2016 Call for Projects –
Technical Steering Committee and Technical Advisory Committee
Comments



Bicycle Corridor Improvement Program *2016 Call for Projects*

Orange County Transportation Authority Guidelines and Procedures

PURPOSE AND AUTHORITY

The Bicycle Corridor Improvement Program (BCIP) is funded using federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) authorized under Moving Ahead for Progress in the 21st Century (MAP-21) and the Fixing America's Surface Transportation (FAST). The CMAQ program provides funding through annual appropriations to Orange County to be used for transportation-related projects that reduce congestion and improve air quality. The Orange County Transportation Authority (OCTA) is responsible for selecting regionally significant projects for Orange County and working with the California Department of Transportation (Caltrans) in administering selected projects. On December 8, 2014, the Board of Directors (Board) adopted the Capital Programming Guidelines which include a ten percent set aside of CMAQ funds for bicycle and pedestrian projects that are ready to go as determined through competitive calls for projects.

The goals of the BCIP are to:

- Increase the number of biking and walking trips.
- Provide regional linkages to key destinations.
- Close bikeways corridor gaps.
- Promote mobility options by increasing safety.
- Implement projects with community support.
- Improve air quality across Orange County.

Applications are due May 9, 2016 by 4:00 PM. See page 9 for submittal information.

BCIP GRANTS

Each BCIP grant will be a minimum of \$100,000 in CMAQ funds per phase of work. The total project maximum is limited to \$3 million in total CMAQ funds. However, projects requiring more than \$3 million can be segmented into smaller phases and submitted as individual projects. The BCIP 2016 Call for Projects covers Fiscal Year (FY) 2016-17 through 2017-18 and is funded using 10 percent of OCTA's annual CMAQ apportionment, prior project savings, and five percent over programming, currently estimated to be approximately \$20 million. Funding levels may change contingent on distribution of CMAQ through the new federal FAST Act.

Projects will be awarded by tiers based on phase of work. Priority will be given to Tier 1 projects. Should the Tier 1 projects not exhaust the funds, up to \$1 million in remaining funding may be awarded to Tier 2 projects.

Tier 1 projects include:

- Final design, and
- Real property acquisition, and
- Construction and construction management costs associated with conducting an eligible activity.

Tier 2 projects include:

- Environmental, and
- Preliminary engineering.

All projects must provide a measureable air quality benefit and are subject to Caltrans review before and after OCTA project selection.

ELIGIBLE APPLICANTS

Eligible applicants include the 35 local government agencies in Orange County. Eligible agencies must be able to receive federal funding through OCTA, and must be able to provide authorizing resolutions and cooperative agreements from their controlling bodies or through Caltrans as a direct recipient of Federal Highway Administration (FHWA) funds. Two or more eligible local agencies may participate together on a project. Additionally, non-profit organizations may also nominate projects through an eligible local agency that is willing and able to take on the responsibility for implementing and maintaining the project.

BCIP ELIGIBLE PROJECTS

Applicants can receive funding for bicycle facility projects that have a measureable air quality improvement. If project eligibility is not clear, the local agency will be asked to provide reasoning and an eligibility determination will be made by OCTA and/or Caltrans. Final approval is contingent upon Caltrans and FHWA eligibility determination. Examples of eligible projects include, but are not limited to the following:

- New bicycle (Class I, Class II, Class III) or multi-use facilities
- Bicycle boulevard and sharrows
- Bicycle racks, lockers, and parking
- Bicycle crossings and associated traffic control devices necessary for the function of the bicycle facility, consistent with CMAQ requirements
- Improvements on existing bicycle facilities
- Pedestrian improvements when constructed with bicycle facilities

All projects must comply with CMAQ requirements and provide a measureable air quality benefit.

Capital construction projects must be constructed on public right-of-way or include a lease agreement with a minimum of 20 years from the property owner. License agreements are not valid.

ELIGIBLE EXPENDITURES

Eligible project activities include **environmental, preliminary engineering**, final design, right-of-way acquisition, or capital improvements. Maintenance and/or rehabilitation work is not an eligible expenditure, nor are capital projects with a life of less than 5 years or one-time temporary improvements. If project is a Class I facility, minimum useful life of 20 years is required.

Only direct project costs are eligible for reimbursement. The local agency may retain consultants after satisfying federal and state requirements for selecting consultants (See Chapter 10 and Chapter 15 of the Caltrans Local Assistance Procedures Manual).

BCIP funds are not to be used for planning, environmental compliance/mitigation, and/or developer obligations.

BCIP project activities utilize public funds. These funds are to be used for facilities that are in public ownership for public use. Improvements to private property and commercial facilities are not eligible, even though they may include properties for public use or those owned by a public not-for-profit corporation.

LOCAL MATCH REQUIREMENT

A minimum local match of twelve (12) percent of each project phase cost is required for each grant application. The match may consist of local dollars, state dollars, non-transportation federal dollars, or private funding. Federal transportation funds are not an eligible match.

Overmatch. Local agencies may provide an “overmatch” for the project; that is, they can contribute additional match dollars beyond the 12 percent match requirement. Local agencies will receive additional points in the evaluation process for providing matching funds above the minimum requirement. Additionally, administering agencies must commit to cover any cost overruns. Any work not eligible for federal CMAQ reimbursement must be funded through other means by the administering local agency and will not count as part of the match requirement. These non-federally eligible items should be included in the grant application.

Reimbursements. The BCIP uses federal CMAQ program funds that are reimbursable through FHWA via Caltrans. Local agencies are expected to finance their projects as they proceed. Eligible expenditures — based on the local match rate/percentage provided for each phase and up to the ceiling of the federal funding share — will be reimbursed in

arrears with an acceptable invoice based on the match rate proposed in the original grant application.

Soft-Match Provisions. “Soft-match” and “in-kind match” refers to instances where the values of activities accomplished not verifiable or directly related to the project are credited towards the non-federal share (match) of the project (an example of these are administrative costs). Soft-match or in-kind match are not eligible for the BCIP.

Scope Reductions and Cost Savings. If the local agency reduces the scope of an approved project or the project phase experiences cost savings, a reduction in BCIP funds must be applied proportionally to maintain the approved local match percentage.

MINIMUM REQUIREMENTS AND EVALUATION CRITERIA (Screening Criteria)

BCIP grant applications will be screened before they are reviewed and scored in order to determine their project eligibility (See Part 3 of the BCIP grant application). Local agencies should consider the following elements when submitting their proposals. Each BCIP project nomination can receive a maximum of 100 points. (See summary of point distribution in the BCIP grant application.)

- A. **State and Federal Compliance.** Projects must comply with CMAQ, NEPA, federal, state, and OCTA requirements. Projects must be consistent (or not inconsistent) with federal, state, regional or local land use policies and regional transportation plans, goals, and other policies. Projects must also conform to the Americans with Disabilities Act and Buy America Provisions in MAP-21 and FAST.
- B. **Financial Viability and Technical Capacity.** The local agency must have the ability to meet financial processing requirements, have sufficient levels of funding to provide an adequate cash flow for the project, and be able to provide adequate personnel and technical capacity to manage and administer the project. Additionally, the administering agency must follow the federal procurement and federal contract administration requirements which will be included in the cooperative agreement signed by OCTA and the administering agency.
- C. **Air Quality.** Projects must demonstrate a measurable improvement in air quality. Local agencies must provide air quality measures with their application using the California Air Resource Board South Coast Methods Program software. A summary page must be attached to the application. The software can be found here: <http://www.arb.ca.gov/planning/tsaq/eval/eval.htm>. Projects will be scored on a pass or fail basis. The burden to explain the air quality calculations and measures will be the responsibility of the applicant agency.
- D. **Coordination.** Projects must be in an adopted plan or the OCTA Commuter Bikeway Strategic Plan (CBSP). Examples of plans that demonstrate coordination include, but are not limited to, the Orange County Master Plan of Trails, local agency bicycle plan, OCTA Regional Bike Plans, and Safe Routes to Schools Plans. Additional consideration will be given to projects prioritized as part of a multi-jurisdictional collaborative strategy or similar effort.

- E. **Connectivity, Relationships, and Priority.** Projects must have at least one direct relationship to streets, pedestrian facilities, and/or the transit system in order to demonstrate a direct relationship to surface transportation. This relationship may be one of function, proximity, or impact.

Projects should enhance regional connectivity which is defined by the following activities: connecting existing bicycle and pedestrian commuter corridor facilities through gap closures or contributing to discontinuous segments, creating access, improving bicycle mobility, and increasing connections to employment and activity centers. In addition, bicycle projects that also include improvements to pedestrian mobility are encouraged. For a map of existing bikeways, please see Appendix 1.

Projects will be ranked and scored based on the Bikeway Priority Index Ranking (BPIR) after application submittal. The BPIR is an internal OCTA model that analyzes factors that may attract or discourage potential bike usage. Factors include population density, employment density, and certain conditions or uses (such as geographic features, schools, transit stops, etc. near the proposed project). Submittal of a Geographic Information System (GIS) shape file, detailed map, and exact project location are required for OCTA to process the project through the BPIR. For more information, please see Appendix 2.

- F. **Project Readiness.** Priority will be given to projects that can or will meet federal ready-to-list requirements for construction. This includes completion of National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) requirements, and right-of-way certification. NEPA, CEQA, and the right-of-way certification must be completed before E-76 for construction will be approved. Secondary projects include projects applications for right-of-way activities. For more information on the E-76 submittal, please see the Caltrans Local Assistance Procedures Manual.
- G. **Cost Effectiveness.** Cost effectiveness will be measured using the Caltrans Active Transportation Program Cost Benefit Analysis Tool. Projects will be tiered and scored by the cost effectiveness score provided by the Caltrans tool. A link to the tool can be found here: <http://www.dot.ca.gov/hq/tpp/offices/eab/atp.html>
- H. **Safety Enhancements.** Projects should increase bicycle safety. Agencies are required to provide a map and data of injuries and fatalities within one mile of the project area. The Transportation Injury Mapping System (TIMS), Statewide Integrated Traffic Records System (SWITRS), or local law enforcement systems are acceptable databases for supporting documentation.
- I. **Public Participation and Agency Support.** The project should receive input and support from members of the public, stakeholders, and local agencies. Outreach activities and public meetings should be listed with appropriate back up documentation. Support from members of the public and stakeholders should be submitted in letter format from organizations, businesses, coalitions, business improvement districts, neighborhood organizations, etc. that will be affected by the project. Letters of support from individual members of the public will not be accepted.

MINIMUM INFORMATION FOR APPLICATION

The following information, including the BCIP grant application form is required by OCTA to evaluate and select projects. Grant applications submitted with incomplete information or lacking the required number of copies will not be evaluated.

Grant Application:

- A. Cover Letter
- B. Table of Contents (page-numbered)
- C. An **unbound, single sided original grant application, five copies** (total of six applications), and an electronic copy provided via a compact disk. Supporting documentation must be included where requested.
 - Part 1: General Project Information, including description, scope, and schedule.
 - Part 2: Funding
 - Part 3: Evaluation Criteria
 - Part 4: BCIP Agency Resolution (must be provided no later than April 30, 2016)
 - Part 5: Assurances
 - Part 6: Cooperative Agreement Concurrence

Exhibits:

- A. Environmental documentation
- B. Photos of the existing project site
- C. Project design or concept drawings
- D. Precise maps showing the proposed site(s) for the project and an Electronic GIS shape file
- E. Project completion schedule
- F. Right-of-Way map
- G. Right-of-Way Lease Agreement or Purchase Agreement (if applicable)
- H. Caltrans Active Transportation Program Cost Benefit Analysis Tool – Complete Microsoft file must be included on compact disk.
<http://www.dot.ca.gov/hq/tpp/offices/eab/atp.html>
- I. Bicycle and Pedestrians Injuries and Fatalities Map and Data
- J. Air Quality Calculations – Complete Access file must be included in compact disk.

Note: Part 1 through 6 may not exceed 30 pages. All pages must be numbered and printed on 8 1/2 x 11 sheets of white paper. Maps and drawings can be included on 11 x 17 inch sheets, folded into the proposal. **The original proposal should be left unbound for reproduction purposes.**

IMPLEMENTATION TIMELINE

Applications must be received by OCTA no later than 4:00 PM on Monday, May 9, 2016. OCTA is seeking applications for projects that can begin **environmental, preliminary engineering**, final design, right-of-way acquisition, or construction (whichever phase the BCIP funding would be applied to) no later than February 1, 2018. For the 2016 call, the program funds will be available for programming in FY 2016-17 through 2017-2018

After the applications are reviewed by OCTA for overall compliance, an advisory panel will review and rank projects. A recommended priority list of projects will be forwarded to the OCTA Board of Directors for approval in **August 2016**.

The estimated timeline for the 2016 BCIP list below is subject to change.

Call for Projects Open	March 14, 2016
Call for Projects Close / Application Due Date	May 9, 2016
Evaluation Panel Application Review	May 10, 2016 – July 5, 2016
Regional Planning and Highways Committee Approval of Projects	August 1, 2016
Board of Directors Approval of Projects	August 8, 2016

PROVISIONS OF USE

CMAQ

The BCIP and this call for projects is subject to the federal transportation act MAP-21 and FAST, a future extension, or passage of a new federal transportation authorization act. Projects awarded CMAQ funding through the call for projects will follow the FHWA process. Some of the requirements are outlined below.

For projects awarded funding, the process is as follows:

- Project must be programmed in the Federal Transportation Improvement Program (FTIP). The administering agency should consult with OCTA staff regarding modifications and amendments to the FTIP needed for the project. Once projects are programmed in the FTIP, the agency may proceed with the Authorization to Proceed (E-76 request)
- Execute the Cooperative Agreement between OCTA and the local administering agency.
- Environmental documentation (preliminary environmental study) should be submitted to Caltrans by November 1 of the program fiscal year. Agencies should target the November 1 date or risks losing project funding.
- Obtain NEPA and CEQA approval prior to January 1 of the program fiscal year.

- Air quality analysis must be submitted as part of the application and to Caltrans.
- E-76 request must be submitted to Caltrans District 12 and copied to OCTA by February 1 of the program fiscal year.
- Once E-76 is approved the agency has nine (9) months to award a contract.
- Invoices for BCIP are submitted to and paid by Caltrans.
- Following contract award, an invoice must be submitted to Caltrans at least once every six (6) months or the project may risk losing its funds.
- Administering agency must submit semi-annual progress reports to OCTA by the 30th day of January and July for the prior 6 months through December and June respectively. An example of the required report is provided in Appendix 3. (Note: OCTA may require additional information for compliance with MAP-21 Performance Measure.)
- If right-of-way is funded, the agency must award a construction contract by the 10th fiscal year following the year of the right-of-way authorization to proceed or risk returning the funds to FHWA.

TIMELY USE OF FUNDS

BCIP projects funded through FHWA must be obligated by May 1 of the program fiscal year. If OCTA has not received proof of submittal of the E-76 to Caltrans by February 1 of the program fiscal year, or it is determined that the project cannot proceed, or has not received an approved time extension, the funding for the project will be **cancelled**.

Projects with environmental or preliminary engineering phases of work must advance to right-of-way and/or construction within the 10th fiscal year in which the funds are authorized or risk repayment of federal funds to FHWA.

Projects that are committed Transportation Control Measures (TCM) in the Federal Transportation Improvement Program and are cancelled will require the local agency to provide a substitution project that provides the same air quality benefits at the expense of the local agency.

TIME EXTENSIONS

Time extension will be considered on a case-by-case basis and are contingent on OCTA Board approval. An agency may request a standard one-year time extensions and scope changes in letter format. Extension requests beyond the standard one-year delay will be considered for projects with significant issues and may be granted on a case-by-case basis. All request must include an explanation of the issues and actions the agency has taken to correct the issues.

SUBMITTAL INFORMATION AND CONTACTS

Applications are due May 9, 2016 by 4:00 PM. Completed applications and questions regarding these procedures and criteria should be directed to Louis Zhao of OCTA at:

Mail:

Louis Zhao
Senior Transportation Funding Analyst
Orange County Transportation Authority
550 S. Main Street
Orange, CA 92863-1584

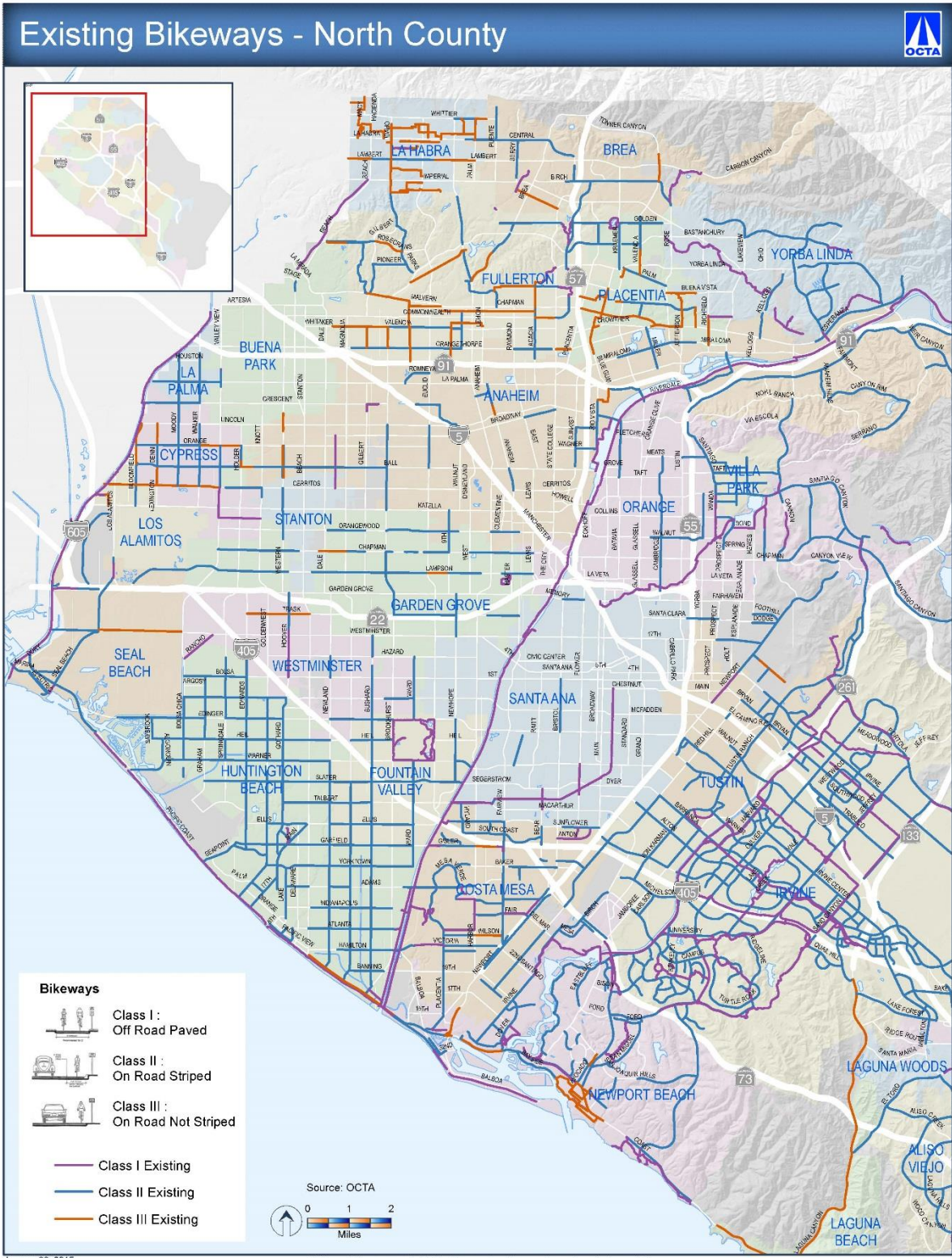
Tel: (714) 560-5494

Fax: (714) 560-5794

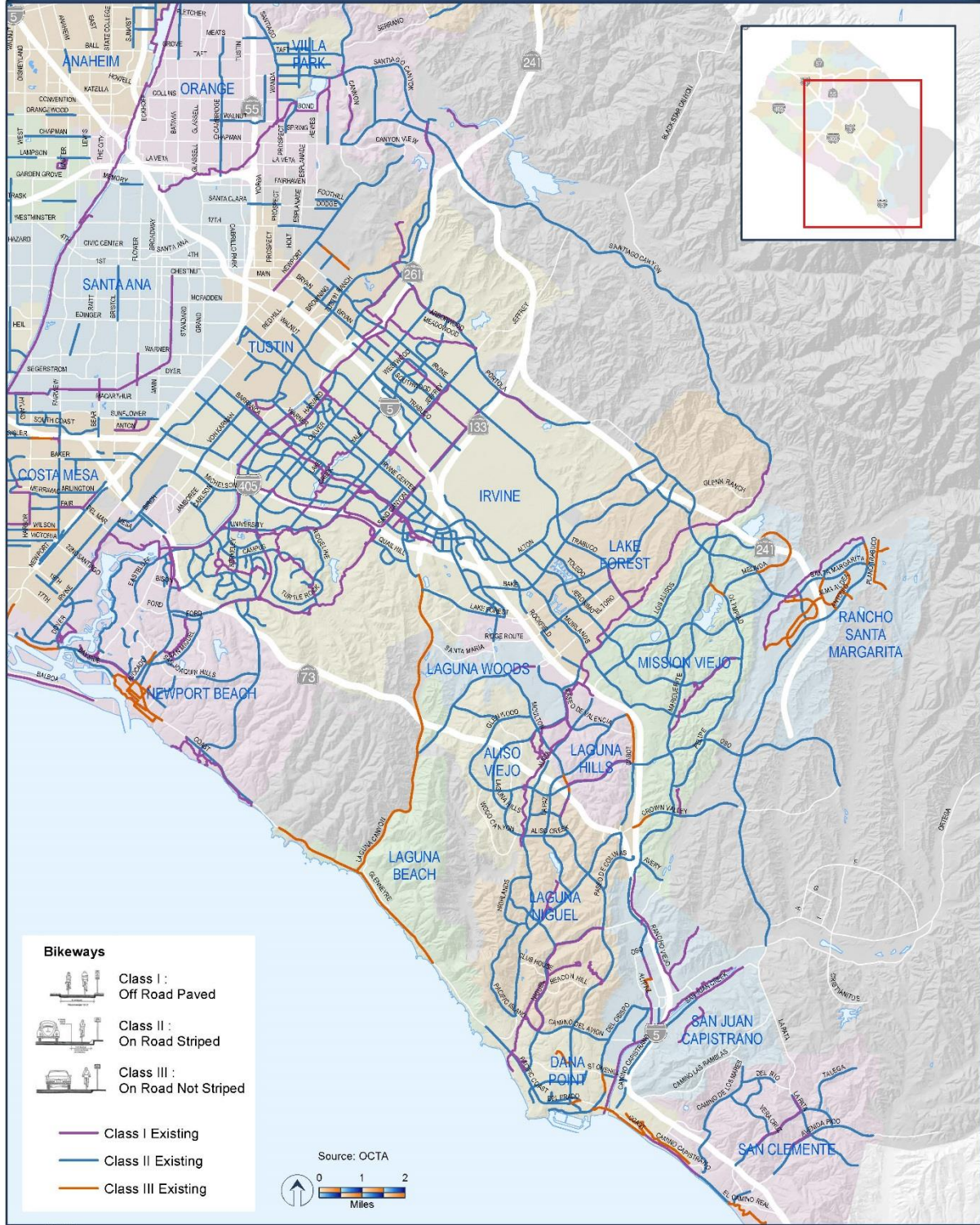
Drop Off:

Orange County Transportation Authority
600 S. Main Street
Orange, CA 92863-1584




APPENDIX 1: EXISTING BIKEWAYS MAP



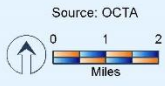
Existing Bikeways - South County



Bikeways

-  **Class I :**
Off Road Paved
-  **Class II :**
On Road Striped
-  **Class III :**
On Road Not Striped

— Class I Existing
— Class II Existing
— Class III Existing



January 29, 2015

Portions of this map copyrighted by Thomas Bros Maps and reproduced with permission.

W:\Requests\FDCS\SP\ALRTP_13-14\maps\Bikeways_South_2014-01-09.mxd

APPENDIX 2: BIKEWAYS PRIORITY INDEX RANKING CRITERIA

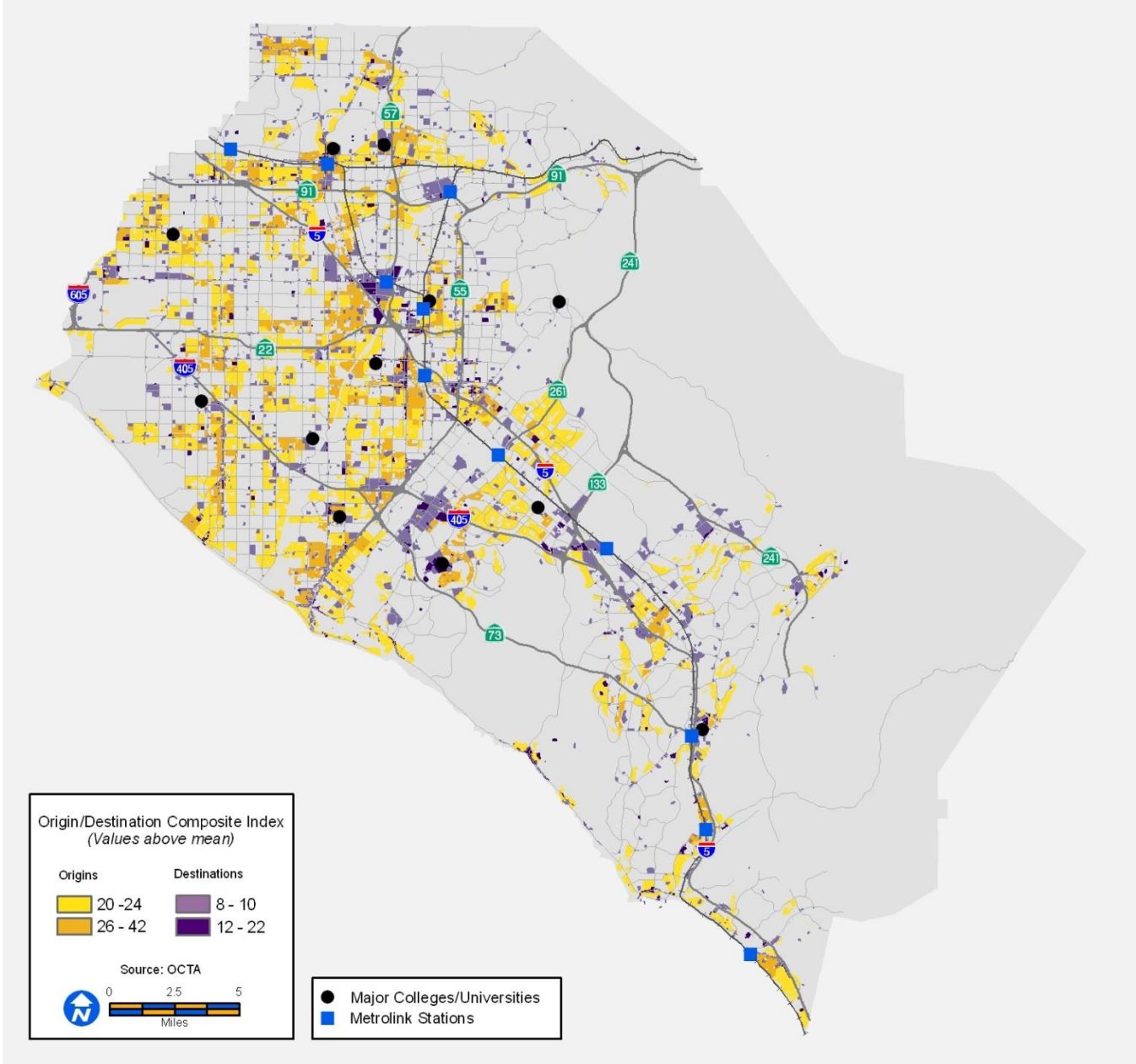
The following is a list of criteria used to evaluate projects in the Bikeways Priority Index Ranking (BPIR). The BPIR sums criteria from origins and destinations. Origins include major residential areas with high population or high density. Destinations include major areas of employment and activity centers.

ORIGINS

FACTOR	MAX VALUE
Population Density (Base)	10
Population Growth (2035)	8
Population Density less than 18 years old (US CENSUS ACS)	8
Land-Use Mix	8
Bicycle to Work (US CENSUS ACS)	8
Bicycle Network Proximity (Existing)	8

DESTINATIONS

FACTOR	MAX VALUE
Employment Density (Base)	8
Employment Growth (2035)	8
Universities/Colleges (Enrollment)	8
Metrolink Rail Stations (AM Alightings)	8
Schools (Elementary, Middle, High School)	8
Parks, Local Retail/Public Services	4
Bus Stops (PM Trips)	6



APPENDIX 3: SEMI-ANNUAL REPORT FORM

Project Title: _____

Agency: _____ Date: _____

Schedule	Original Completion Date	Current Completion Date
Draft Environmental Document		
Final Environmental Document		
Start Design / Engineering		
Complete Design / Engineering		
Start Right-of-Way Acquisition		
Right-of-Way Certification		
Submit Request for Authorization for Construction (E-76)		
Ready to Advertise		
Award Construction		
Project Completion (open for use)		

Funding Table:

Environmental/Preliminary Engineering (\$000's)

Fund Source	Fiscal Year	Planned Obligation	Current Estimates	Actual Expended	Remaining Allocation

Final Design (\$000's)

Fund Source	Fiscal Year	Planned Obligation	Current Estimates	Actual Expended	Remaining Allocation

Right-of-Way (\$000's)

Fund Source	Fiscal Year	Planned Obligation	Current Estimates	Actual Expended	Remaining Allocation

Construction (\$000's)

Fund Source	Fiscal Year	Planned Obligation	Revised Allocation	Actual Expended	Remaining Allocation

Major Activities:

Status:

Issues:

Name/Title:

Phone: _____ Email: _____

Note: OCTA may require additional information on performance of the project related to either air quality or transportation usage.

Bicycle Corridor Improvement Program (BCIP) Application Form

PART ONE: GENERAL PROJECT INFORMATION
Applications are due no later than May 9, 2016 at 4:00 PM

PROJECT TITLE: _____
 AGENCY: _____
 MAILING ADDRESS: _____

Phases of work this application is applying for:

TIER 1 PROJECT COMPONENTS

- Final Design
- Right-of-Way
- Construction

BCIP/CMAQ FUNDS REQUESTED	\$	-
LOCAL MATCH	\$	-
TOTAL TIER 1 PROJECT COST	\$	-

TIER 2 PROJECT COMPONENTS

- Environmental
- Preliminary Engineering

BCIP/CMAQ FUNDS REQUESTED	\$	-
LOCAL MATCH	\$	-
TOTAL TIER 2 PROJECT COST	\$	-

TOTAL TIER 1 PROJECT COST	\$	-
TOTAL TIER 2 PROJECT COST	\$	-
TOTAL BCIP PROJECT COST	\$	-

- Project is a stand alone project.
- Project is part of a larger project.
 Total Project Cost (if part of a larger project; round dollars to nearest thousands)

AGENCY CONTACT (Name, title, agency, address, phone, email)

Name / Title:
 Agency:
 Mailing Address:
 Phone:
 Email:

PARTNER(S) (Name, title, agency, address, phone, email)

Name / Title:
 Agency:
 Address:
 Phone:
 Email:

PROPOSED SCHEDULE:

	<u>Date</u>
Draft Environmental Document	_____
Final Environmental Document	_____
Start Design / Engineering	_____
Complete Design / Engineering	_____
Start Right-of-Way Acquisition	_____
Right-of-Way Certification	_____
Submit Request for Authorization (E-76) for Construction	_____
Ready to Advertise	_____
Award Construction	_____
Project Completion (open for use)	_____
Start Close Out Phase	_____
End Close Out Phase	_____

PART ONE: GENERAL PROJECT INFORMATION (cont.)

SCOPE AND LOCATION OF PROPOSED PROJECT

Describe the project's scope, location, limits of work, size, etc. (*Do not* include the justification or benefits).

PURPOSE, NEED, BENEFITS, AND FUNDING JUSTIFICATION OF PROPOSED PROJECT

Provide the purpose, need, benefits, and funding justification for the proposed project.

PROJECT IS ON PUBLIC RIGHT-OF-WAY

If yes, list corridor. If no, list corridor, property owner, and status of right-of-way agreement?

Yes _____
No (explain): _____

MAINTENANCE:

The project must be maintained in a functional and operational manner as its intended purpose for the expected life cycle for the type of project. If it is not maintained in such a manner, reimbursement of all or a portion of the BCIP funds may be required. With the exception of funds required for establishing landscaping, maintenance costs are ineligible for CMAQ funds and must be funded locally.)

Who will maintain? _____

What is the source of maintenance funds? _____

If project is within Caltrans Right-of-Way application, must be signed by Deputy District Director, Maintenance

DDD Maintenance Name: _____ Date: _____

Signature: _____

PART TWO: FUNDING

TIER 1 PROJECT COMPONENT COSTS

	Fiscal Year	BCIP Request	Match (12% or more)	Total	Percent Match
FINAL DESIGN					
Final Design	FY	\$ -	\$ -	\$ -	0.0%
TOTAL FINAL DESIGN	FY	\$ -	\$ -	\$ -	0.0%
RIGHT-OF-WAY PHASE (ACQUISITION):					
Capital	FY	\$ -	\$ -	\$ -	0.0%
Support Costs	FY	\$ -	\$ -	\$ -	0.0%
TOTAL RIGHT-OF-WAY	FY	\$ -	\$ -	\$ -	0.0%
CONSTRUCTION PHASE:					
Construction Contract Items	FY	\$ -	\$ -	\$ -	0.0%
Contingencies	FY	\$ -	\$ -	\$ -	0.0%
Construction Engineering	FY	\$ -	\$ -	\$ -	0.0%
TOTAL CONSTRUCTION	FY	\$ -	\$ -	\$ -	0.0%
TOTAL		\$ -	\$ -	\$ -	0%

TIER 2 PROJECT COMPONENT COSTS

	Fiscal Year	BCIP Request	Match (12% or more)	Total	Percent Match
ENVIRONMENTAL					
Final Design	FY	\$ -	\$ -	\$ -	0.0%
TOTAL ENVIRONMENTAL	FY	\$ -	\$ -	\$ -	0.0%
PRELIMINARY ENGINEERING					
Preliminary Engineering	FY	\$ -	\$ -	\$ -	0.0%
TOTAL PRELIMINARY ENGINEERING	FY	\$ -	\$ -	\$ -	0.0%
TOTAL		\$ -	\$ -	\$ -	0%

TOTAL PROJECT COMPONENT COSTS

	BCIP Request	Match (12% or more)	Total	Percent Match
TOTAL	\$ -	\$ -	\$ -	0%

ELIGIBLE SOURCE(S) OF MATCH

(spell out; no acronyms)

TIER 1 ELIGIBLE SOURCE(S) OF MATCH

Final Design	
Right-of-Way	
Construction	

TIER 2 ELIGIBLE SOURCE(S) OF MATCH

Environmental	
Preliminary Engineering	

Federal transportation funds may not be eligible source of match.

PART THREE: EVALUATION CRITERIA

PASS/FAIL CRITERIA

Use a separate sheet of paper if necessary. If any of the criteria below are not met, the proposal will not be ranked or evaluated. A "no" answer to any of the following questions immediately disqualifies the proposal. A "yes" still requires supporting evidence in order for the project to be considered for funding.

1 State and Federal Compliance

- a. Is the project consistent with CMAQ, federal, state, regional or local requirements, guidelines and policies? (CMAQ requirements can be found here: http://www.dot.ca.gov/hq/transprog/federal/cmaq/Official_CMAQ_Web_Page.htm)

Yes No

- b. Is the project, as proposed, in compliance with the Americans with Disabilities Act? What evidence is there to support this claim?

Yes No Not Applicable

- c. Is this project in compliance with Buy America requirements?

Yes No Not Applicable

2 Financial Viability and Technical Capacity

- a. Is the project financially viable? (The local agency must have the ability to meet financial processing requirements, must have a sufficient level of funding to provide cash flow for the project, and provide adequate personnel to manage and administer the project. Please describe any evidence supporting this conclusion. The governing body is required to submit a resolution to this effect along with the application.)

Yes No

3 Air Quality

Does the project provide an air quality benefit? (CMAQ projects must have a measureable and quantifiable air quality improvement. Please provide the improvements to the following air quality resources using the Southern California Air Quality Resources Board's (SCAQMD) South Coast Methods software. Results must be attached as part of the application package. The SCAQMD South Coast Methods software can be found here:

<http://www.arb.ca.gov/planning/tsaq/eval/eval.htm>.)

Yes No

AIR QUALITY DATA

The following material is provided by the Southern California Air Quality Management District (SCAQMD).

Local agencies will need the following materials to complete this requirement:

1. South Coast Methods Program
2. South Coast Emissions Factors Tables

The software, instructions, and data tables can be found here: <http://www.arb.ca.gov/planning/tsaq/eval/eval.htm>.

The data tables can be found here: <http://www.arb.ca.gov/planning/tsaq/eval/evaltables.pdf>

PART THREE: EVALUATION CRITERIA (continued)

WEIGHTED CRITERIA

1 Matching Funds (15 points)

Minimum match of 12-13% (0 pts); 14-15% (1 pt); 16-17% (2 pts); 18-19% (3 pts); 20-21% (4 pts); 22-23% (5 pts); 24-25% (6 pts); 26-27% (7 pts); 28-29% (8 pts); 30-31% (9 pts); 32-33% (10 pts); 34-35% (11 pts); 36-37% (12 pts); 38-39% (13 pts); 40-41% (14 pts); 42% match or more receives 15 points.

What is the percent match being provided? _____ pts

2 Coordination (15 points)

a. List the plans that include the project. (examples: OCTA Commuter Bikeways Strategic Plan (CBSP), Safe Routes to Schools Plans, Local City Plan, etc.) 1 point per plan (10 points maximum).

_____ pts.

b. Is the project prioritized as part of a multi-jurisdictional collaborative strategy or similar effort? List below. (5 points)

_____ pts.

3 Connectivity, Relationships, and Priority (20 points)

For **bicycle facility** projects, item 3a will be completed by OCTA. Use the box provided in 3b to describe the direct relationship to streets, bicycle facilities, pedestrian facilities, transit systems, employment centers, and activity centers. A Geographic Information Systems (GIS) Shape File, detailed map, and exact location must be provided.

a. Bikeway Priority Index Ranking

The Bikeway Priority Index Ranking (BPIR) generates a score for each project. Points will be assigned by score. 0-99 (0 pts); 100-199 (1 pts); 200-299 (2 pts); 300-399 (3 pts); 400-499 (4 pts); 500-599 (5 pts); 600-699 (6 pts); 700-799 (7 pts); 800-899 (8 pts); 900-999 (9 pts); 1,000 + (10 pts).

_____ pts.

BPIR SCORE _____ (to be filled in by OCTA)

b. List the project's direct relationships to streets, bicycle facilities, pedestrian facilities, transit systems, employment centers and activity centers. Also include additional important information not noted in this application. (10 points maximum).

4 Project Readiness (20 points total)

If item is not complete, mark "N/A" under Document Type and Date Approved/Completed.

a. Is preliminary engineering complete*? (5)

b. Is the signed CEQA documentation complete? (5)

c. Is the signed NEPA documentation complete? (5)

d. Is ROW possession complete? (5)

* Complete PE = 30% or more engineering drawings

Document Type	Date Approved/Completed

_____ pts.

_____ pts.

_____ pts.

_____ pts.

5 Cost-benefit (10 points total)

Fill out the cost-benefit from the Caltrans Active Transportation Program Benefit Cost Tool. Back-up must be provided as part of the applicatoin. Scoring will be ranked once all project applications have been received. A link to the tool can be found here: <http://www.dot.ca.gov/hq/tpp/offices/eab/atp.html>

Projects will be ranked by tiers. Tier 1 (10 points). Tier 2 (8 points). Tier 3 (6 points). Tier 4 (4 points), Tier 5 (2 points), Tier 6 (0 points)

COST _____

Total Points Page 6 _____ pts.

PART THREE: EVALUATION CRITERIA (continued)

WEIGHTED CRITERIA (CONTINUED)

6 Safety Enhancements (15 points maximum)

a. Provide the number of pedestrian and bicycle injuries and fatalities within one mile of the proposed project area in the last five years. Map and details of accidents are required. Transportation Mapping Injury and Mapping System (TIMS), Statewide Integrated Traffic Record System (SWITRS), and/or local law enforcement reports are acceptable databases for supporting documentation. (5 points maximum)

--

_____ pts.

b. Does the project also service pedestrians? Examples include multi-use facilities or Class I Bikeways facilities. If yes, please describe. (5 points maximum)

--

_____ pts.

c. List and describe the improvements that will be made to increase bicycle safety and reduce bicycle related accidents at and around the project area. Eligible improvements include but are not limited to: bicycle boxes, bicycle parking, bicycle detection at signals. (1 point for each safety improvement and amenity - 5 points maximum)

1	
2	
3	
4	
5	

_____ pts.
_____ pts.
_____ pts.
_____ pts.
_____ pts.

7 Public Participation and Agency Support (5 points maximum)

a. Describe the public participation process and dates of public meetings. How did the agency consider comments and responses from meetings when designing the project? (2 points maximum)

--

b. Provide a list of organizations and agencies that have or will provide letters of support for the project. Letters should be attached to the application or may be sent directly to OCTA. (1 point for each public organization or agency letter - 3 points maximum)

List of Supporting Organizations and Agencies	
1	
2	
3	
4	
5	

_____ pts.
_____ pts.
_____ pts.
_____ pts.
_____ pts.

Total Points Page 6 _____ - pts.
Total Points Page 7 _____ pts.
Total Points: _____ pts.

PART FOUR: BCIP AGENCY RESOLUTION

SAMPLE AGENCY RESOLUTION REQUESTING FUNDS FOR APPROVED PROJECT RESOLUTION MUST BE RECEIVED BY OCTA NO LATER THAN THE APRIL 30, 2015.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL/BOARD OF DIRECTORS OF THE CITY/COUNTY OF _____ AUTHORIZING APPLICATION FOR FUNDS FOR THE BICYCLE CORRIDOR IMPROVEMENT PROGRAM FUNDED WITH CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT PROGRAM FUNDING UNDER THE MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY AND FIXING AMERICAS SURFACE TRANSPORTATION FEDERAL TRANSPORTATION ACT FOR (NAME OF PROPOSAL) PROJECT.

WHEREAS, the United State Congress enacted the Moving Ahead for Progress in the 21st Century (MAP-21) Federal Transportation Act on July 6, 2012 and Fixing America's Surface Transportation (FAST) Federal Transportation Act on December 4, 2015, which makes Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds available to the Orange County Transportation Authority (OCTA); and

WHEREAS, OCTA has established the procedures and criteria for reviewing proposals; and

WHEREAS, (ADMINISTERING AGENCY) possesses authority to nominate bicycle projects funded using Congestion Mitigation and Air Quality Improvement Program funding and to finance, acquire, and construct the proposed project; and

WHEREAS, by formal action the (GOVERNING BODY) authorizes the nomination of (NAME OF PROPOSAL), including all understanding and assurances contained therein, and authorizes the person identified as the official representative of the (ADMINISTERING AGENCY) to act in connection with the nomination and to provide such additional information as may be required; and

WHEREAS, the (ADMINISTERING AGENCY) will maintain and operate the property acquired, developed, rehabilitated, or restored for the life of the resultant facility(ies) or activity; and

WHEREAS, with the approval of the California Department of Transportation (Caltrans) and/or OCTA, the (ADMINISTERING AGENCY) or its successors in interest in the property may transfer the responsibility to maintain and operate the property; and

WHEREAS, the (ADMINISTERING AGENCY) will give Caltrans and/or OCTA's representatives access to and the right to examine all records, books, papers or documents related to the bicycle project; and

WHEREAS, the (ADMINISTERING AGENCY) will cause project work to commence within six months following notification from the State or OCTA that funds have been authorized to proceed by the Federal Highway Administration or Federal Transit Administration and that the project will be carried to completion with reasonable diligence; and

WHEREAS, the (ADMINISTERING AGENCY) commits (MATCH DOLLAR VALUE) of (MATCHING FUND SOURCE) and will provide (PERCENT LOCAL AGENCY MATCH) of the total project cost as match to the requested (REQUESTED CMAQ DOLLAR VALUE) in OCTA CMAQ funds for a total project cost estimated to be (TOTAL PROJECT COST).

WHEREAS, the (ADMINISTERING AGENCY) will comply where applicable with provisions of the California Environmental Quality Act, the National Environmental Policy Act, the American with Disabilities Act, Federal Title VI, Buy America provision, and any other federal, state, and/or local laws, rules and/or regulations; and

WHEREAS, the (ADMINISTERING AGENCY)'s (GOVERNING BODY) authorize the execution of any necessary cooperative agreements between the (ADMINISTERING AGENCY) and OCTA to facilitate the delivery of the project; and

PART FOUR: BCIP AGENCY RESOLUTION (continued)

SAMPLE AGENCY RESOLUTION REQUESTING FUNDS FOR APPROVED PROJECT

WHEREAS, (ADMINISTERING AGENCY) will amend the agency Capital Improvement Program (CIP) to include the project if selected for funding; and

NOW, THEREFORE, BE IT RESOLVED that the City/County of _____, hereby authorizes (NAME OF AGENCY REPRESENTATIVE) as the official representative of the (ADMINISTERING AGENCY) to apply for the Congestion Mitigation and Air Quality funding under the Moving Ahead for Progress in the 21st Century Federal Transportation Act and Fixing Americas Surface Transportation Act for (NAME OF PROPOSAL).

BE IT FURTHER RESOLVED, that the City/County of _____ agrees to fund its share of the project costs and any additional costs over the identified programmed amount.

Signed _____ Date _____
Mayor

Printed (Name and Title) _____

Signed _____ Date _____
Clerk Recorder

Printed (Name and Title) _____

PART FIVE: ASSURANCES

This page must be signed in order for the project to be considered for funding.

(APPLICANT AGENCY) possesses legal authority to nominate this bicycle project and to finance, acquire, and construct the proposed project; and by formal action (e.g., a resolution) the Implementing Agency’s governing body authorizes the nomination of the bicycle project, including all understanding and assurances contained therein, and authorizes the person identified as the official representative of the Implementing Agency to act in connection with the nomination and to provide such additional information as may be required.

(APPLICANT AGENCY) will maintain and operate the property acquired, developed, rehabilitated, or restored for the life of the resultant facility(ies) or activity. With the approval of the OCTA, California Department of Transportation, the Implementing Agency or its successors in interest in the property may transfer the responsibility to maintain and operate the property.

(APPLICANT AGENCY) will give the OCTA or California Department of Transportation’s representative access to and the right to examine all records, books, papers, or documents related to the transportation enhancement activity.

(APPLICANT AGENCY) will comply where applicable with provisions of the California Environmental Quality Act, the National Environmental Policy Act, the Americans with Disabilities Act, Buy America provision, the Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation, CTC Guidelines, if applicable, FHWA Congestion Mitigation and Air Quality Guidance, Caltrans Local Assistance Procedures Manual, if applicable, any other federal, state, and/or local laws, rules and/or regulations.

If Congestion Mitigation and Air Quality funds or projects are used for other than the intended purposes as defined by federal or state guidelines, the implementing agency may be required to remit all state and federal funds back to the OCTA.

I certify that the information contained in this Bicycle Corridor Improvement Program application, including required attachments, is accurate and that I have read and understand the important information and agree to the assurances on this form.

Signed _____
(Administering Agency Representative)

Date _____

Printed (Name and Title) _____

Administering Agency _____

PART SIX: COOPERATIVE AGREEMENT CONCURRENCE

This page must be signed in order for the project to be considered for funding.

Project Implementing Agency has reviewed the attached draft Bicycle Corridor Improvement Program cooperative agreement template and has determined that the cooperative agreement is:

Sufficient and meets the expectations of the Project Implementing Agency. No further changes necessary.

Sufficient, with the suggested modifications:

Please list and explain:

Bicycle Corridor Improvement Program cooperative agreement will be finalized and executed between Project Implementing Agency and OCTA if the project is selected for funding.

I certify that the information contained in this Bicycle Corridor Improvement Program application, including required attachments, is accurate and that I have read and understood the important information and agree to the assurances on this form.

Signed _____
(Administering Agency Representative)

Date _____

Printed (Name and Title) _____

Administering Agency _____

CHECK LIST AND EVALUATION CRITERIA

Check list of Application Items (check all items included in this package)

- Application (Part 1 - 3)
- Cover Letter
- Table of Contents
- Unbound, original single sided copy
- 5 Copies
- PART 1 - General Project Information
- PART 2 - Funding
- PART 3 - Evaluation Criteria
- Draft Resolution (PART 4)
- Signed Final Resolution (when available)
- Assurances (PART 5)
- Cooperative Agreement Concurrence (PART 6)
- Environmental Documentation
- Project Site Photos
- Design / Concept Drawing
- Project Maps
 - GIS Map and Shape File
 - Project Site Maps
- Right of Way
 - Right of Way Map
 - Right of Way Certification (if applicable)
- Caltrans Active Transportation Program Cost Benefit Analysis Tool
- TIMS, SWITRS, or Other Injury/Fatalities Map and Data
- Air Quality Calculations

Evaluation Criteria and Point Distribution

Weighted Criteria	Points	Percentage
Matching Funds	15	15%
Coordination	15	15%
Connectivity, Relationships and Priority	20	20%
Project Readiness	20	20%
Cost Benefit	10	10%
Safety Enhancements	15	15%
Public Participation and Agency Support	5	5%
Total	100	100%

Pass/Fail Criteria

- State and Federal Compliance
 - Financial Viability
 - Air Quality
-

Bicycle Corridor Improvement Program 2016 Call for Projects Summary of Changes

The The Bicycle Corridor Improvement Program (BCIP) 2016 Call for Projects (call) includes changes to the guidelines and procedures (Guidelines) and application. Changes include alignment of questions and data sources with the California Active Transportation Program (ATP), and reformatting the guidelines and application for consistency. Details of the changes are provided below.

Guidelines Changes

Major changes from the BCIP 2014 Application Guidelines to the BCIP 2016 Guidelines are summarized below.

- The BCIP 2016 Guidelines have been reformatted to provide better organization and flow.
- Clarify minimum and maximum grant value. Each BCIP grant will be a minimum of \$100,000 in Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds per phase of work. The project submittal maximum is limited to \$3 million in total CMAQ funds.
- Update eligible phases of work to include environmental, preliminary engineering, and final design. Project applications will be separated into two separate Tiers. Tier 1 projects include final design, right-of-way, and construction phases. Tier 2 projects include environmental and preliminary engineering. Priority will be given to Tier 1 projects. Should the Tier 1 projects not exhaust the funds, up to \$1 million of the remaining funds may be awarded to Tier 2 project.
- The dates in the implementation timeline have been changed to reflect the BCIP 2016 call.
- The BCIP 2016 call is funded only with federal CMAQ funds. The Transportation Alternatives Program funds administered by the state through the California ATP and Federal Transit Administration funds are not included in the BCIP 2016 call, consistent with the Capital Programming Guidelines.
- A list of BCIP-eligible projects is provided. Examples of eligible projects include, but are not limited to the following:
 - New bicycle (Class I, Class II, Class III) or multi-use facilities
 - Bicycle boulevard and sharrows
 - Bicycle racks, lockers, and parking
 - Bicycle crossings and associated traffic control devices necessary for the function of the bicycle facility, consistent with CMAQ requirements
 - Improvements on existing bicycle facilities
 - Pedestrian improvements when constructed with bicycle facilities

- The BCIP 2016 Guidelines clarify that capital construction projects must be constructed on public right-of-way (ROW) or include a lease agreement with a minimum of 20 years from the property owner. License agreements are not valid.
- In the 2014 BCIP call, cost-effectiveness for bicycle facility projects was measured by analyzing the total of direct expenditures and the total project length.

In the BCIP 2016 call, cost-effectiveness will be measured using the California Department of Transportation (Caltrans) ATP Cost Benefit Analysis Tool at: <http://www.dot.ca.gov/hq/tpp/offices/eab/atp.html>. Projects will be tiered and scored by the cost-effectiveness score provided by the Caltrans tool.

- In the BCIP 2016 call, additional data will be required for measuring increase in bicycle safety. Agencies are required to provide a map and data of injuries and fatalities within one mile of the project area. The Transportation Injury Mapping System, Statewide Integrated Traffic Records System, or local law enforcement systems are acceptable databases for supporting documentation. The use of the data better aligns with the California ATP, allowing interchangeability of data.
- Additional exhibits are required in the BCIP 2016 call including:
 - ROW map
 - ROW Lease Agreement or Purchase Agreement (if applicable)
 - Caltrans ATP Cost Benefit Analysis Tool – Complete Microsoft file must be included on compact disk. <http://www.dot.ca.gov/hq/tpp/offices/eab/atp.html>
 - Bicycle and Pedestrians Injuries and Fatalities Map and Data
- In the BCIP 2016 call, projects that are committed Transportation Control Measures and are cancelled will require substitution of a similar project that provides the same benefits at the expense of the local agency.
- In the BCIP 2016 call, the allowance for consideration of time extension is added on a case-by-case basis and contingent on the Orange County Transportation Authority Board of Directors approval. An agency may request a standard one-year time extensions and scope changes in letter format. Extension requests beyond the standard one-year delay will be considered for projects with significant issues and may be granted on a case-by-case basis. All request must include an explanation of the issues and actions the agency has taken to correct the issues.

Application Changes

Application was revised to align with California ATP questions. Doing so will allow transfer of information between applications. A summary of the changes, by page, are listed below.

- The BCIP 2016 application has been reformatted to provide better organization and flow, consistent with the Guidelines.
- Restructure point scale and priorities for the following questions
 - Increase Question 2 “Coordination” from ten points to 15 points.
 - Decrease Question 3 “Connectivity, Relationships, and Priority” from 23 points to 20 points.

- Revise point scale on Question 3 “Connectivity, Relationships, and Priority” to create more tiers.
- Decrease Question 5 “Cost-Benefit” from 12 to 10 points.
- Revise Question 6 “Safety Enhancements and Amenities”. Change to “Safety Enhancements”. Include pedestrian element as a separate question and increase from one point to five points.
- Update Page 1 through 3 to include environmental, preliminary engineering, and final design. Add Tier 1 and Tier 2 project types.
- Update language on resolution and include the federal Fixing Americas Surface Transportation Act.

**Bicycle Corridor Improvement Program 2016 Call for Projects
 Technical Steering Committee and Technical Advisory Committee Comments**

The Bicycle Corridor Improvement Program (BCIP) 2016 draft guidelines and application were presented to the Technical Steering Committee (TSC) on January 13, 2016 and to the Technical Advisory Committee (TAC) on January 27, 2016. The following is a summary of comments received from the TSC and TAC. Orange County Transportation Authority (OCTA) staff comments are listed after each TSC and TAC comment.

Comment	Guidelines Page 2, 3	The BCIP 2016 call for projects should fund environmental and preliminary engineering. The Technical Advisory Committee deferred to staff to include environmental and preliminary engineering components in 2016 BCIP.
Response		Update eligible phases of work to include environmental, preliminary engineering. Project applications will be separated into two separate Tiers. Tier 1 projects include final design, right-of-way, and construction phases. Tier 2 projects include environmental and preliminary engineering. Priority will be given to Tier 1 projects. Should the Tier 1 projects not exhaust the funds, up to \$1 million of the remaining funds may be awarded to Tier 2 project.

Comment	Guidelines Page 2, 3	The BCIP 2016 call for projects should fund design for larger projects.
Response		Design phase has been added with a minimum request of \$100,000 in Congestion Mitigation and Air Quality Improvement Program funds.

Comment	Guidelines Page 5, 11	The Bicycle Priority Index Ranking (BPIR) may or may not reflect the actual or potential use of the bicycle facilities. In some cases a cyclist may go out of their way to use a bikeway that connects to a regional bikeway. An example is the Santa Ana River trail.
Response		The BPIR includes Bicycle to Work data (provided by the United States Census) and proximity to the existing bicycle network to analyze factors that may attract or discourage potential bicycle usage. Predicted usage is an included metric to the California Department of Transportation (Caltrans) Active Transportation Program benefit cost tool, which uses existing methodology to forecast potential usage. Applicants may include qualitative information in question 3b that may not be captured in question 3a.

Comment	Guidelines Page 7, 8	Many agencies will not submit authorizations to proceed prior to the execution of the cooperative agreements. Typically the cooperative agreements take several months to process.
Response		Additional language has been added to the draft guidelines: Once projects are programmed in the Federal Transportation

		Improvement Program, the agency may proceed with the Authorization to Proceed (E-76 request).
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Comment	Guidelines Page 7, 8	Re-evaluate the preliminary environmental study (PES) deadline of November 1. The environmental on the projects may require additional studies which could delay the final approval of the PES.
Response		Revised the guidelines to show the November 1 PES date as a submittal target. The local agencies should submit PES forms by November 1 of the fiscal year in which the funding for the project is programmed.

Comment	Guidelines Page 8	Clarification of the agency invoice submittal deadlines as required by Caltrans.
Response		Clarification has been included in the guidelines to state that invoices are required every six months.

Comment	Guidelines Page 8	Contract award deadline in the staff report is not consistent with the contract award deadline in the guidelines.
Response		The staff report for the Technical Advisory Committee has been corrected to reflect nine months, consistent with the draft guidelines.



Technical Steering Committee

February 24, 2016



Bicycle Corridor Improvement Program

January 2016 Technical Steering Committee



2016 Call for Projects

Draft Guidelines and Application

TAC Request

- January 27, 2016 – Technical Advisory Committee (TAC) requested addition of environmental and preliminary engineering.
- TAC deferred to staff to include environmental and preliminary engineering with priority to final design, right-of-way, and construction phases.



3

Guidelines Changes

- Tier 1 – Final Design, Right-of-Way, Construction
- Tier 2 – Environmental and Preliminary Engineering.
- Tier 1 projects will receive priority.
- If Tier 1 does not exhaust funds, up to \$1 million of the funding will be awarded to Tier 2 projects.



4

Application Changes

- One application.
- Tier 1 and Tier 2 will be evaluated at the same time.
- Tier 1 and Tier 2 funding requests will be separated for during approval.
- Agencies will have the opportunity to withdrawal project before OCTA Board of Directors approval.



5

Estimated Schedule

Technical Advisory Committee Approval	February 24, 2016
OCTA Board of Directors Approval and Release of Call	March 14, 2016
BCIP Application Deadline	May 9, 2016
BCIP Advisory Panel Review	May through July 2016
OCTA Board Approval of Projects	August 2016



6

Review Panel Volunteers

- Two members from the Technical Advisory Committee
- One member from the Bicycle and Pedestrian Sub-Committee
- One OCTA Staff
- One member from Caltrans or the South Coast Air Quality Management District



7

Contact Information

- Louis Zhao
 - Senior Transportation Funding Analyst
 - (714) 560-5494
 - lzhao@octa.net



8



February 10, 2016

To: Technical Steering Committee
From: Orange County Transportation Authority Staff
Subject: Comprehensive Transportation Funding Programs - 2016 Call for Projects Policy Issues

Overview

The Orange County Transportation Authority issued the 2016 annual Measure M2 Regional Capacity Program and Regional Traffic Signal Synchronization Program call for projects in August 2015. This call for projects made available approximately \$50 million in grant funding for streets and roads projects countywide. A list of policy issues related to the project applications received during the call is presented for discussion and action.

Recommendation

A. Provide direction to the staff on policy issues discussed in the report.

Background

The Regional Capacity Program (RCP), Project O, is the Measure M2 (M2) funding program through which the Orange County Transportation Authority (OCTA) supports streets and roads capital projects. The Regional Traffic Signal Synchronization Program (RTSSP), Project P, is the M2 program which provides funding for multi-jurisdictional signal synchronization projects. Both programs are included in the Comprehensive Transportation Funding Programs (CTFP). The CTFP allocates funds through a competitive call based on a common set of guidelines and scoring criteria approved by the OCTA Board of Directors (Board). The CTFP may include state and federal sources, as well.

On August 10, 2015, the Board authorized staff to issue a call for projects (call) making available approximately \$38 million in RCP funding and \$12 million in RTSSP funding.

Discussion

On October 23, 2015, OCTA received 27 applications requesting \$80 million in RCP funding and 13 applications requesting \$15.5 million in RTSSP funding. Applications were reviewed for eligibility, consistency, and adherence to guidelines and program objectives. Staff worked with the local agencies to

address technical issues related to excess right of way, construction unit costs, and project scopes.

During this funding cycle, several technical and policy issues have arisen that may benefit input from the Technical Steering Committee prior to final project prioritization and funding recommendations. These policy issues include:

- Fast Track Programming
- Intersection Capacity Enhancement Projects with Future Assumptions
- Alternative Level of Service Methodology
- Appropriate program component (ACE, ICE, or FAST)
- Bifurcation of “corridor” Projects and M2 Participation in excess Right of Way (ROW)

Fast Track Programming

Jamboree Road (600' north of Main to Barranca)

During development of the M2 CTFP guidelines, policy and project selection details were presented, discussed and approved. An important feature of M2 is the sequential phase programming approach established at the outset of the program. Under M1, any applicant could request funding for specific phases or a project in its entirety. As a result, any delay in one phase of a project would lead to delays in approved funding for subsequent phases. As a result significant programming capacity was unavailable for projects that might be ready for implementation.

The sequential funding policy developed under M2 requires that the Planning phase, inclusive of environmental and engineering activities, be initiated before Implementation funding (ROW and/or construction) could be programmed. Annual calls for projects enable most projects to compete for Implementation funding with minimal impact on a project’s anticipated schedule.

A fast track option was developed for projects that were not complex and where returning in a subsequent call would unreasonably extend the delivery schedule. This option is appropriate for projects with minimal design, no ROW, and construction expected to begin prior to the next call for projects. In addition, applicants must demonstrate a negative impact on the project, demonstrate the need for policy variance and waive the ability to request a delay (page 2-1 through 2-2, 2016 CTFP Guidelines). The waiver is a critical component to demonstrating that the project is “ready to go”. The fast track option is not intended to enable an applicant to tie up funding and avoid having to go through a subsequent administrative grant process.

Each year, OCTA receives and supports fast track requests that demonstrate consistency with the program. For those projects that were complex or that had construction lead times extending beyond the next call, applicants have been willing to reduce their funding request to address planning needs with the understating that they could come back and apply for Implementation phase when the project had sufficiently matured.

The City of Irvine (City) has requested the ability to receive Measure M2 funds for engineering, right of way and construction under the fast track option for the Jamboree Road (600' north of Main to Barranca) widening project. At the time of application, environmental/engineering had not yet begun. In city's application, right of way phase is comprised of 13 partial takes with temporary construction easements (TCEs). Utility prior rights have not yet been determined and construction is proposed to begin in October 2018 with a June 2020 completion timeframe. The project is approximately one mile in length and is requesting approximately \$9 million in Measure M2 funds.

Based on the schedule identified in City's project application, OCTA recommends consideration of engineering only funding at this time with implementation funding to be considered through a subsequent call. Adherence to established programming policies will still allow the project to proceed without the risk of delaying construction.

Intersection Capacity Enhancement Projects with Future Assumptions

Sand Canyon at Marine Way

City of Irvine (City) has submitted a project application for the realignment of Sand Canyon at Marine Way Intersection. In the application, City is proposing what appears to be a new intersection adjacent to NB I-5/OCTA Maintenance Yard driveway. During OCTA's conversations with the City staff, they indicated that the application is for a new intersection and that the existing Sand Canyon/Marine Way intersection will be abandoned. As an existing intersection, the current location and the NB ramp intersection would be evaluated together using existing traffic volumes plus ambient growth to opening year. Intersection Capacity Enhancement (ICE) Program is designed to relieve congestion and help improve street operations. The current guidelines are not designed to build new intersections.

In addition, the application relies on the assumption that future development and the contiguous arterial segment to the east is in place as a two-lane facility and that the proposed new intersection location should be evaluated as a realignment of an existing intersection. It should be noted that, CTFP guidelines also require projects to complete the planning phase before an agency requests funding for implementation phase. City is requesting \$9.7 million in right-of-way

funds, however OCTA staff have not been able to receive the project level environmental document and final design for the proposed project.

Alternative Level of Service Methodology

Under the RCP, CTFP guidelines use the existing congestion and measurable improvement as a significant criterion to score and rank proposed projects. Proposed projects must meet a minimum existing or projected levels of service (LOS) of D (.81 v/c) “without project” condition to qualify for priority funding consideration.

ACE project applications use MPAH daily capacity assumptions and ICE applications use peak hour intersection capacity utilization (ICU) calculations as uniform methods. Use of alternative approaches is permitted under the CTFP guidelines where traditional methods cannot capture congestion statistics in a fair and equitable way. During this call for projects, several applications have included a request for special consideration using alternative methodologies. Details and recommendations are presented below.

Red Hill Avenue Widening (Dyer/Barranca to Edinger)

City of Tustin has requested consideration of an alternative approach to evaluating congestion on Red Hill Avenue. The alternative approach relies upon the conversion of peak hour volume for a portion of the project limits. This peak hour volume is then extrapolated into an ADT value. This approach results in an adjusted ADT for the northbound direction of 23,597 compared to the actual existing counts (plus 1% growth to opening year) of 18,660. The use of the higher ADT value does not appear to provide a more accurate representation of the daily arterial LOS conditions. Based upon the data available, an opening year LOS of .66 improving to .57 “with project” is the actual LOS whereas an LOS of .84 would result if the alternative methodology were approved.

El Camino Real/Jamboree Road Modification

City of Tustin has requested consideration of an alternative approach to evaluate congestion and proposed project benefits for their El Camino Real/Jamboree ICE application. The proposed approach relies on a conversion of eastbound through lane (EBT) seconds of delay into an “ICU equivalent” for the intersection.

Newport Avenue and SR-55 Ramps/Del Amo

City of Tustin has requested consideration of an alternative approach to evaluate congestion and proposed project benefits for their Newport Avenue and SR-55 Ramps/Del Amo ICE application. The proposed approach relies on a conversion of southbound through lane (SBT) seconds of delay into an “ICU equivalent” for the intersection.

OCTA is requesting that City presents their alternative methodology for three projects identified above to the TSC for discussion and further consideration as an acceptable alternative methodology for CTFP projects.

Bifurcation of “Corridor” Projects and M2 Participation in Excess Right-of-Way

During development of M2 CTFP guidelines, the Technical Steering Committee (TSC) and Technical Advisory Committee (TAC) discussed a corridor project approach versus the traditional segment approach historically used in CTFP programs. One concern was the potential for larger corridor projects to receive a substantial portion of available funds rather than enable a variety of projects to be delivered. Although project funding caps were discussed numerous times, ultimately, the guidelines did not consider a funding cap but did include consideration for “additional” points if an applicant split their project into separate ICE and ACE projects. This approach awards 5 points to the ICE project for coordination with another project. Under this application strategy, both projects can benefit from higher cost/benefit ratios and may also benefit from higher ADT points within the ICE category.

The decision to bifurcate a project into meaningful segments is generally left to the applicant. To date, no project has been asked to segregate their project. However, during this call for projects, there is one application that appears to be an appropriate candidate.

Warner (Main to Oak)

The City of Santa Ana has applied for ACE funding for the Warner (Main to Oak) widening project. More than half of the \$17 million requested for ROW phase is needed for full take acquisitions within 300 feet of the Warner/Main intersection. As a result, the selection criteria used for mid-block widening has a disproportionate benefit that accrues to the intersection. A separate ICE application is appropriate to isolate the benefits of the proposed improvements and ROW acquisition needs. In prior projects of a similar nature and ROW intensity at the intersections, the applicant has received intersection funding and then combined that with mid-block improvements to complete the corridor.

OCTA staff have met with the applicant and recommended segregation of the intersection elements into a separate in the next call for projects. Once separated, the intersection benefits can be assessed using the established criteria.

Next Steps

The OCTA staff will take the TSC recommendations and proceed with project scoring and bring back the project recommendations to the Special TSC Committee and to the TAC for their consideration.

Summary

Policy issues pertaining to the 2016 Comprehensive Transportation Funding Programs Call for projects have been identified by the staff. Staff is seeking Technical Steering Committee approval of the policy recommendations, as presented.