



# 2019 BCIP Call for Projects Electronic Application Instructions

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SEPTEMBER 2018

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ORANGE COUNTY TRANSPORTATION AUTHORITY



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## Introduction

The 2019 Bicycle Corridor Improvement Program (BCIP) Call for Projects (call) is funded using Federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds authorized under the Fixing America's Surface Transportation (FAST) Act. The CMAQ program provides funding through annual appropriations to Orange County to be used for transportation-related projects that reduce traffic 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 May 8, 2017, the Board of Directors (Board) adopted the Capital Programming Guidelines which includes a ten percent set aside of CMAQ funds for bicycle and pedestrian projects through competitive calls for projects (calls).

The application submittal must include the following:

- One unbound original paper copy in 8 ½ x 11. Parts 1 through 4 must be no more than 20 pages long. Exhibits are not limited in size.
- One electronic copy submitted online.

**This guide is intended for use with *electronic application submittals*. Please refer to the 2019 Bicycle Corridor Improvement Program Call for Projects Guidelines and Procedures for complete instructions related to the program.**

Attachment templates for use with paper copy submittals are available on the OCTA BCIP Call for Projects Webpage: <http://www.octa.net/Projects-and-Programs/Plans-and-Studies/Funding-Programs/Call-for-Projects/BCIP-Call-For-Projects/>

**NOTICE:** Applications are due **Thursday, November 15<sup>th</sup>, 2018 by 4:00 p.m.**  
User editing access will be disabled at this time and no further submittals will be accepted.

Completed applications and questions regarding these procedures and criteria should be directed to Louis Zhao at (714) 560-5494.

Paper copies should be mailed or dropped off:

### Mail:

Louis Zhao  
Section Manager, Discretionary Funding Programs  
Orange County Transportation Authority  
550 S. Main Street  
Orange, CA 92863-1584

### Drop Off:

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

**Electronic Submittal:**

Electronic submittals must be made through the new OCTA's State and Federal Calls for Projects Database (database).

The OCTA State and Federal Call for Projects Database is available here:

<https://octa.sharepoint.com/sites/ECM/ocft/SitePages/Home.aspx>

**Requesting Access**

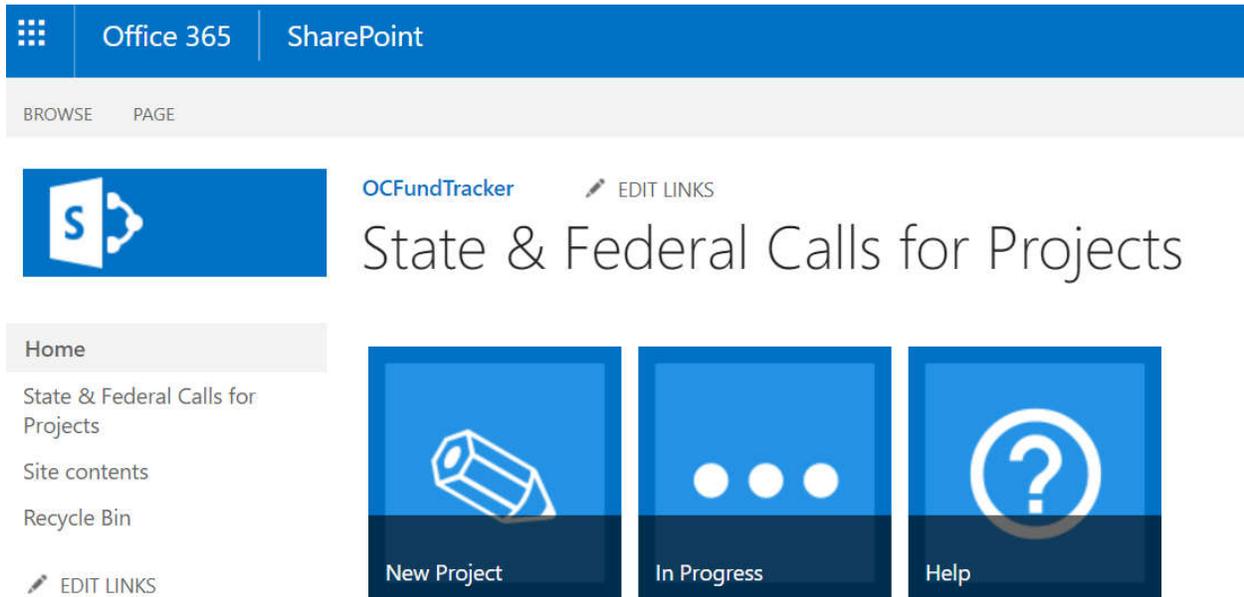
Please contact Denise Arriaga at [darriaga@octa.net](mailto:darriaga@octa.net) or (714) 560-5489 to set-up agency access.

**Technical Support Contacts:**

**Denise Arriaga**  
[darriaga@octa.net](mailto:darriaga@octa.net)  
(714) 560-5489

**Jennifer Haith Farinas**  
[jfarinas@octa.net](mailto:jfarinas@octa.net)  
(714) 560-5392

## Home Page



The database homepage will show three primary selections.

New Project will populate the electronic form for a new project.

In Progress will show a folder for each local agency eligible to receive funding through the BCIP Program. Users will only be allowed access to the local agency folder that they are representing. Local agency staff will need to notify OCTA of consultants representing their agencies that will require access to the database.

**STATE & FEDERAL CALLS FOR PROJECTS** 

**PART 1: GENERAL PROJECT INFORMATION**

**PROJECT TYPE**  
 Environmental and Preliminary Engineering  Implementation

**Implementing Agency**  **Project Manager/Contact**  **Phone (10-DIGIT)**  **Email**

**Co-Applicant Agency**  **Project Manager/Contact**  **Phone (10-DIGIT)**  **Email**

**Project Title**

**Scope and Location**

**Form Fields**

<b>Part 1: General Project Information</b>	
Project Type	Select either from environmental and preliminary engineering phases or implementation phases. Projects with both phases will not be considered for funding.
Implementing Agency	Select your agency.
Contact Information	This will be the contact that OCTA staff will reach out to for project specific requests.
Co-Applicant Agency, Project Manager/ Contact, Phone, Email	If the project is a joint submittal, please enter co-applicant contact information.
Project Title	Provide a concise title.
Scope and Location	Provide a specific scope and location.
Purpose / Need / Benefits	Provide a purpose, need, and benefits of the project.
Stand Alone / Segmented Project	Projects requiring more than \$4 million can be segmented into smaller components and submitted as individual projects. Please indicate if the project is stand-alone or segmented.
<b>Environmental Document</b>	
CEQA	Provide actual or anticipated environmental document type and completion date.
NEPA	Provide actual or anticipated environmental document type and completion date.
<b>Schedule Information</b>	
Current Implementation Status	This field will become available upon project approval.
Notice of Project Completion Date	

Schedule Dates	Provide proposed schedule under <u>Original Completion Date</u> column.
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<b>Part 2A: Funding</b>	
BCIP Fund Request	Provide the amount requested through the BCIP program.
Local Match	Provide the dollar amounts that the local agency will be contributing to the project.
Local Match Ratio	This field will be auto calculated. This ratio should be a minimum of 12% per phase as required by Federal regulations. Additional points will be awarded for overmatch.

<b>Part 2B: Funding Detail - <u>UPLOAD</u></b>	
Funding Detail - Participating	Provide description and costs of federally participating items. Complete and upload the form.
Funding Detail - Non-Participating	Provide description and costs of federally non-participating items. Complete and upload the form.

<b>Part 3A: Evaluation Criteria (Non-Weighted)</b>	
MPAH	Please refer to 2019 BCIP Guidelines for details on Non-Weighted Criteria.
State and Federal Compliance	
Financial Viability and Technical Capacity	
Air Quality	
Right of Way Status	Provide the right-of-way status of the proposed project. If the project is not on public right-of-way, please provide the status of necessary right-of-way agreements.
Maintenance	Provide the contact information of the maintenance manager and the source of maintenance funds. The project must be maintained in a functional and operational manner as intended for the expected useful life of the project. If it is not maintained in such a manner, reimbursement of all or a portion of the CMAQ 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.

<b>Part 3B: Evaluation Criteria (Weighted) - <i>UPLOAD</i></b>	
Local Match	Please refer to 2019 BCIP Guidelines for details on Weighted Criteria.
Coordination	
Need	
Project Readiness	
Safety Enhancements	
Public Participation, Community Outreach, and Support	

<b>Part 4: Certification and Part 5: Cooperative Agreement Concurrence- <i>UPLOAD</i></b>
Complete, sign, and upload the form.

**Required Attachments (Template Provided)**

Attachment templates are available within the electronic application form or may be *downloaded* on the OCTA BCIP Call for Projects Webpage, including:

- Part 2B: Funding Detail (Engineer’s Estimate)
- Part 3B: Evaluation Criteria (Weighted)
- Part 4: Certification and Part 5: Cooperative Agreement Concurrence

To *upload* a file, click Add Attachment in the Attachments section of the form, and choose the file.



**Required Attachments (No Template Provided)**

Attachments that are required to be included where *no template is provided* for local agencies include:

- Cover Letter
- Environmental Documentation (if applicable)
- Photos of the existing project site
- Project Design or Concept Drawings
- Precise Maps showing the proposed site
- GIS Shapefile of proposed site - *Attach GIS files as a ZIP file*
- ROW map and lease agreement (if applicable)

## 2019 BCIP Call for Projects Electronic Application Instructions

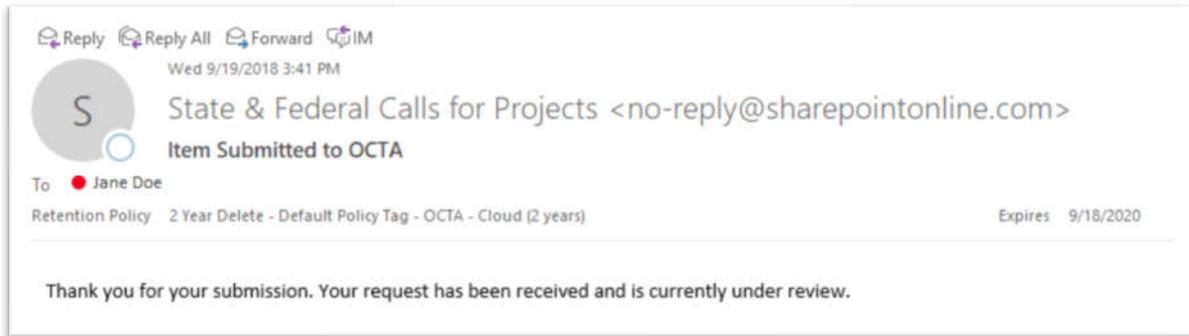
- Air Quality Analysis Documentation
- MPAH supporting documentation (if applicable)
- Coordinating plan documentation (if applicable)
- Bicycle and Pedestrian Safety Enhancements (if applicable)
- Letters of Support
- *Draft* of Required Agency Resolution – **The final approved resolution must be submitted to OCTA by December 31, 2018.**

### **Saving and Submitting a Project**

Save as Draft: Will allow the user to save the form as is and resume working on it at a later time.

Submit: will allow the user to submit the form to OCTA for review

Upon submittal, users will receive a confirmation email:



### Application Status Types

Under Review	Project has been submitted for review. User access will shift to read-only mode.
Changes Requested	The user will receive a detailed notice from OCTA staff via e-mail describing the changes requested. User access will shift to edit mode.
Funded	Projects will show this status type if they are approved for funding.
Standby	Projects will show this status type if they are not awarded through the initial round of funding. The 2019 BCIP standby list projects will be ranked by score. Project cost savings and cancellations made available in the 2019 BCIP call or prior calls may be awarded to the next highest project, contingent on eligibility review and Board of Directors approval. The 2019 BCIP standby list will expire after the approval of any future BCIP call.
Not Funded	Projects that are determined ineligible will be marked not funded.