



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 the 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 (calls).

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 p.m. See page nine 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 covers Fiscal Year (FY) 2016-17 through 2017-18, and is funded using ten 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 (ROW) 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, ROW acquisition, or capital improvements. Maintenance and/or rehabilitation work is not an eligible expenditure, nor are capital projects with a life of less than five years or one-time temporary improvements. If the project is a Class I facility, a 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 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 three 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 the summary of point distribution in the BCIP grant application.)

- A. **State and Federal Compliance.** Projects must comply with CMAQ, National Environmental Policy Act (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. 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 NEPA and California Environmental Quality Act (CEQA) requirements, and ROW certification. NEPA, CEQA, and the ROW certification must be completed before the Authorization to Proceed (E-76) request for construction will be approved. Secondary projects include projects applications for ROW 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, Statewide Integrated Traffic Records System, 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 June 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. ROW map
- G. ROW Lease Agreement or Purchase Agreement (if applicable)
- H. Caltrans Active Transportation Program Cost Benefit Analysis Tool – Complete Microsoft file must be included on a 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: Parts 1 through 6 may not exceed 30 pages. All pages must be numbered and printed on 8-1/2 x 11 inch sheets of white paper. Maps and drawings can be included on 11 x 17 inch sheets, and 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 p.m. on Monday, May 9, 2016. OCTA is seeking applications for projects that can begin environmental, preliminary engineering, final design, ROW 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 for approval in August 2016.

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

| | |
|---|-----------------------------|
| Call Open | March 14, 2016 |
| Call 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 Approval of Projects | August 8, 2016 |

PROVISIONS OF USE

CMAQ

The BCIP and this call 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:

- Projects 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 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 1st of the program FY. Agencies should target the November 1st date or risks losing project funding.
- Obtain NEPA and CEQA approval prior to January 1st of the program FY.
- Air quality analysis must be submitted as part of the application and to Caltrans.
- The E-76 request must be submitted to Caltrans District 12 and copied to OCTA by February 1st of the program FY.
- Once E-76 is approved the agency has nine 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 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 the MAP-21 Performance Measure.)
- If ROW is funded, the agency must award a construction contract by the tenth FY following the year of the ROW authorization to proceed or risk returning the funds to FHWA.

TIMELY USE OF FUNDS

BCIP projects funded through FHWA must be obligated by May 1st of the program FY. If OCTA has not received proof of submittal of the E-76 to Caltrans by February 1st of the program FY, 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 ROW and/or construction within the tenth FY in which the funds are authorized or risk repayment of federal funds to FHWA.

Projects that are committed Transportation Control Measures in the FTIP 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 extensions 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 extension 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 p.m.. 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

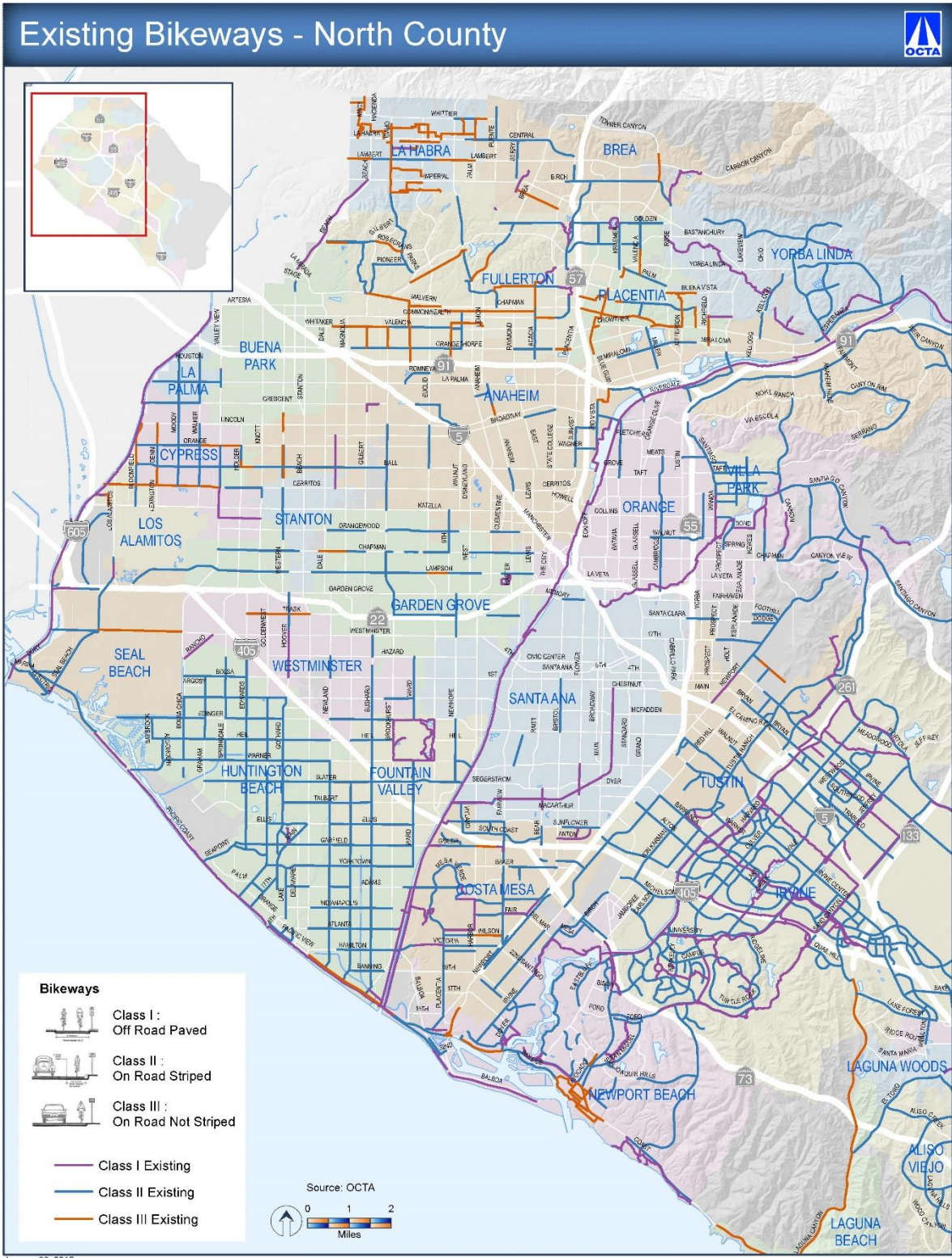
Tel: (714) 560-5494

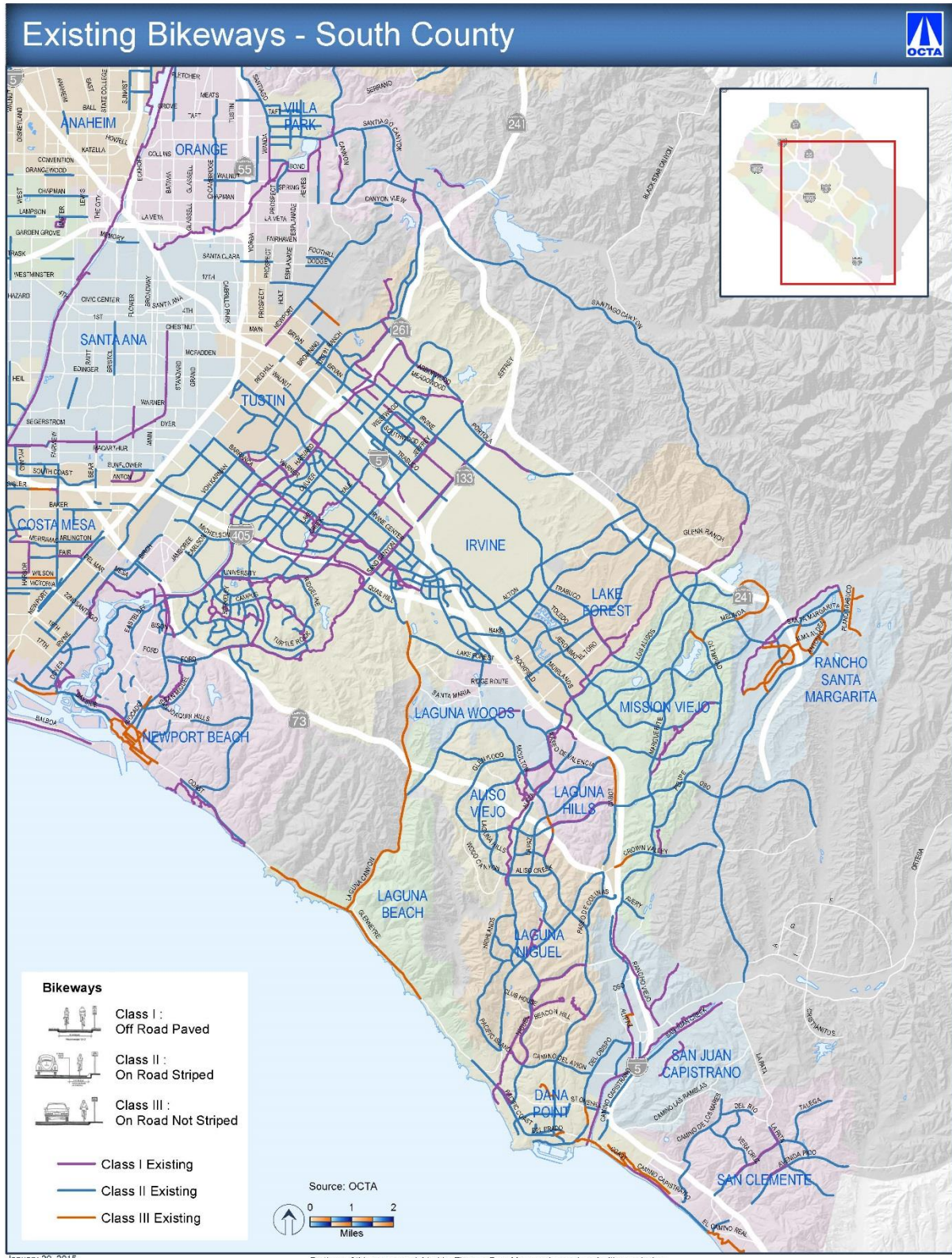
Fax: (714) 560-5794

Drop Off:

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

APPENDIX 1: EXISTING BIKEWAYS MAP





APPENDIX 2: BIKEWAYS PRIORITY INDEX RANKING CRITERIA

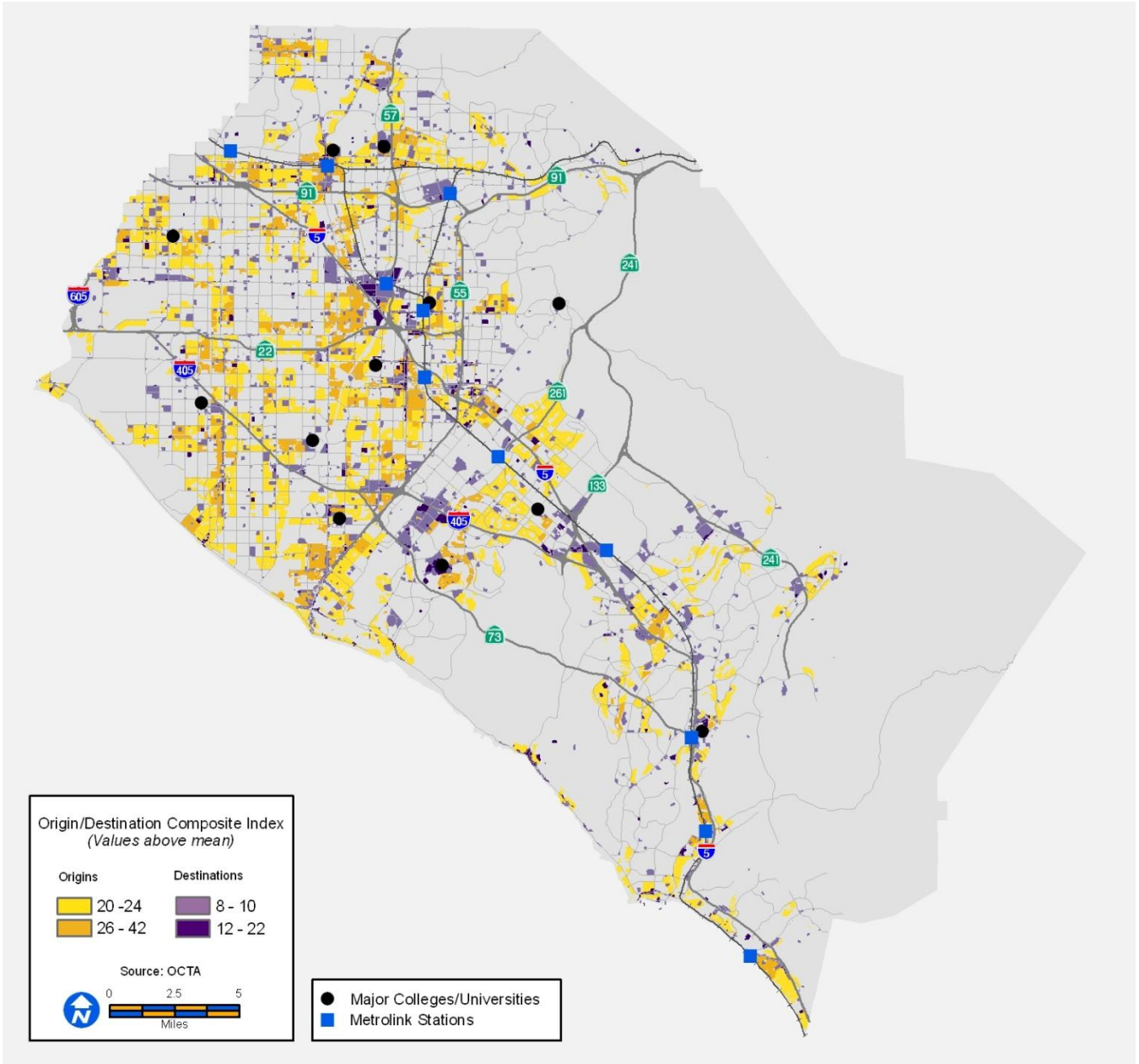
The following is a list of criteria used to evaluate projects in the Bikeways Priority Index Ranking (BPIR). The BPIR sums criteria from origins and destinations. Origins include major residential areas with high population or high density. Destinations include major areas of employment and activity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

ORIGINS

| FACTOR | MAX VALUE |
|---|-----------|
| Population Density (Base) | 10 |
| Population Growth (2035) | 8 |
| Population Density Less Than 18 Years Old (United States Census American Community Survey [ACS]) | 8 |
| Land-Use Mix | 8 |
| Bicycle to Work (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.