September 2019

**Bicycle Corridor Improvement Program
Online SemiAnnual Reporting Instructions**

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OCTA's State and Federal Calls for Projects Database

Starting with the 2019 Call for Projects, **online applications** were accepted for submittal through the OCTA State and Federal Calls for Projects Database (Database).

Similarly, starting with the 2019 Call for Projects, **online semi-annual reports** will be accepted through the Database.

Projects that were awarded through the BCIP in 2012, 2014, or 2016 will be able to submit their semi-annual reports by submitting the form available on the OCTA BCIP webpage to OCTA through email. Local agencies interested in submitting semi-annual reports for BCIP projects awarded prior to 2019 through the Database, should contact BCIP staff to add these projects to the Database library.

For the first year, of semi-annual reporting through the Database, agencies will be able to continue to submit reports through email. However, after the first year this option will no longer be accepted.

This document provides instructions for how to submit semiannual reports through the OCTA State and Federal Calls for Projects Database.

Reporting Requirements

Projects awarded through the BCIP are required to submit semiannual progress reports to OCTA every six months.

The reporting schedule for all BCIP Calls for Project years is available on the OCTA BCIP Webpage:

https://www.octa.net/Projects-and-Programs/Plans-and-Studies/Funding-Programs/Call-for-Projects/BCIP-Call-For-Projects/

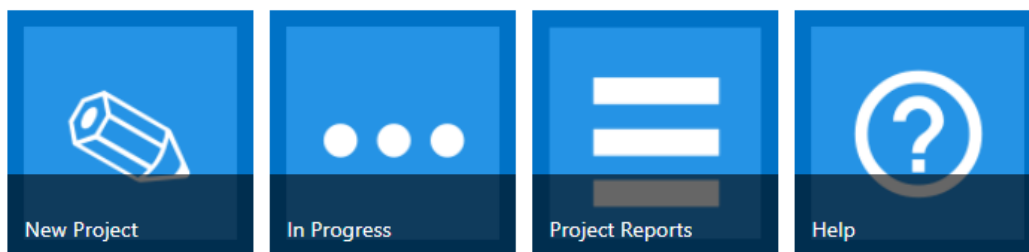2019 BCIP projects are required to submit reports in March and September of each year until project completion.

Home Page –

If you are a new user and require access to the Database, please contact Denise Arriaga, Transportation Funding Analyst, at darriaga@octa.net or (714) 560-5489.

Once logged into Office 365. The Database can be accessed here:

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

State & Federal Calls for Projects

"Project Reports" – will show you all project applications that have been carried over to the reporting area.

Project Report

ProjectID ⌄	Title ⌄	Agency ⌄	Due Date ⌄
BCIP-2019-SNTA-123	Warner Avenue Protected Bike Lanes	Santa Ana	9/30/2019
BCIP-2019-BREA-128	OC Loop Brea Gap Closure - Right-of-Way	Brea	9/30/2019
BCIP-2019-BREA-129	OC Loop Brea Gap Closure - Construction	Brea	9/30/2019
BCIP-2019-BPRK-112	Valley View Street & SCE Trail Crossing Bicycle/Pedestrian Traffic Signal Project	Buena Park	9/30/2019

Each agency should only be able to view their own projects.

Click on the project that you will be reporting for. This will show the latest reported information for the project that was selected.

Report Contents

Contents of the report include:

Reporting Area	Description
Schedule	The schedule as completed in the initial project application will autofill in the "Original Completion Date" column. When filling in the current completion dates in the schedule information please be mindful of the following due dates: • Environmental should be submitted to Caltrans by November 1 of the year programmed (For phases beyond Environmental) • Request for Authorization to Proceed (E-76) should be submitted to Caltrans and copied to OCTA by February 1 of the year programmed

	Any schedule changes that would delay the program year need to be approved by the OCTA Board. Programming changes to the BCIP are presented to the Board in June and December of each year. Please coordinate with BCIP staff if there is an anticipated programming change. Additionally, staff is aware that each project will use the schedule area as applicable. Please feel free to reach out to BCIP staff with questions.
Funding	Planned Obligation - Funding as approved by OCTA Board Current Estimates - To account for any cost changes after obligation. **The local agencies are responsible for cost increases, meaning that CMAQ will not cover any cost increases.** Actual Expended - The amount that has already been invoiced and reimbursed by FHWA via Caltrans for the project. Remaining Allocation – Funding that has not yet been reimbursed by FHWA via Caltrans.
Major Activities	In the past six months. Start or completion of phases, E-76 submittals, contract award, etc.
Status	What phase is the project in currently? Upcoming activities in the next six months?
Issues and Resolution	Please describe. Anticipated need for time extensions, scope change, etc.
OCTA Authorized Funding History	Any OCTA approvals that impact the funding. This will typically consist of the initial Funding Approval action, and subsequent State and Federal Programming Updates if applicable.
Contact	Project manager or other contact person for the project. This contact will receive confirmation emails indicating when reports are submitted.
Attachments	May include associated staff reports, SCAQMD Air Quality Analysis, and cooperative agreement, etc.

Save As Draft – Allows the Form to be saved to resume work later.

Submit – The form will be transmitted to OCTA. Agencies will receive a confirmation email indicating that the report has been submitted.

Reminders:

- Please save a copy of the reports for your own records prior to submittal.
- Ensure to keep the project contact information current at the time of submittal
- OCTA staff may reach out to clarify any information included in the submitted report.