



2014 OCTA Environmental Cleanup Program Tier 1 Call for Projects

Frequently Asked Questions

I. Eligibility

What does OCTA consider a mandated BMP?

The Environmental Cleanup Program (ECP) is intended to augment, not replace existing jurisdiction's required water quality expenditures. Per the Tier 1 Call for Projects, a mandated BMP is a requirement that has been specified by a regulatory body. Only projects that go beyond what is required by regulatory requirements will be considered for funding.

What is meant by erosion and sediment control activities during construction will not be eligible for funding?

Temporary, short-term construction related BMPs, such as silt fence, gravel bags, and erosion control blankets are not eligible for funding.

Do cities have to commit to a certain frequency of maintenance to be eligible?

Eligible agencies do not have to commit to a certain frequency of maintenance to receive funding, however; an Operations and Maintenance Plan is required to ensure that the highest efficiency of the proposed BMP(s) is maintained. There is an expectation that the funding applicant also commit to maintaining the BMPs.

Are projects limited to only major arterial streets or can they include side streets/residential areas?

The Tier 1 Grant Program does include arterial streets, public roads, and private streets as long as the storm water drains into a municipal separate storm sewer systems (MS4s). All proposed projects must meet the transportation pollution nexus definition on page 12-1 of the Comprehensive Transportation Funding Programs Funding Guidelines, where it states "transportation-related activities are associated with the operation, construction, and maintenance of public roads, highways, and other ground transportation systems."

When do improvements need to start undergoing construction to qualify?

Funded projects must award a construction contract by June 30, 2015.

Could M2 funding be awarded in conjunction with a utility project or road improvement/CIP projects?

M2 funding related to this Call for Projects can be awarded to a component of a larger project with the exception of the following a) if it is eligible under another M2 Comprehensive Transportation Funding Programs (CTFP) or b) if the storm water pollution mitigation measure is part of a regulatory requirement.

What types of projects are eligible for funding under the Tier 1 Grant Program?

Funding is available for equipment purchases and installation to existing catch basins and related best management practices (BMPs) such as screens, filters, inserts, and other “street scale” low flow diversion devices. Street scale low flow diversion devices is a general category that can include, but is not limited to; bioretention units, hydrodynamic separators, trash booms, end of the pipe netting systems, etc. It is recommended that any proposed project that is within the “street scale” low flow diversion category be further discussed with OCTA staff before completing the proposal. Reducing volume of surface flows is a factor of improving water quality. Projects that have water-saving features (i.e., drip systems) are eligible for funding consideration. Also eligible are small scale bio retention/detention basins which capture and subsequently remove pollutants and sedimentation from storm water runoff.

What types of projects are ineligible for funding under the Tier 1 Grant Program?

Projects which do not address water quality improvement are not eligible for funding under this program. Projects which include only landscaping installation and/or replacement are not eligible for funding consideration. Projects related to regular, ongoing street maintenance efforts, including, but not limited to trash receptacles, vacuum trucks and/or equipment, street sweeper and signage are not eligible for funding.

II. Joint-Applications

Can Caltrans be a partner with a lead agency?

Third parties, such as Caltrans cannot act as the lead agency for a proposed project, however; these agencies can jointly apply with an Orange County city and/or the County of Orange with a submission of draft resolution of support and a preliminary agreement. If awarded M2 funding as part of a joint-application, the lead agency will need to submit the final resolution of support and joint agreement before funding is disbursed.

III. Funding

Is there a minimum funding request for the Tier 1 Grant Program?

There is no minimum funding request required.

How much funding will be allocated per call?

A total of up to \$19.5 million is available for the Tier 1 Grant Program over a seven-year window from fiscal year (FY) 2011-12 through FY 2017-18 with approximately \$2.8 million available per call.

Is this call for projects going to be similar to other OCTA grant programs when applying for funds?

The Tier 1 Grant Program is part of OCTA's CTFP. A procedures manual, referred to as the CTFP Guidelines, has been drafted to apply for funding of transportation projects through a simplified and consistent process. Each program has a specific objective, funding source, and a set of selection criteria detailed in separate chapters contained within the manual, however if not specifically stated, share the same reimbursement, reporting, and auditing requirements. The CTFP Guidelines are included within OCTA's dedicated Tier 1 Call for Projects webpage (www.octa.net/ECPcall).

How will the funding be allocated if partnering with other cities?

If a joint application among agencies and/or third party entities is submitted, a preliminary agreement must be provided as part of the application. If awarded M2 funding, joint agreements are to be signed by all parties prior to issuance of the notice to proceed and release any funds. OCTA will release M2 funds directly and through the lead agency, where the distribution of the funds among the agencies will occur as defined by their joint agreement.

Is the maximum grant amount that an awarded project can receive \$200,000 or is it \$150,000 due to the minimum 25% matching fund requirement?

The total amount is \$200,000 per awarded project. Accordingly, the total project cost could be \$266,667, inclusive of the 25% matching fund at \$66,667. In addition, matching funds will be required to be reported in the annual 'M2 Expenditure Report' which can be found in the Renewed Measure M – Eligibility Guidelines Appendix G.

How long after awarding funds is a reasonable time to allow for finalizing grant contract documentation with OCTA and starting actual work?

OCTA will have a draft Letter Agreement completed before awarding of the proposed project. If awarded M2 funding, the eligible agency will need to sign OCTA's Letter Agreement and submit the approved M2 funding resolution and signed joint-application agreement (if applicable), and information within the initial payment section on page 10-4 of the CTFP funding guidelines. When the foregoing information is submitted it takes approximately 30 days for OCTA to reimburse the awarded agency. If the matching fund is through in-kind services (i.e., for 10 years), the awarded agency will receive the final reimbursement (25%) after the final report is submitted, however; the in-kind services will need to be reported annually as part of the M2 Expenditure Report for the length that the in-kind services are shown.

IV. Matching Funds

If requesting funding for the catch basin inserts, what period of time should the in-kind services contribution be applied?

The in-kind contributions can be based on the projected design life of the equipment or up to a maximum of ten years.

Can an applicant estimate a small percentage as administration costs in lieu of estimating salaries and benefits for in-kind services?

The estimated in-kind services by the applicant need to be clearly defined. For example, the number of hours associated with the work to support the project needs to be shown, along with the staff hourly wage, including benefits.

We were told that O&M costs can also be used as match. Assuming the 10-year lifetime, as warranted, should we include the estimated O&M costs in the total project?

The in-kind service for O&M can be shown in Part Three, Funding, of the application under the "Match Sources" category, however, it needs to be itemized on an annual basis. For example, the O&M in-kind services can be shown by the following:

Year One	# of hours	\$ Staff Hourly Wage/Benefit	subtotal
<u>Inspections</u>			
September	2	\$65	\$130
January	2	\$65	\$130
April	2	\$65	\$130
		Total	\$390
<u>Cleaning</u>			
September	4	\$75	\$300
April	4	\$75	\$300
		Total	\$600
Year Two			
Year Ten			

Grand Total \$XYZ

How are in-kind services are calculated?

This can be simply stated as: "The Public Work Inspector I position is paid \$50/hour with benefits at 30% of his/hourly wage for total of \$65/hour". In addition, OCTA needs documents provided to support the hourly wage, benefits, etc.

Operations and maintenance costs can be used as local match up to 10 years. At what point would the project be considered "complete" for purposes of preparing the Final Report and getting final payment?

The project will be deemed complete when the devices have been installed and are operable. OCTA will disburse the final payment, which is 25 percent of the eligible funds, after it approves the final report. A final report must be filed within 180 days of the project being completed with information as shown in Form 10-16 of the CTFP Funding Guidelines.

It appears that OCTA reimburses expenditure for the "Measure M Funded By" signs' fabrication, installation and removal, above and beyond the project. If I'm doing catch basin screens at 150 locations, and installation only takes a few hours at each site, how would the signage issue be handled? Are signs required for Tier 1?

Signs are not required for Tier 1 projects.

We have a maintenance contract with a vendor to clean and maintain the catch basin inserts four times a year. If awarded M2 funding for installing additional catch basin inserts, can these inserts be eligible for in-kind services as a match or is it restricted to City employee hours?

In-kind services are not restricted for work performed City employees. Outsourcing to clean and maintain the M2 funded catch basin inserts are eligible as match for in-kind services.

What is the minimum Total Project Cost needed to receive the maximum funding amount of \$200,000 per project for the Tier 1 Grant Program? How this is calculated given a minimum 25% match?

Total Funding Request = \$200,000

Total Project Cost = \$200,000/.75

Total Project Cost = \$266,667

Match Amount = \$66,667

V. Proposal Submittals

Does the Tier 1 Grant Program Resolution need to be finalized before the proposal is submitted?

A draft resolution requesting M2 funding for a proposed project is required as part of the application. If an eligible agency is awarded M2 funding, a finalized resolution needs to be submitted before the OCTA Board of Directors approves funding is. The eligible agency may choose to have a resolution approved which requests and accepts funding to expedite the process and avoid going back to the approving body multiple times.

Does an eligible agency need to utilize the exact wording within the resolution?

No. The sample resolution is provided as a sample and as such, an eligible agency can utilize this sample, parts of the sample resolution, or create their own resolution for requesting M2 funding.

Some applicants may already have a list of projects. Should we submit the whole list or wait until the next call?

It is recommended that eligible agencies submit their complete listing of proposed projects with a ranking of priority for funding. The maximum amount that an eligible agency can receive in a funding period is \$500,000.

How is the design life of the products calculated?

The design life of the product can be based on the manufacturer's warranty of the equipment or information that can be provided (i.e., study) and adequately supported.

What level of PS&E is needed to be submitted for the catch basin screens? Will standard manufacturer details suffice, or are site-by-site plans required?

The Plans, Specifications & Estimates information should be sufficient in details to address the proposal description, design, engineering, siting, operational, and maintenance. Examples on the PS&E information are shown through the County/Vendor's Equipment Design and Specifications Report on OCTA's webpage. If the proposed devices do not differ, site-by-site plans are not needed, however; the specific locations where the devices will be installed need to be shown.

VI. Bonus Points

With regard to the bonus points assigned for the proposal evaluation criteria, can all structural BMPs that have been previously implemented within a city be listed?

Yes, provided that sufficient information is submitted, such as type of device and pollutant mitigation, capital cost, O&M cost, annual pollutant mitigation, location, etc. Projects/BMPs funded with Tier 1 M2 ECAC funds should not be included. This bonus questions refers to similar BMPs within the jurisdiction's boundaries.

With regard to bonus points related to the matching funds (i.e. overmatch), can operations and maintenance be included?

A minimum local match of twenty-five (25) percent is required and can be met through salaries and benefits for employees who work directly on the project, such as O&M of the proposed project. Proposals that exceed the twenty-five (25) percent minimum funding match will be given an additional 0.5 points for every five (5) percent over the minimum match (up to 5 bonus points). Matching funds for in-kind services, such as operation and maintenance, are not eligible for these bonus points. To receive up to 5 bonus points, only cash contribution and/or funding from outside sources, such as water quality improvement and/or other grants administered by state and federal agencies, may be utilized.