



FY 2018-19

Capital Improvement Program (CIP)

User's Manual

April 2018

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About Web Smart Capital Improvement Program (CIP)

Web Smart CIP is designed to assist local agencies with one element of the Measure M2 (M2) annual eligibility process: the preparation of a seven-year Capital Improvement Program (CIP). The use of Web Smart CIP streamlines the process for an agency to prepare and submit a CIP for public works projects, and helps to ensure that the agency meets eligibility requirements for M2.

Using Web Smart CIP, local agencies can:

- Present their local CIP in a format that meets the required guidelines for M2 and reduces potential problems later in the OCTA review process;
- Create a repository of information that can easily be updated for subsequent CIP submittals;
- Provide a system to track projects beyond the typical one- to two-year budget periods;
- The Web Smart CIP for fiscal years 2018-19 through 2024-25 includes CIP information received by OCTA during the FY 2017-18 eligibility cycle. Web Smart CIP users should review this data to ensure the accuracy and continuation of previously submitted projects.

Help

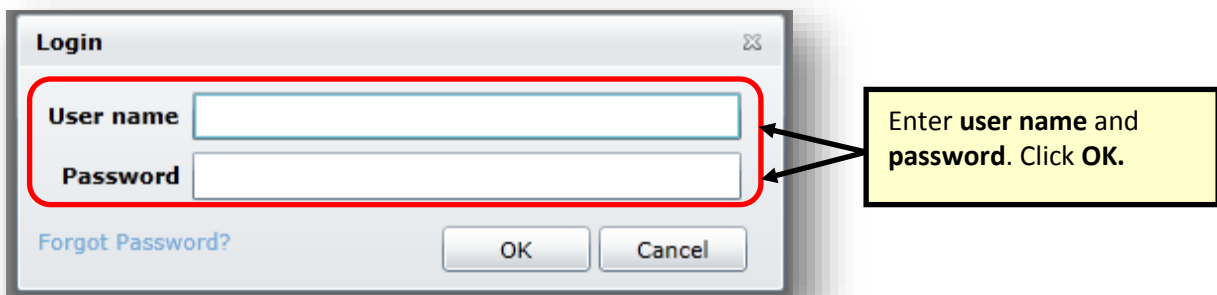
For help, contact CIPAdmin@octa.net

Navigating in Web Smart CIP

Log-In

To log-in, the user will navigate to the Web Smart CIP website and enter the username and password. The user will click OK and navigate to the CIP Central Tab to view projects in the CIP database. New users must contact OCTA staff at CIPAdmin@octa.net to be assigned a user name.

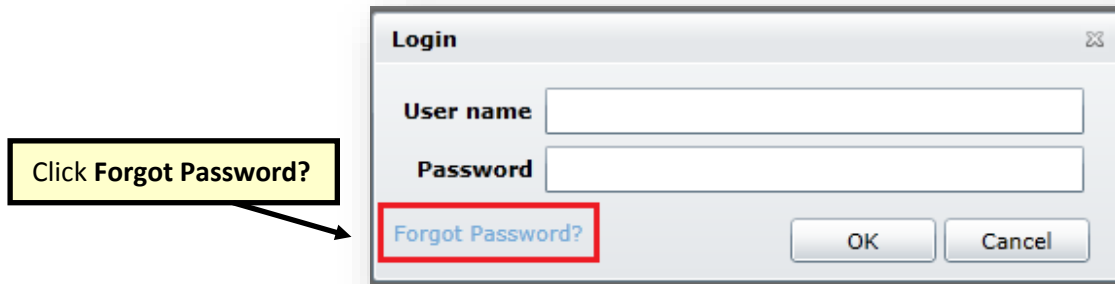
Website: <http://websmartcip.octa.net>



Enter user name and password. Click OK.

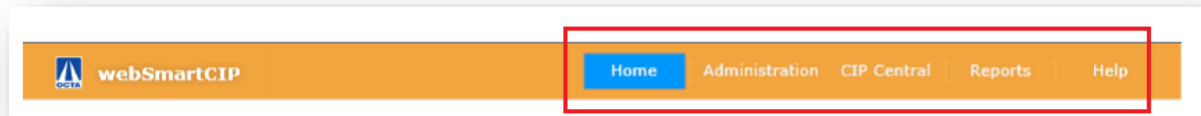
Forgot Password?

Click on Forgot Password to reset the password. A new password will be generated and sent to the e-mail address associated with the account.



Pages


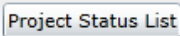







The user can navigate through five pages that include Home, Administration, CIP Central, Reports, and Help.



Page	Page Description
Home	Includes announcements and important links.
Administration	Allows the local agency to select projects that need to be archived.
CIP Central	Includes access to all projects listed in the CIP for the logged in agency.
Reports	Printable reports for the local agency including Sorted By Name, Sorted By Improvement Type, Fund Source by Year, Fund Source by Improvement Type, and Project Submittal Status.
Help	Includes guidance on how to navigate through the CIP website.

Symbol Legend

There are symbols listed below that the user can use while navigating through the database.

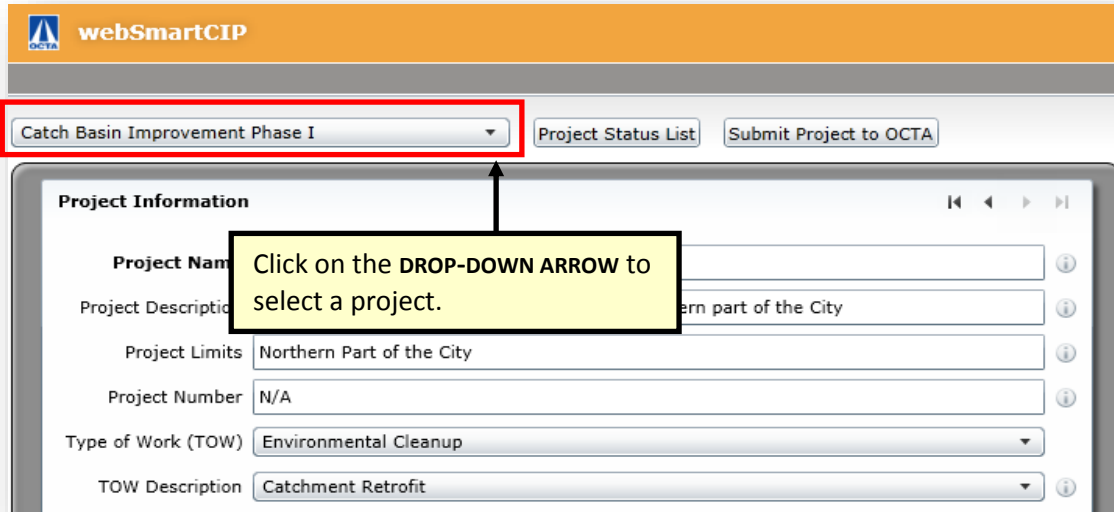
Symbol	Symbol Name	Symbol Description
	Record Bar	The record bar is used to navigate from one project to another. With a mouse-click, move to the next or previous record, or go to the first or last record.
	Project Status List	The project status list includes all the projects included by the agency in the 7-Year CIP. The list includes a status column to show project submittal status (i.e. Submitted, Not Submitted, Re-Submitted).
	Add New Project	To add a new project, click on the + sign. A blank data entry record will appear. A project name is required as the minimum to save a new project.
	Cancel/Delete	The X button can be used to delete an existing project or cancel/exit from the addition of a new project.
	Save	Click the button on the left to save a new project.
	Drop-down Arrow	Click on the drop-down arrow button to the right of the list box to display a list. Select the appropriate entry and the entry will display in the box. If needed, use the scroll bar to the right of the list to scroll through the list.
	Explanation	Brief instructions of what information to include are provided when you scroll over this button.
	Comments	Click on the comments button to add project notes. These notes will not appear in the printed reports, and are used to foster communication between local agencies and OCTA as well as aid overall administration.
	Refresh	Click on the refresh button to re-alphabetize the project name list on the drop-down arrow list.

Find Project

To access any project in the CIP database, the user must navigate to the CIP Central Tab. To find a project, click on the drop-down arrow, navigate through the record bar, or click on the project status list to find an existing project as illustrated in this section.

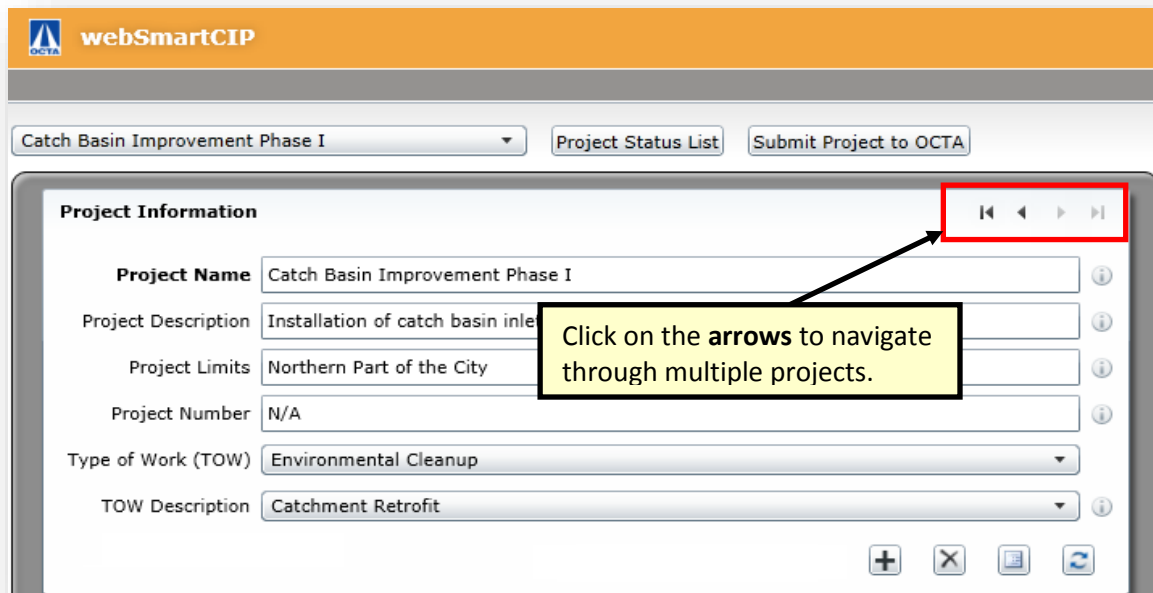
Drop-down Arrow

Click on the **drop-down arrow** button to display a list of projects.



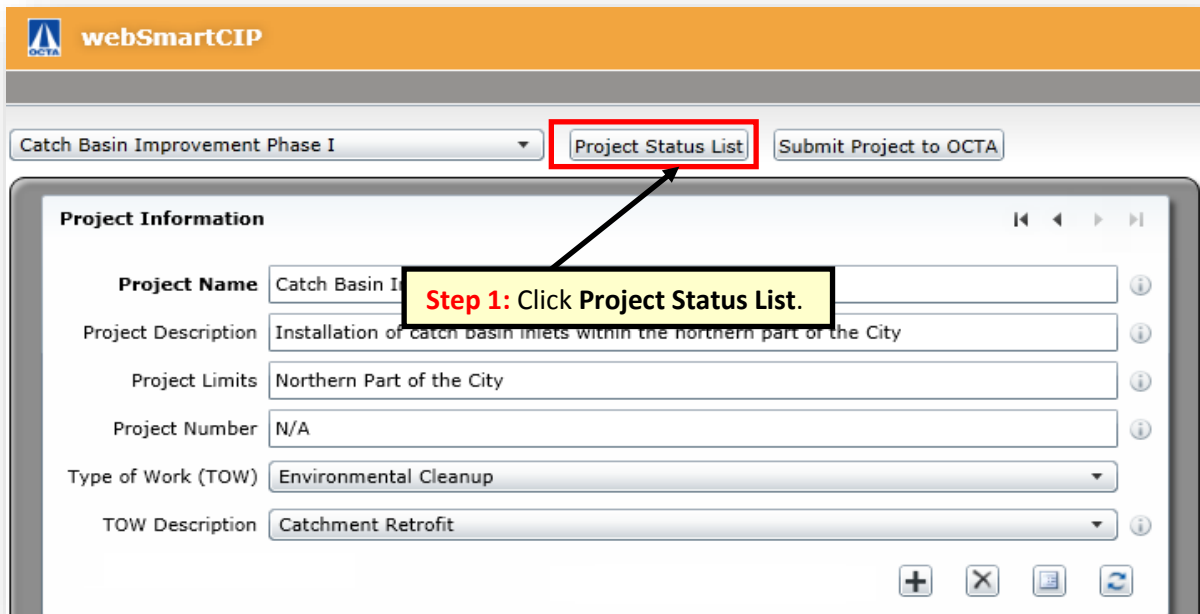
Record Bar

The record bar is used to navigate sequentially from one project to another. With a mouse-click, view next or previous project, or go to the first or last project.



Project Status List

The project status list is used by the agency to view a summary list of all the projects in the CIP.



webSmartCIP

Catch Basin Improvement Phase I **Project Status List** Submit Project to OCTA

Project Information

Project Name Catch Basin I **Step 1: Click Project Status List.**

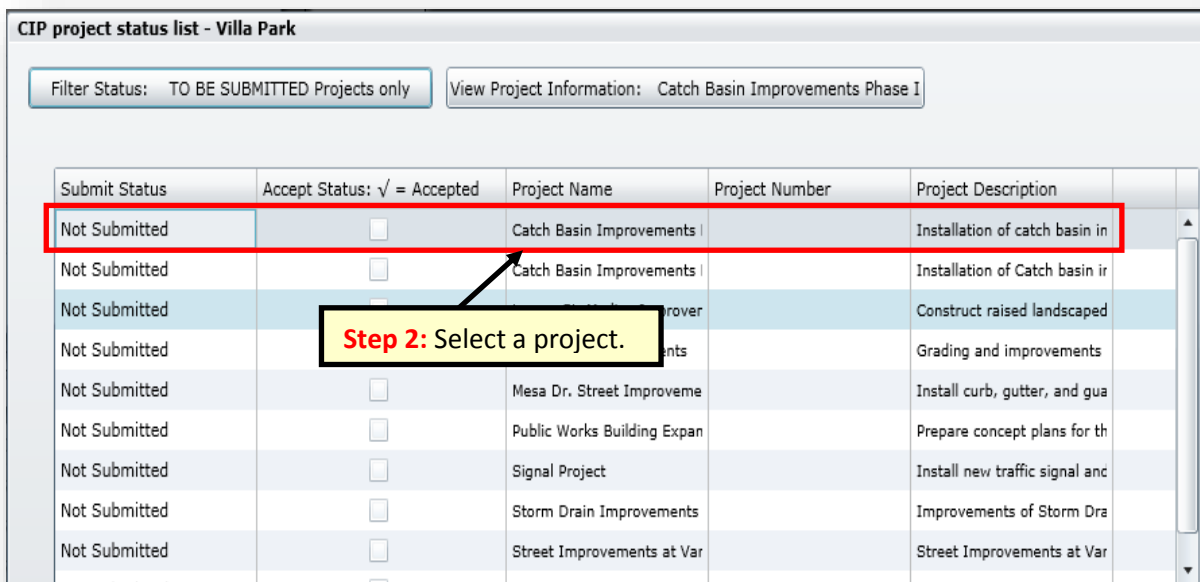
Project Description Installation of catch basin inlets within the northern part of the City

Project Limits Northern Part of the City

Project Number N/A

Type of Work (TOW) Environmental Cleanup

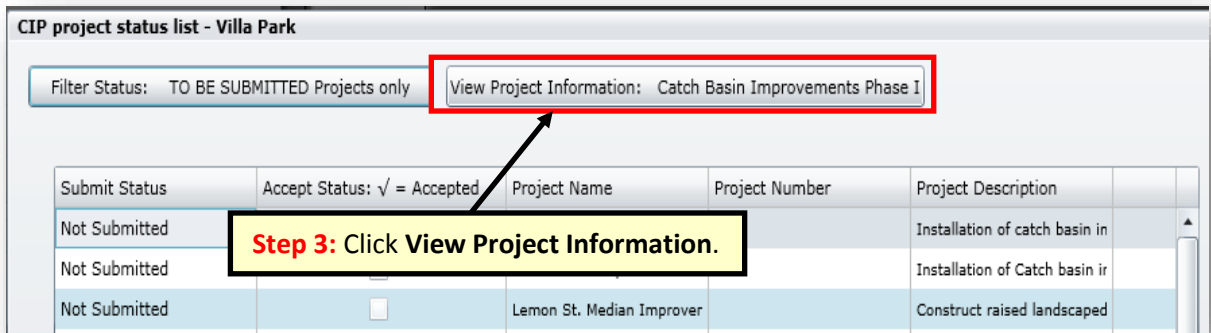
TOW Description Catchment Retrofit



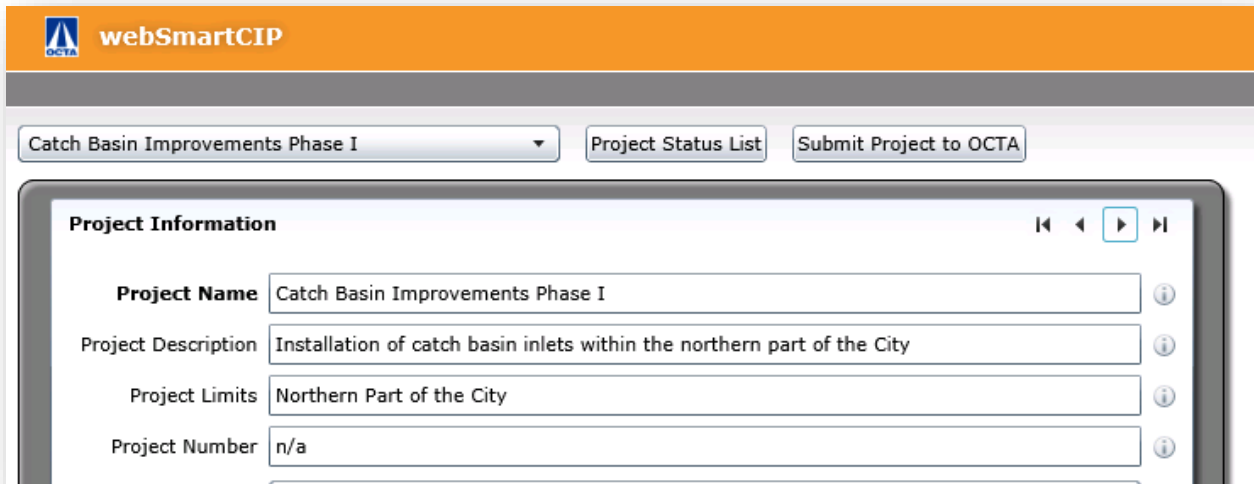
CIP project status list - Villa Park

Filter Status: TO BE SUBMITTED Projects only View Project Information: Catch Basin Improvements Phase I

Submit Status	Accept Status: <input checked="" type="checkbox"/> = Accepted	Project Name	Project Number	Project Description
Not Submitted	<input type="checkbox"/>	Catch Basin Improvements I		Installation of catch basin in
Not Submitted	<input type="checkbox"/>	Catch Basin Improvements I		Installation of Catch basin ir
Not Submitted	<input type="checkbox"/>	rover		Construct raised landscaped
Not Submitted	<input type="checkbox"/>	nts		Grading and improvements
Not Submitted	<input type="checkbox"/>	Mesa Dr. Street Improve		Install curb, gutter, and gua
Not Submitted	<input type="checkbox"/>	Public Works Building Expan		Prepare concept plans for th
Not Submitted	<input type="checkbox"/>	Signal Project		Install new traffic signal anc
Not Submitted	<input type="checkbox"/>	Storm Drain Improvements		Improvements of Storm Dra
Not Submitted	<input type="checkbox"/>	Street Improvements at Var		Street Improvements at Var



The selected project will appear as illustrated below. To make changes, click inside the text box areas to make the data entry editable.



The agency has the ability to use the toggle filter to list all projects, submitted projects, or to be submitted projects. Click on the filter status button to toggle between the projects submit status. See below for additional filter types.

Filter For All Projects

To view a list of all projects, click the toggle filter to **All Projects**.

The screenshot shows a web application window titled "CIP project status list - Villa Park". At the top, there is a "Filter Status:" dropdown menu set to "ALL Projects", which is highlighted with a red box. To its right is a "View Project Information:" field containing "Canyon/Mesa Recreational Trail". Below these is a table with the following columns: "Submit Status", "Accept Status: ✓ = Accepted", "Project Name", "Project Number", and "Project Description". The table contains several rows of project data, with the first row highlighted in blue. A yellow callout box with a black border and an arrow pointing to the "Filter Status:" dropdown contains the text: "To view all projects, click Filter Status: All Projects."

Submit Status	Accept Status: ✓ = Accepted	Project Name	Project Number	Project Description
Submitted	<input checked="" type="checkbox"/>	Canyon/Mesa Recreational T		Improvement of the drainag
Not Submitted	<input type="checkbox"/>	ents		Installation of catch basin in
Not Submitted	<input type="checkbox"/>	ents		Installation of Catch basin ir
Not Submitted	<input type="checkbox"/>	over		Construct raised landscaped
Not Submitted	<input type="checkbox"/>	Loma Trail Improvements		Grading and improvements
Not Submitted	<input type="checkbox"/>	Mesa Dr. Street Improve		Install curb, gutter, and gua
Not Submitted	<input type="checkbox"/>	Public Works Building Exp		Prepare concept plans for th
Not Submitted	<input type="checkbox"/>	Signal Project		New Signal Project
Not Submitted	<input type="checkbox"/>	Storm Drain Improvements		Improvements of Storm Dra

Filter for Submitted Projects

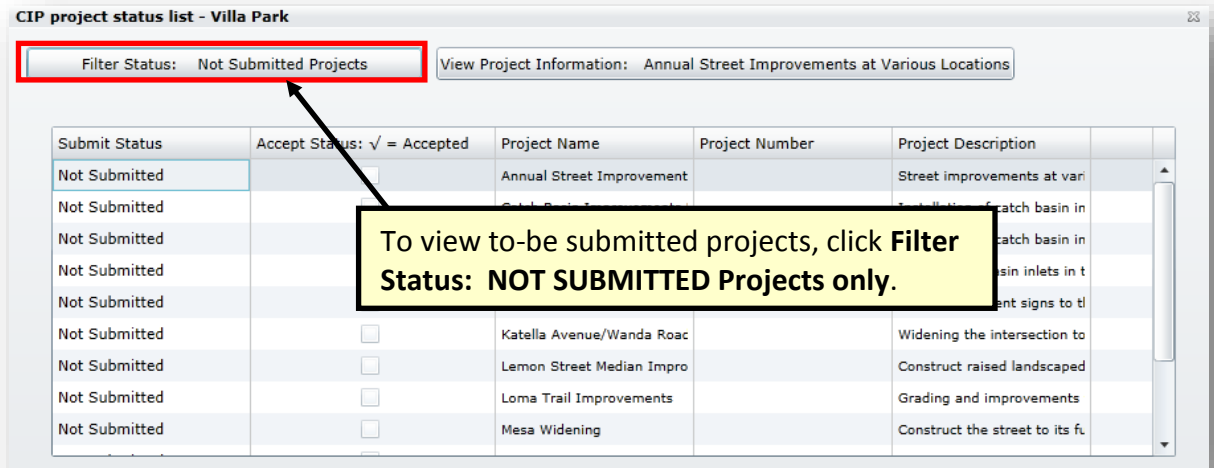
To view a list of submitted projects, click the toggle filter to **Submitted Projects only**.

The screenshot shows the same web application window as above, but the "Filter Status:" dropdown menu is now set to "SUBMITTED Projects only", which is highlighted with a red box. The "View Project Information:" field remains "Canyon/Mesa Recreational Trail". The table below now only displays the first row of data from the previous screenshot. A yellow callout box with a black border and an arrow pointing to the "Filter Status:" dropdown contains the text: "To view submitted projects, click Filter Status: SUBMITTED Projects only."

Submit Status	Accept Status: ✓ = Accepted	Project Name	Project Number	Project Description
Submitted	<input checked="" type="checkbox"/>	Canyon/Mesa Recreational T		Improvement of the drainag

Filter for Not Submitted Projects

To view a list of projects that have not been submitted, click the toggle filter to **Not Submitted Projects only**.

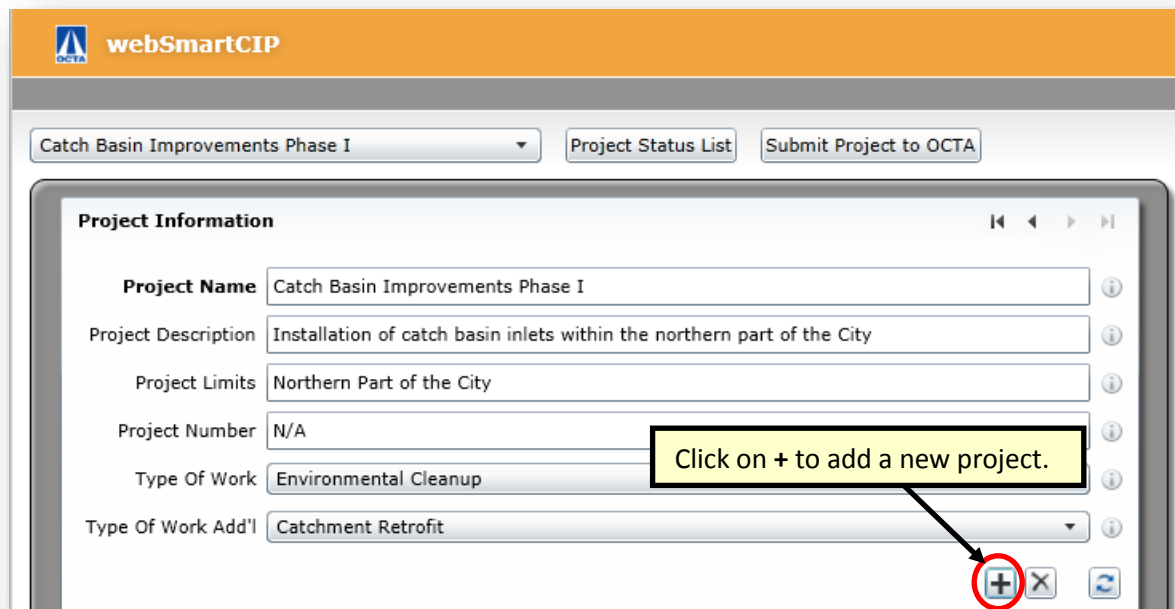


The screenshot shows a web application window titled "CIP project status list - Villa Park". At the top, there is a "Filter Status:" dropdown menu set to "Not Submitted Projects", which is highlighted with a red box. To its right is a "View Project Information:" dropdown menu set to "Annual Street Improvements at Various Locations". Below these is a table with columns: "Submit Status", "Accept Status: ✓ = Accepted", "Project Name", "Project Number", and "Project Description". The table contains several rows of project data, all with "Not Submitted" in the "Submit Status" column. A yellow callout box with a black border points to the "Filter Status:" dropdown and contains the text: "To view to-be submitted projects, click **Filter Status: NOT SUBMITTED Projects only**."

Submit Status	Accept Status: ✓ = Accepted	Project Name	Project Number	Project Description
Not Submitted	<input type="checkbox"/>	Annual Street Improvement		Street improvements at vari
Not Submitted	<input type="checkbox"/>			Street improvements at vari
Not Submitted	<input type="checkbox"/>			Street improvements at vari
Not Submitted	<input type="checkbox"/>			Street improvements at vari
Not Submitted	<input type="checkbox"/>			Street improvements at vari
Not Submitted	<input type="checkbox"/>	Katella Avenue/Wanda Roac		Widening the intersection to
Not Submitted	<input type="checkbox"/>	Lemon Street Median Impro		Construct raised landscaped
Not Submitted	<input type="checkbox"/>	Loma Trail Improvements		Grading and improvements
Not Submitted	<input type="checkbox"/>	Mesa Widening		Construct the street to its fl

Add Project

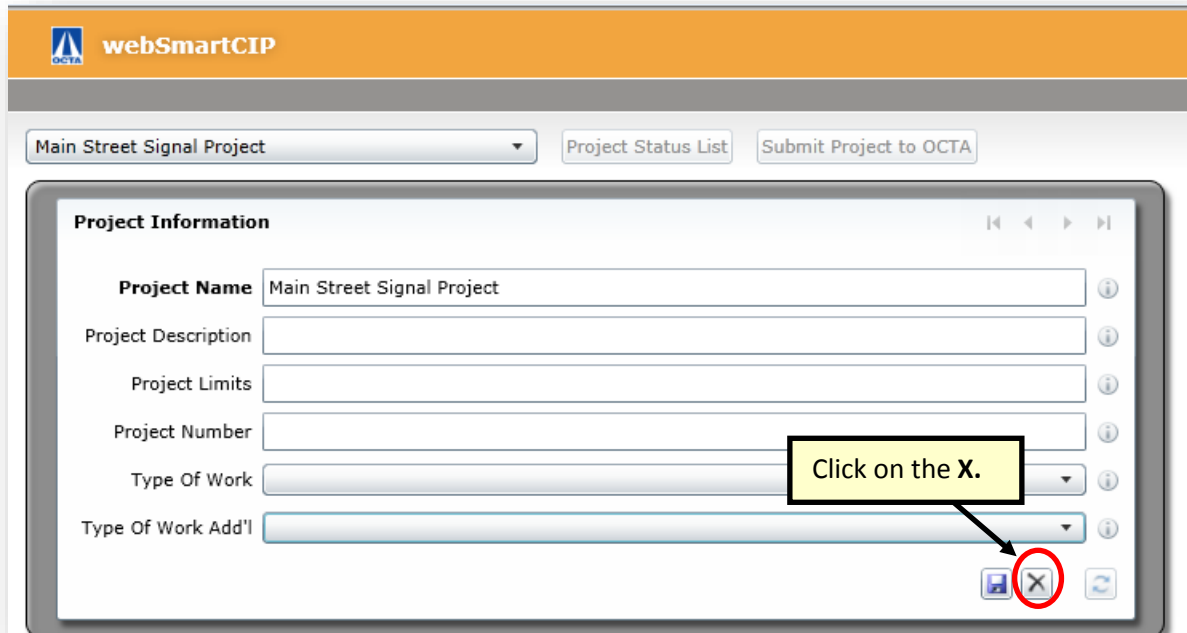
Once logged in, the user navigates to the CIP Central Page to view projects in the CIP database. To add a project, the user must click on the + button to add a new project. A blank data entry record will appear to add a new project. Instructions for entering information for a new project are included in the "New Projects" section beginning on page 13.



The screenshot shows the "webSmartCIP" interface. At the top, there is a navigation bar with the "webSmartCIP" logo and name. Below the navigation bar, there is a dropdown menu set to "Catch Basin Improvements Phase I", a "Project Status List" button, and a "Submit Project to OCTA" button. The main content area is titled "Project Information" and contains several form fields: "Project Name" (Catch Basin Improvements Phase I), "Project Description" (Installation of catch basin inlets within the northern part of the City), "Project Limits" (Northern Part of the City), "Project Number" (N/A), "Type Of Work" (Environmental Cleanup), and "Type Of Work Add'l" (Catchment Retrofit). At the bottom right of the form, there is a red circle around a "+" button, with a yellow callout box pointing to it that says "Click on + to add a new project."

Cancel/Exit from New Project

Click on the **X** button if a user clicks on the **+** button to add a new project and would like to exit/cancel out of a new project without saving the project.



Archive Project

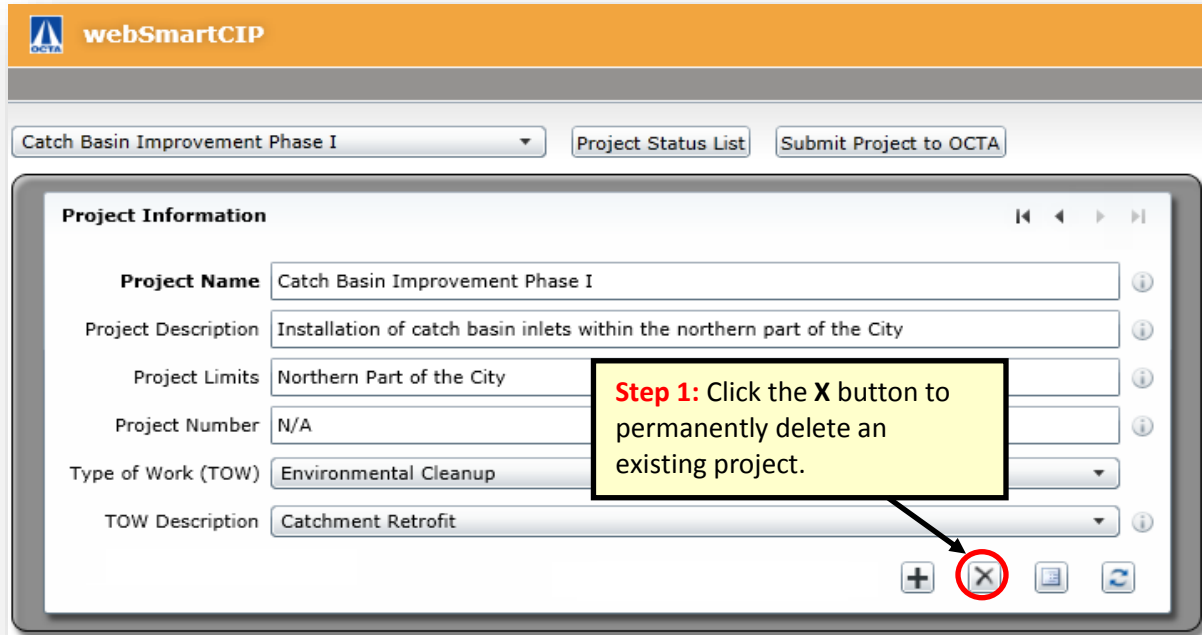
Archiving projects allow the projects to remain stored in the database; however these projects will not appear in the CIP Central Page or in the reports. Projects that do not have additional funding or phases in outward years should be archived. Environmental and traffic projects that have O&M in outward years should not be archived. To archive a project, contact CIPAdmin@octa.net or click the Administration tab as illustrated below.

The screenshot shows the webSmartCIP interface. At the top, there is a navigation bar with 'Home' and 'Administration' tabs. The 'Administration' tab is highlighted with a red box. Below the navigation bar, there is a 'Project Archive' button, also highlighted with a red box. To the right of the button is a table with two columns: 'Archive Status' and 'Project Name'. The table contains several rows of projects, each with a checkbox in the 'Archive Status' column. One checkbox, corresponding to the 'SLPP Transportation' project, is checked and highlighted with a red box. Three callout boxes provide instructions: 'Step 1: Click on the Administration tab.', 'Step 2: Click on the Project Archive button.', and 'Step 3: Click on the checkbox for the project to be archived. The project will no longer appear in the CIP Central.'

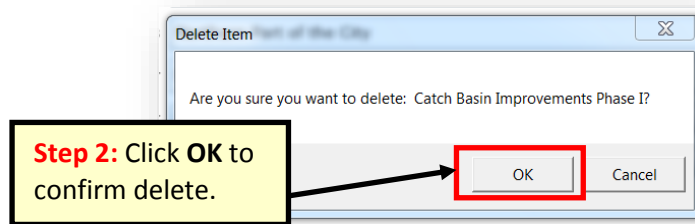
Archive Status	Project Name
<input checked="" type="checkbox"/>	Canyon/Mesa Recreational Trail
<input type="checkbox"/>	Catch Basin Improvements Phase I
<input type="checkbox"/>	Catch Basin Improvements Phase II
<input type="checkbox"/>	Lemon Street Median Improvements
<input type="checkbox"/>	Loma Trail Improvements
<input type="checkbox"/>	Public Works Building Expansion
<input type="checkbox"/>	Storm Drain Improvements at Various Locations
<input type="checkbox"/>	Annual Street Improvements at Various Locations
<input checked="" type="checkbox"/>	SLPP Transportation
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Taft Avenue Street Rehabilitation
<input checked="" type="checkbox"/>	Electric Charging Stations
<input type="checkbox"/>	Katella Avenue/Wanda Road Improvement
<input type="checkbox"/>	Mesa Widening
<input type="checkbox"/>	Wanda Greenbelt

Delete Project

Once logged in, the user navigates to the **CIP Central** Page to view projects in the CIP database. Any project listed in the CIP can be deleted. Locate the project to delete by navigating through the drop-down arrow list, project status list or click through the record bar. Projects that are not transportation-related should not be included in the OCTA Web Smart CIP database and will be deleted during OCTA staff review.



A message box will appear to confirm delete. When a project is deleted, it is permanently deleted from the CIP database and cannot be recovered by the user. Click OK to delete the project.



Update Existing Project

Only one project can be worked on at a time. To update an existing project:

1. Locate the project by navigating through the drop-down arrow list, project status list, or click through the record bar.
2. Update project cost and fund type information. Information will automatically save.
3. Submit to OCTA for approval. After clicking Submit Project to OCTA, edits cannot be made once submitted.

Note: Changes to the "Project Cost" information will automatically re-calculate "Project Fund Source" information" cost based upon prior percent assignment. Changes to the Fund. Changes made to "Project Fund Source" cost by user must have a corresponding change to the "Project Cost" information. This information is not updated automatically.

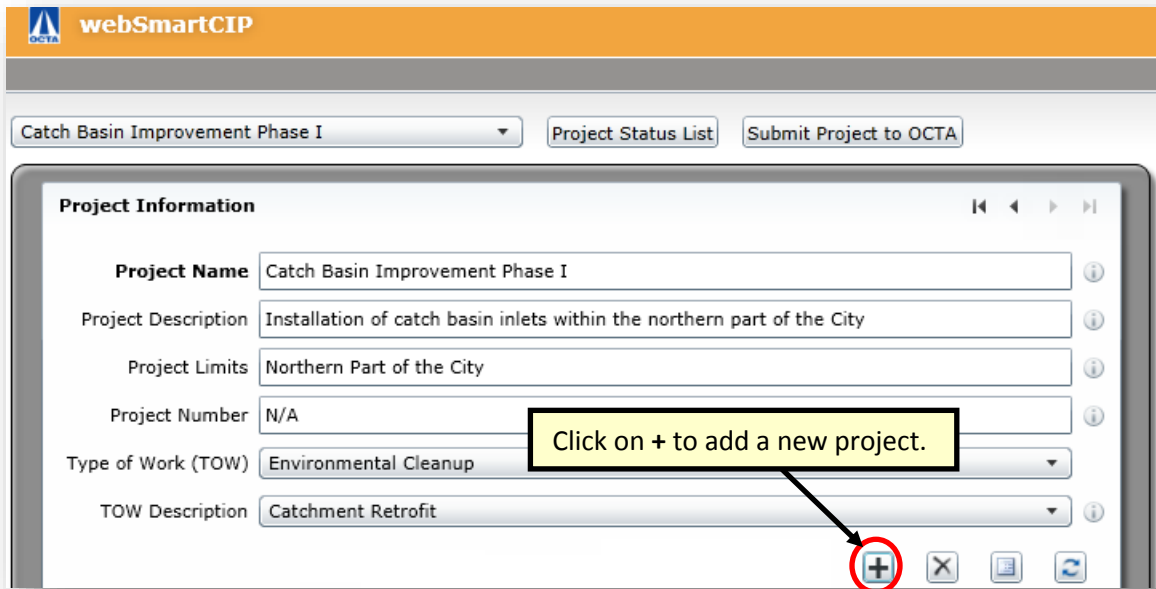
Re-Submit Project

In the case that an agency needs to revise a submitted project, the agency will have to contact OCTA staff in order to re-open the data entry record for edits and the agency will have to re-submit the project to OCTA for approval.



New Projects

To add a new project, follow the steps illustrated below:

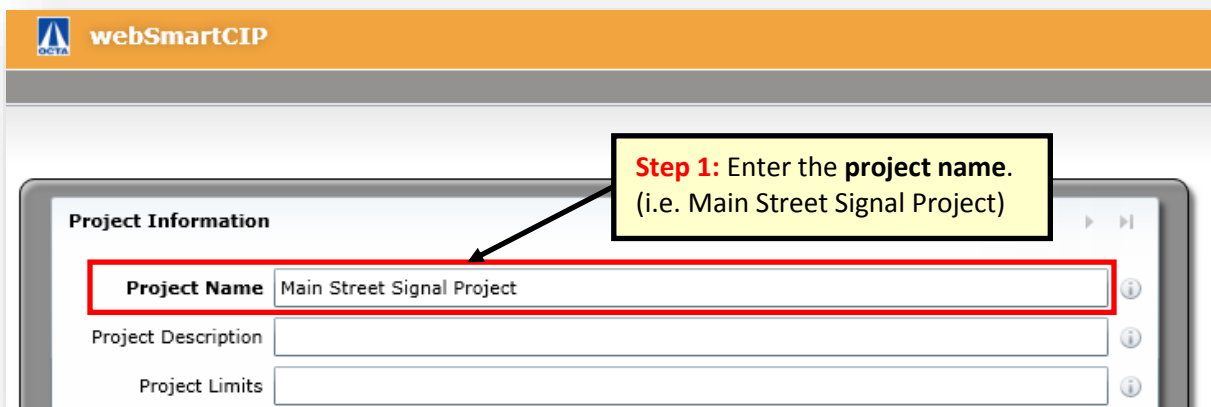


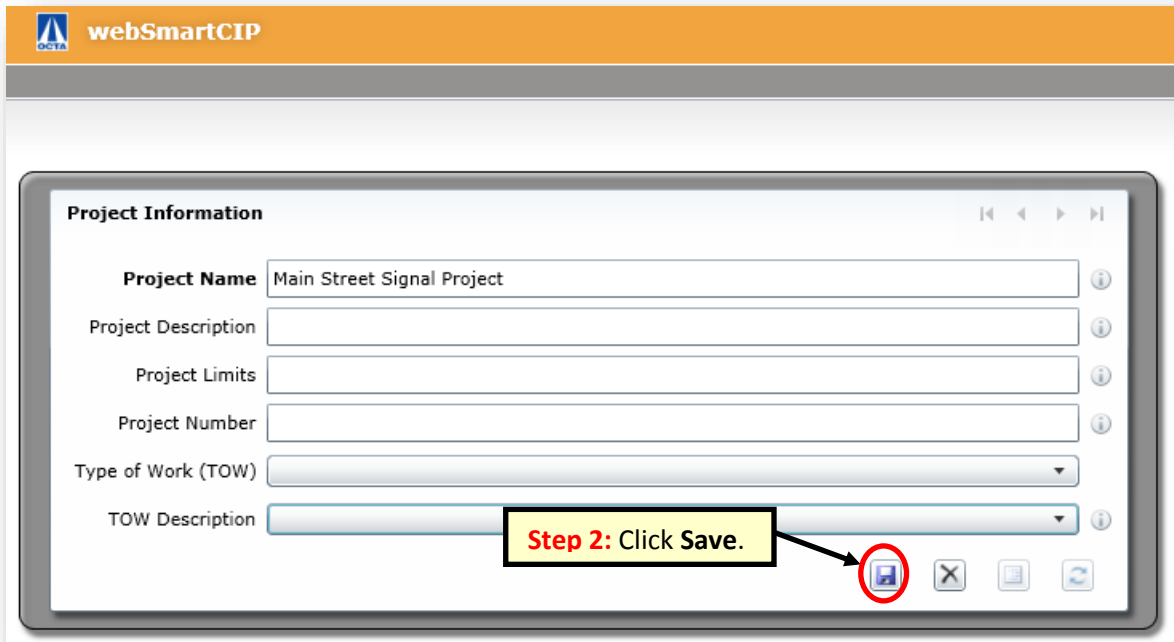
A blank data entry record will appear to add a new project, enter the project information, and add the project to the map.

Project Information

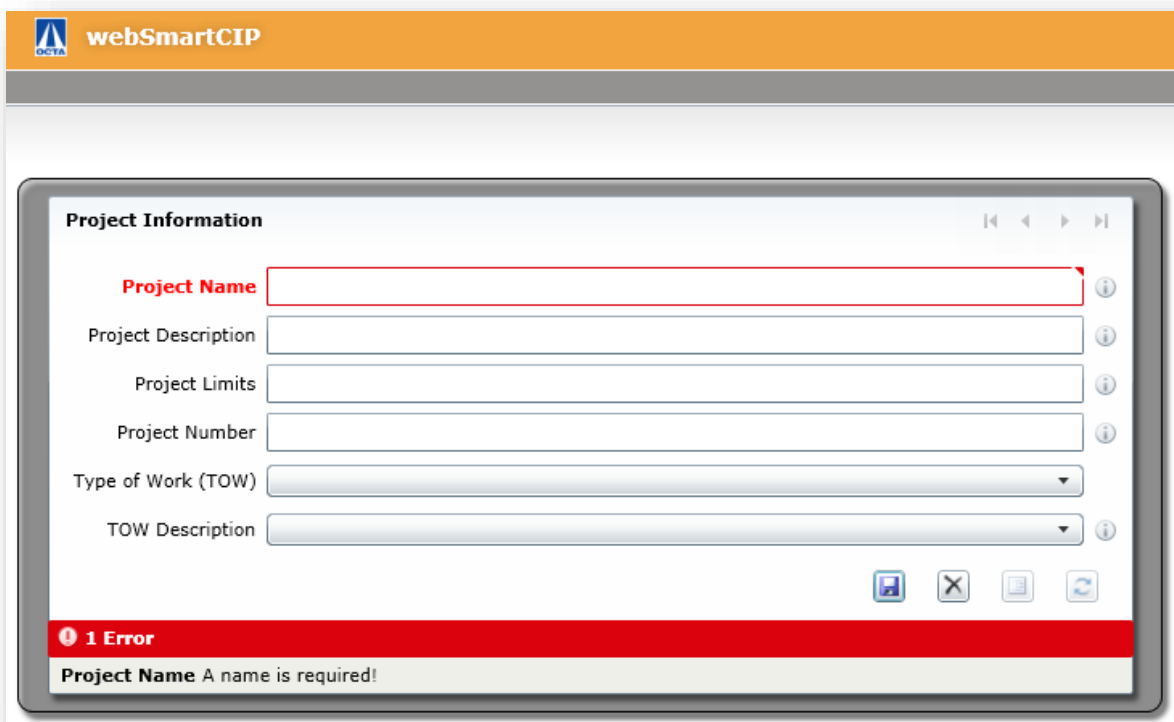
Project Name

Enter the **project name** as worded on the CTFP project application or as listed in the jurisdiction's Capital Improvement Program (CIP) and click **save**. By clicking the save button, the user is saving the new project into the CIP database. Scroll over the circled icon to the right of the text box for a brief description of information to include in the textbox for project name.



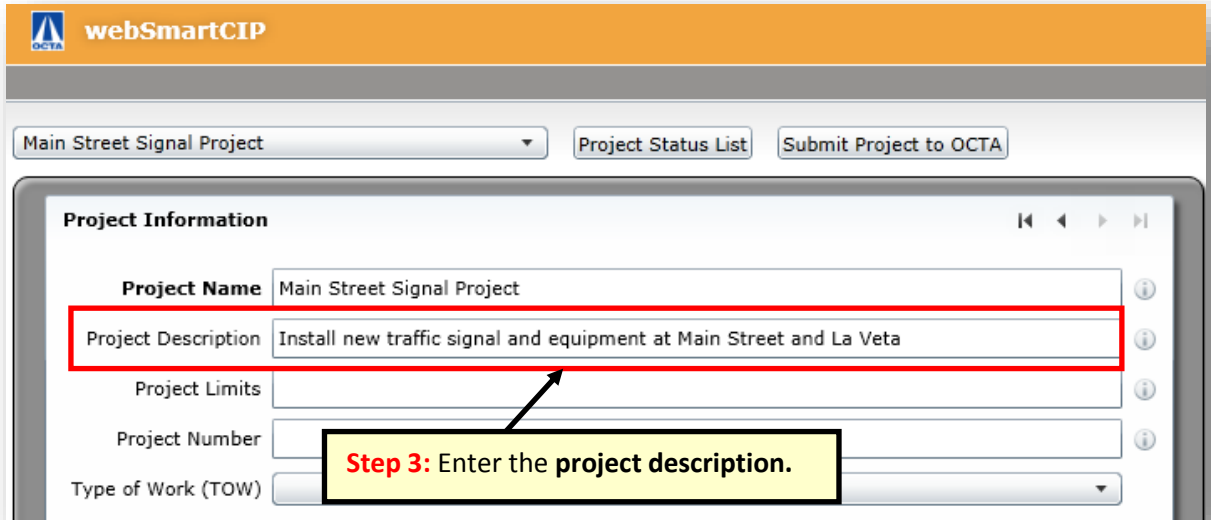


The project name is the minimum requirement needed to save a new project or an error message will appear as illustrated below:



Project Description

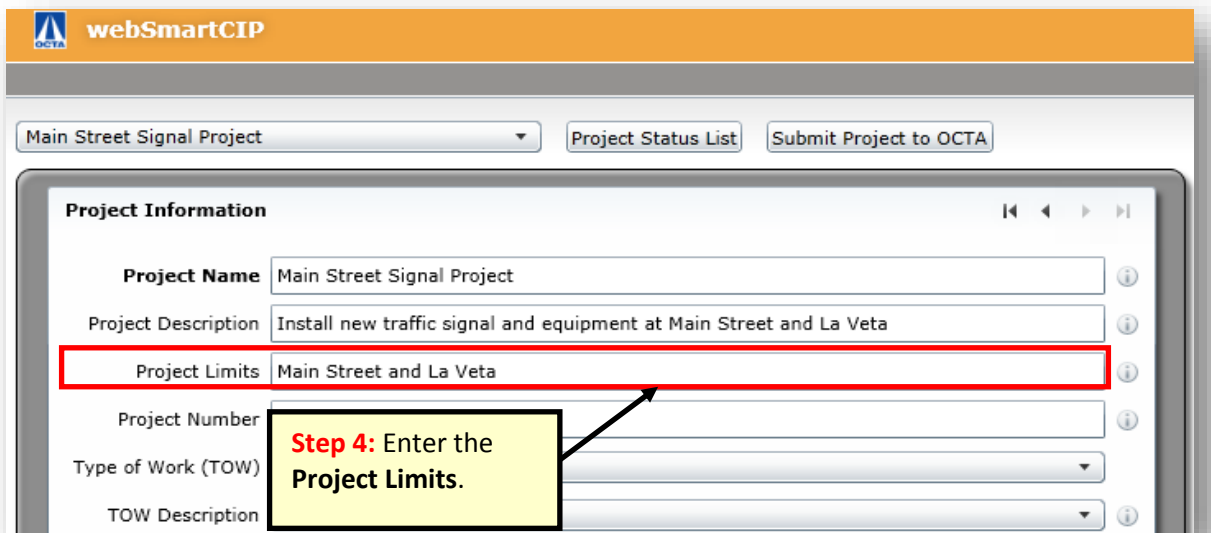
Provide a summary description of the project. Scroll over the circled icon for a brief description of information to include in the textbox for the project description.



The screenshot shows the webSmartCIP interface. At the top, there is a header with the OCTA logo and the text "webSmartCIP". Below the header, there is a navigation bar with a dropdown menu set to "Main Street Signal Project", a "Project Status List" button, and a "Submit Project to OCTA" button. The main content area is titled "Project Information" and contains several form fields. The "Project Name" field is filled with "Main Street Signal Project". The "Project Description" field is highlighted with a red box and contains the text "Install new traffic signal and equipment at Main Street and La Veta". A callout box with a yellow background and black border points to the "Project Description" field with the text "Step 3: Enter the project description." Other fields include "Project Limits", "Project Number", and "Type of Work (TOW)".

Project Limits

Enter the project limits/location. Scroll over the circled icon for a brief description of information to include in the textbox for the project limits. Enter the project location to the nearest cross streets in the text box. If cross streets are not applicable, then describe the boundary of an area such as "citywide" or "city limits".



The screenshot shows the webSmartCIP interface. At the top, there is a header with the OCTA logo and the text "webSmartCIP". Below the header, there is a navigation bar with a dropdown menu set to "Main Street Signal Project", a "Project Status List" button, and a "Submit Project to OCTA" button. The main content area is titled "Project Information" and contains several form fields. The "Project Name" field is filled with "Main Street Signal Project". The "Project Description" field is filled with "Install new traffic signal and equipment at Main Street and La Veta". The "Project Limits" field is highlighted with a red box and contains the text "Main Street and La Veta". A callout box with a yellow background and black border points to the "Project Limits" field with the text "Step 4: Enter the Project Limits." Other fields include "Project Number", "Type of Work (TOW)", and "TOW Description".

OCTA Project Number

Include the OCTA project number, if applicable. The OCTA Project Number is the CTFP project number and refers to an OCTA-approved project. If the project is not funded, it will not have the OCTA Project number and the user can enter **N/A**. Scroll over the circled icon for a brief description of information to include in the textbox for the project number.

The screenshot shows the 'Project Information' section of the webSmartCIP interface. The 'Project Name' is 'Main Street Signal Project', 'Project Description' is 'Install new traffic signal and equip', and 'Project Limits' is 'Main Street and La Veta'. The 'Project Number' field is highlighted with a red box and contains the value '12-ORNG-TSP-3545'. A yellow callout box with a black border points to this field, containing the text 'Step 5: Enter the Project Number.' Below the 'Project Number' field are fields for 'Type of Work (TOW)' and 'TOW Description', both currently empty.

Type of Work

Select the "Type of Work" that best represents the project. Click on the drop-down button to display the list of possible entries for this field and select the appropriate field related to the project. If project type of work is not available on the drop-down list, select "Other".

The screenshot shows the 'Project Information' section of the webSmartCIP interface. The 'Project Name' is 'Main Street Signal Project', 'Project Description' is 'Install new traffic signal and equipment at', and 'Project Limits' is 'Main Street and La Veta'. The 'Project Number' field contains the value '12-ORNG-TSP-3545'. The 'Type of Work (TOW)' field is highlighted with a red box and contains the value 'Traffic Signals'. A yellow callout box with a black border points to the drop-down arrow of the 'Type of Work (TOW)' field, containing the text 'Step 6: Select Type of Work from the drop-down arrow.' Below the 'Type of Work (TOW)' field is the 'TOW Description' field, which is currently empty.

List of Type of Work:

- Administration
- Aesthetics
- Bikeways
- Bridge
- Bus Stops
- Demand Management
- Environmental Cleanup
- Interchange
- Intersection
- New Facility
- Other
- Pedestrian
- Road Maintenance
- Road Widening
- Safety
- Smart Streets
- System Management
- Traffic Signals
- Transit
- Transportation Planning

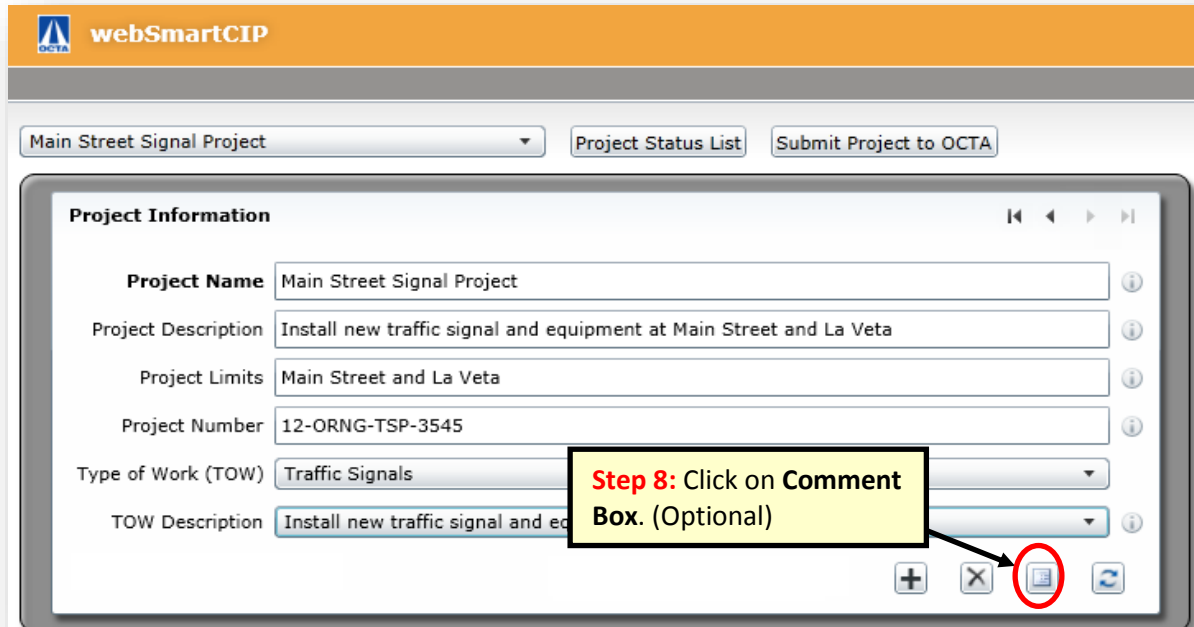
Type of Work Description

Select a "Type of Work Description" that further describes the project. Click on the drop-down arrow button to display the list of possible entries for this field and select the appropriate field related to the project.

The screenshot displays the webSmartCIP interface for a project named "Main Street Signal Project". The "Project Information" section includes fields for Project Name, Project Description, Project Limits, Project Number, Type of Work (TOW), and TOW Description. The TOW is currently set to "Traffic Signals" and the TOW Description is "Install new traffic signal and equipment". A yellow callout box with a red border points to the drop-down arrow of the TOW Description field, containing the text: "Step 7: Select Type of Work Description from the drop-down arrow." The TOW Description field is also highlighted with a red border.

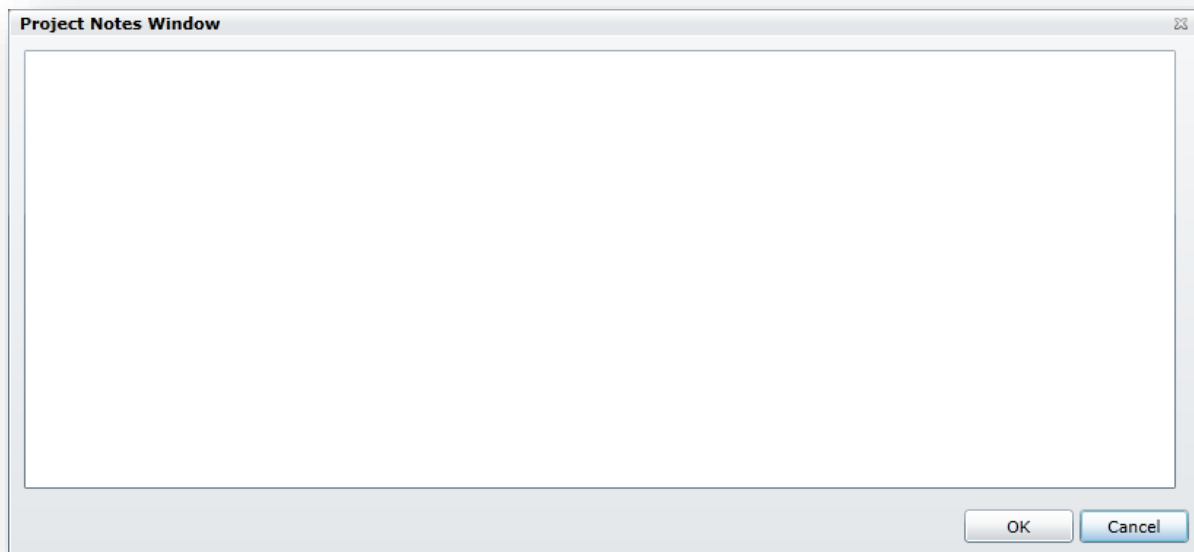
Comments

Click on the Comment box button to add project notes. These notes will not appear in the printed reports, and are used to foster communication between local agencies and OCTA as well as aid overall administration.



The screenshot shows the webSmartCIP interface for a project named "Main Street Signal Project". The "Project Information" section includes fields for Project Name, Project Description, Project Limits, Project Number, Type of Work (TOW), and TOW Description. A yellow callout box with the text "Step 8: Click on Comment Box. (Optional)" points to a comment box icon (a document with a speech bubble) in the bottom right corner of the project information panel. The icon is circled in red.

A window will appear to enter project notes as illustrated below.

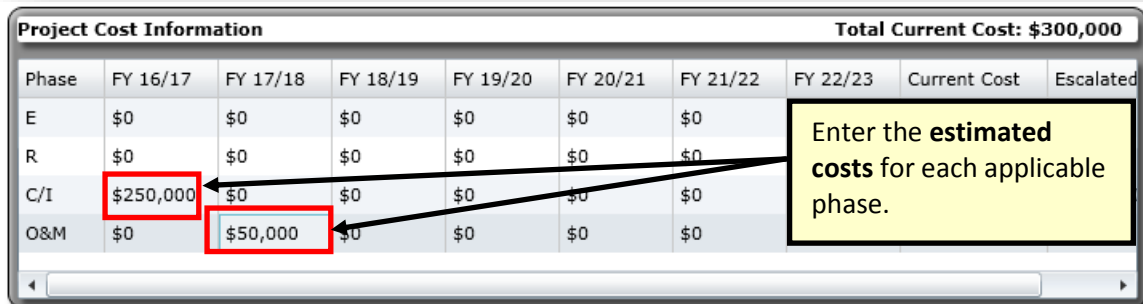


The screenshot shows a "Project Notes Window" dialog box. It has a large empty text area for entering notes and "OK" and "Cancel" buttons at the bottom right.

Estimated Costs

Enter the estimated cost of engineering (E), right of way (R), construction/ implementation (C/I), and operations & maintenance (O&M) phases for each fund type based on annual allocations or an annual program in current year dollars.

The escalation cost is automatically calculated after the estimated costs are entered. The escalation formula is based on factors used for Comprehensive Transportation Funding Programs (CTFP) funding and is updated annually within the software. Right of way and construction costs are escalated; engineering costs and operations & maintenance are not escalated.



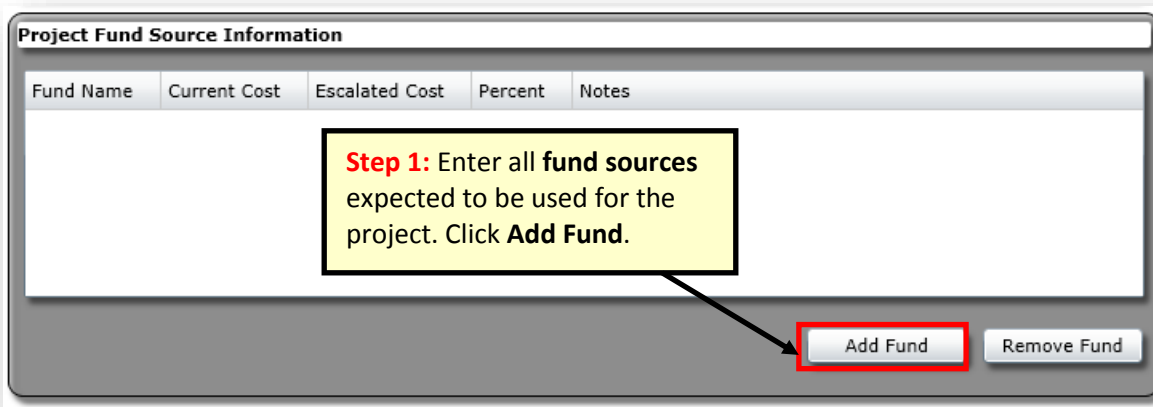
The screenshot shows a table titled "Project Cost Information" with a total current cost of \$300,000. The table has columns for fiscal years (FY 16/17 to FY 22/23), Current Cost, and Escalated. The rows represent different phases: E, R, C/I, and O&M. Red boxes highlight the values \$250,000 for C/I in FY 16/17 and \$50,000 for O&M in FY 17/18. A yellow callout box with arrows pointing to these cells contains the text: "Enter the estimated costs for each applicable phase."

Phase	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Current Cost	Escalated
E	\$0	\$0	\$0	\$0	\$0	\$0			
R	\$0	\$0	\$0	\$0	\$0	\$0			
C/I	\$250,000	\$0	\$0	\$0	\$0	\$0			
O&M	\$0	\$50,000	\$0	\$0	\$0	\$0			

Fund Sources & Estimated Costs

Add Fund Sources & Estimated Costs

Enter all fund sources expected to be used for this project and indicate the dollar amount for each fund type. Click **Add Fund**.



The screenshot shows a form titled "Project Fund Source Information" with a table for entering fund sources. The table has columns for Fund Name, Current Cost, Escalated Cost, Percent, and Notes. A yellow callout box with an arrow pointing to the "Add Fund" button contains the text: "Step 1: Enter all fund sources expected to be used for the project. Click Add Fund."

Fund Name	Current Cost	Escalated Cost	Percent	Notes
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Add Fund **Remove Fund**

When you add funds, the system defaults to **General Funds**. To select a different fund, double click on the General fund and a drop-down arrow will appear. Click on the drop-down arrow button to select the fund source from the list.

Project Fund Source Information

Fund Name	Current Cost	Escalated Cost	Percent	Notes
General Fund	\$300,000			

Step 2: Double-click **General** and click on the **drop-down arrow** to select the applicable fund source.

Add Fund Remove Fund

	17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Current Cost	Escalated
M2 ACE		\$0	\$0	\$0	\$0	\$0	\$0	\$0
M2 ECP Tier I		\$0	\$0	\$0	\$0	\$0	\$0	\$0
M2 ECP Tier II		\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
M2 Fairshare		\$0	\$0	\$0	\$0	\$0	\$0	\$0
M2 FAST		\$0	\$0	\$0	\$0	\$0	\$0	\$0
M2 ICE		\$0	\$0	\$0	\$0	\$0	\$0	\$0
M2 Transit - R								
M2 Transit - S								
M2 Transit - T								
M2 Transit - V								
General Fund		\$300,000	\$300,000				\$300,000	\$300,000

Step 3: Click on the **drop-down arrow** to select the applicable fund source.

If a fund source is listed as **Other** or **Unfunded**, an explanation is required in the Notes box.

Project Fund Source Information

Fund Name	Current Cost	Escalated Cost	Percent	Notes
Unfunded	\$300,000	\$300,000	100	Future M2 Application

Include an explanation for **Other** or **Unfunded**.

List of Fund Sources and Descriptions

Fund Source	Fund Name
AB2766	State AB2766
Agency Contribution	Agency Contribution
AHRP	Arterial Highway Rehabilitation Program
Another Agency	Other Agency Contribution
AQMD	Air Quality Management District
ATP	Active Transportation Program
BCIP	Bicycle Corridor Improvement Program
CDBG	Community Development Block Grant
CMAQ	Congestion Management Air Quality
Developer	Mitigated Obligation
Gas Tax	City Gas Tax Subventions
General Fund	General Funds
HBRR	Highway Bridge Reconstruction & Rehabilitation
HSIP	Highways Safety Improvement Program
Impact Fees	Traffic Impact Fees
M2 ACE	M2 Arterial Capacity Enhancements
M2 ECP-1	M2 Environmental Cleanup Program Tier I
M2 ECP-2	M2 Environmental Cleanup Program Tier II
M2 FAST	M2 Freeway Arterial Streets Transitions
M2 ICE	M2 Intersection Capacity Enhancements
M2 LFS	M2 Local Fair Share
M2 Transit - R	M2 High Frequency Metrolink Service
M2 Transit - S	M2 Transit Extensions to Metrolink
M2 Transit - T	M2 Metrolink Gateways
M2 Transit - V	M2 Community Based/Transit Circulators
M2 Transit - W	M2 Safe Transit Stops
M2 TSSP	M2 Traffic Signal Synchronization Program
Other	Other
Prop 42	State Sales Tax on Gas
SB1	Senate Bill 1
Sect 5307	FTA Section 9
SLPP	State Local Partnership Program
STIP	State Transportation Improvement Program
TEA	Transportation Enhancement Activities
TIGER	Transportation Investment Generating Economic Recovery
Unfunded	Unfunded/Unknown

The user must enter the dollar amounts for each fund source. The percentages will be calculated automatically. The total current cost from the project cost information section must equal the total provided in the project fund source information section.

Project Cost Information **Total Current Cost: \$300,000**

Phase	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Current Cost	Escalated
E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
R	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C/I	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000
O&M	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000

Project Fund Source Information

Fund Name	Current Cost	Escalated Cost	Percent	Notes
General Fund	\$50,000	\$50,000	16.7	
M2 TSSP	\$250,000	\$250,000	83.3	

Step 4: Enter the dollar amounts for each fund source.

An error message will appear if the dollar amounts entered do not equal the total current cost provided in the project cost information section.

Project Cost Information **Total Current Cost: \$300,000**

Phase	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Current Cost	Escalated
E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
R	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C/I	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000
O&M	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000

Project Fund Source Information

Fund Name	Current Cost	Escalated Cost	Percent	Notes
General Fund	\$50,000	\$50,000	16.7	
M2 TSSP	\$200,000	\$200,000	66.7	

1 Error

Warning: Current Cost entries (\$250,000) do not equal Project Cost (\$300,000)

Remove Fund Source

To remove a fund source, select fund row first and click remove fund.

The screenshot shows a dialog box titled "Project Fund Source Information" with a table containing the following data:

Fund Name	Current Cost	Escalated Cost	Percent	Notes
General Fund	\$50,000	\$50,000	16.7	
M2 TSSP	\$250,000	\$250,000	83.3	

The "General Fund" row is highlighted in blue and enclosed in a red rectangular box. A yellow callout box with a black border contains the text "Step 1: Select the fund source row." with an arrow pointing to the selected row. At the bottom right of the dialog are two buttons: "Add Fund" and "Remove Fund".

This screenshot shows the same "Project Fund Source Information" dialog box. The "General Fund" row remains selected. A yellow callout box with a black border contains the text "Step 2: Click Remove Fund." with an arrow pointing to the "Remove Fund" button at the bottom right, which is now highlighted with a red rectangular box. The "Add Fund" button is also visible.










If the user does not select the fund row prior to clicking **Remove Fund**, an error message will appear as illustrated below:

The screenshot shows the "Project Fund Source Information" dialog box with an error message dialog box overlaid on top. The error message dialog box has a title bar with a close button (X) and contains the text "Please select a row first!". A yellow callout box with a black border contains the text "Click OK." with an arrow pointing to the "OK" button in the error message dialog box, which is highlighted with a red rectangular box. The "Project Fund Source Information" dialog box behind it shows the "General Fund" row selected. The "Add Fund" and "Remove Fund" buttons are visible at the bottom right.

Maps

Icons

Agencies are required to add the project to the map. Instructions on how to add a project to the map begin on page 27. The map icons and descriptions are listed below for reference.

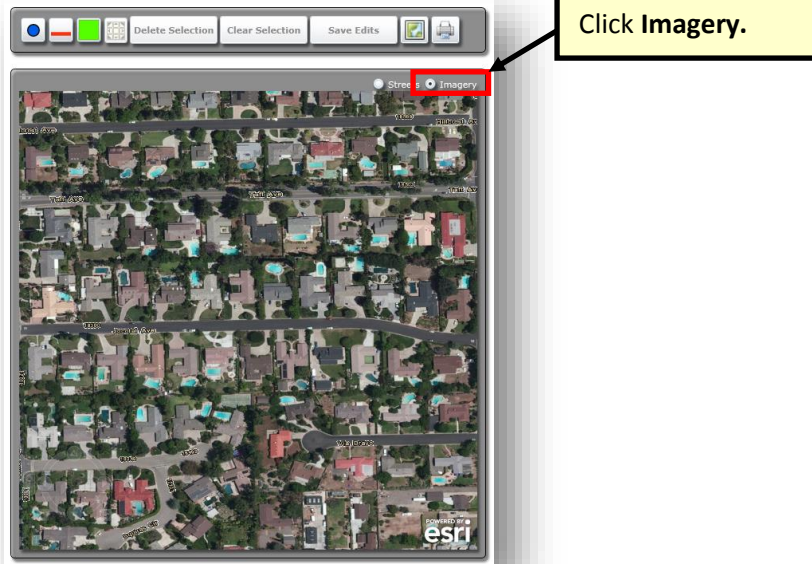
Icon	Icon Description
	Select blue dot to add point shape to the map.
	Select red line to add a line shape to map.
	Select green square to select an area on the map.
	Select city-wide button to designate city-wide project.
	To delete a shape, select the shape first, and then click delete selection.
	To clear a shape selection, click clear selection.
	Click Save Edits to save changes (new or deleted) to the project shapes on the map.
	Click to zoom to the boundary of the user's agency.
	Click Print button to print project map including project name, description, limits, and project type.

Views

The map can be viewed as satellite imagery or as a street map (default) by selecting a type on the map.

Imagery Map

Satellite imagery can be viewed by clicking on the **Imagery** button.



Street Map

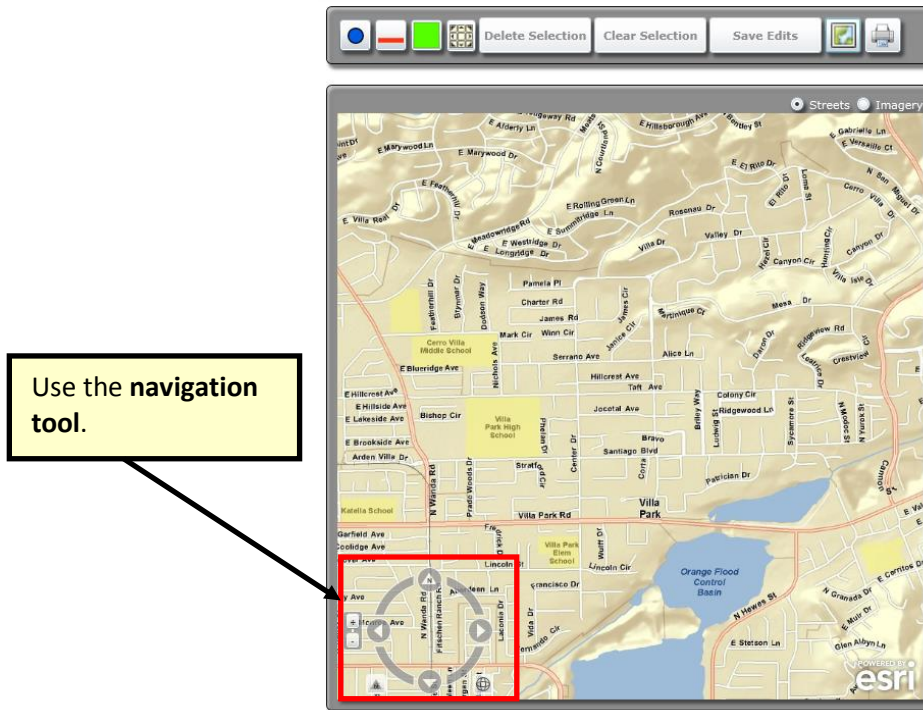
Street map is the default view. To return to the street map from an imagery map view, click the **Streets** button.



Zoom-In & Zoom-Out

The user can zoom-in or zoom-out by:

- 1) Using the navigation tool in the lower left hand corner of the map. To activate the tool, the user moves the cursor over it. The user can zoom in (+) or zoom out (-), pan (four arrows), pivot map (clicking on larger circle and turning it).

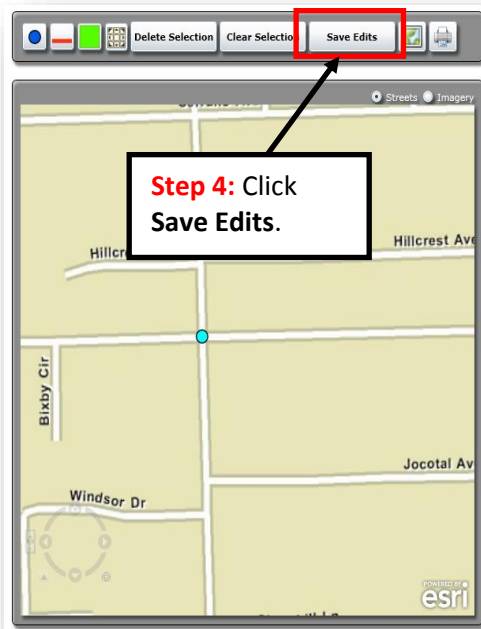
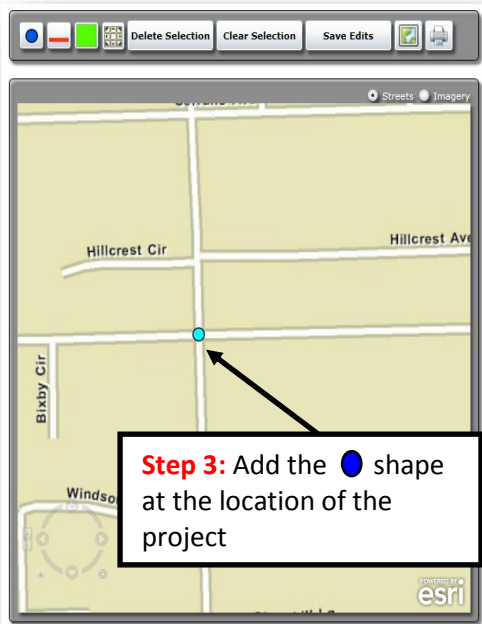
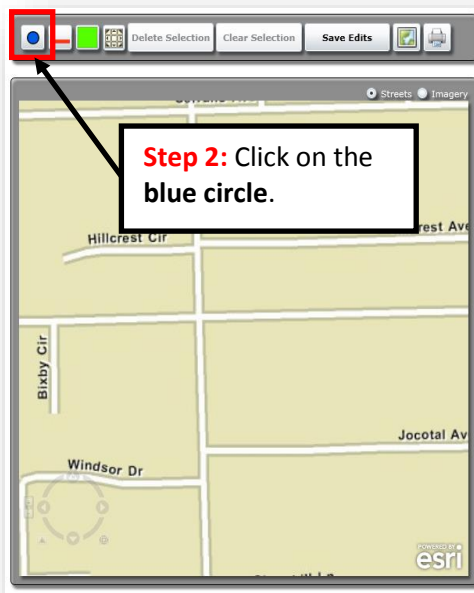
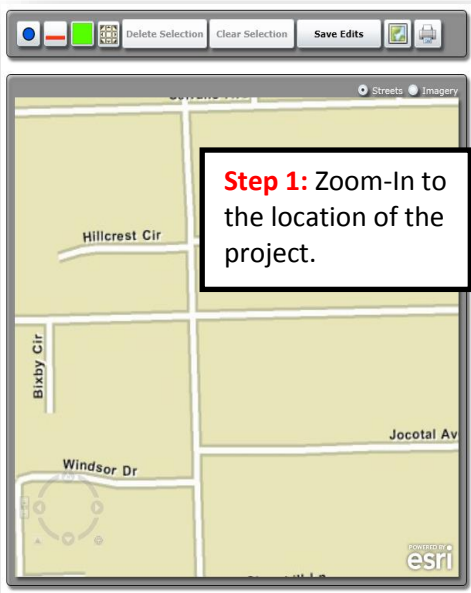


- 2) Zooming in on the map by pressing the shift button and drawing a box on map. To zoom out, press shift and control at the same time and draw a box on the map.
- 3) Scrolling the mouse wheel upward to zoom in and scrolling the mouse wheel downward to zoom out. To scroll the map to the left or right, the user can press and hold the left mouse button and drag the cursor in the desired direction on the map.

Add a Project to the Map

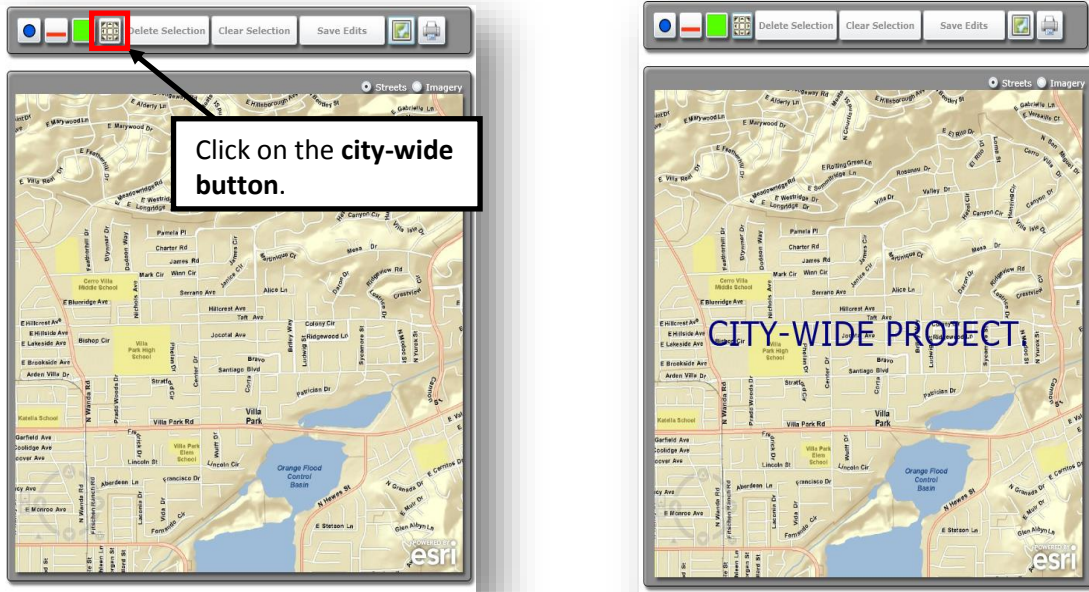
Add a Blue Point

A blue point can be used to show the location of a project (i.e., traffic signals, intersection, interchange or environmental projects, etc.). Save Edits must be clicked in order to save the shape to the project.

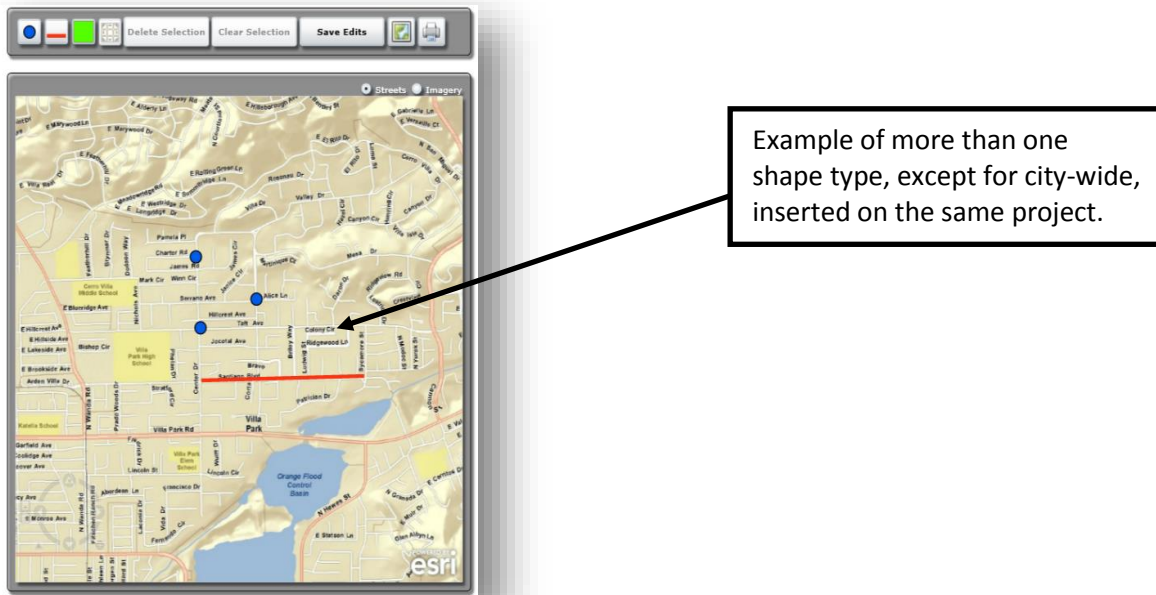


Add a City-wide Project

If a project is a city-wide project, click on the city-wide button below. City-wide button is the only button that does not require the user to click Save Edits.

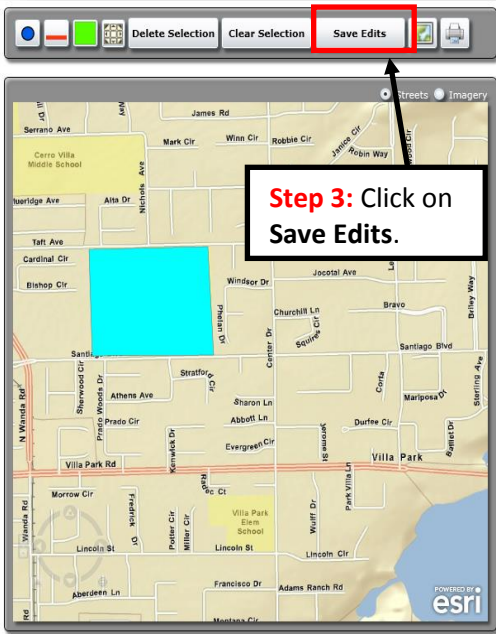
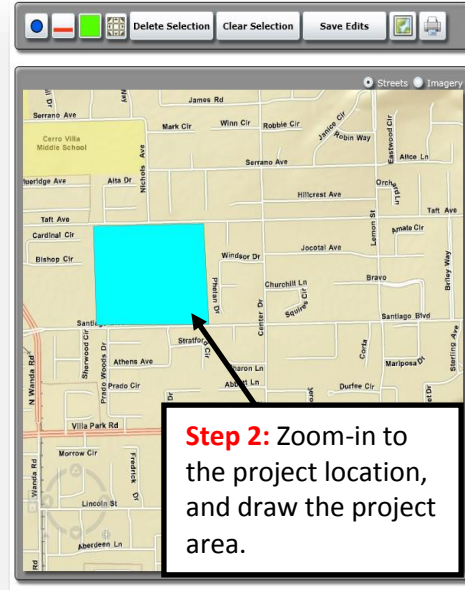
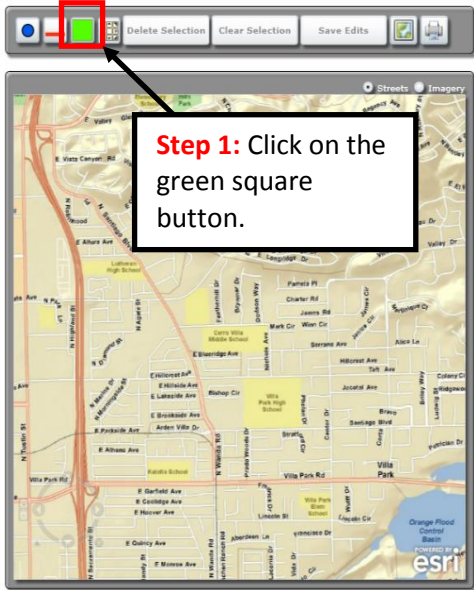


The user cannot select other shapes and the city-wide button on the same project. However, the user can insert more than one shape type, except for city-wide, simultaneously on the same project.



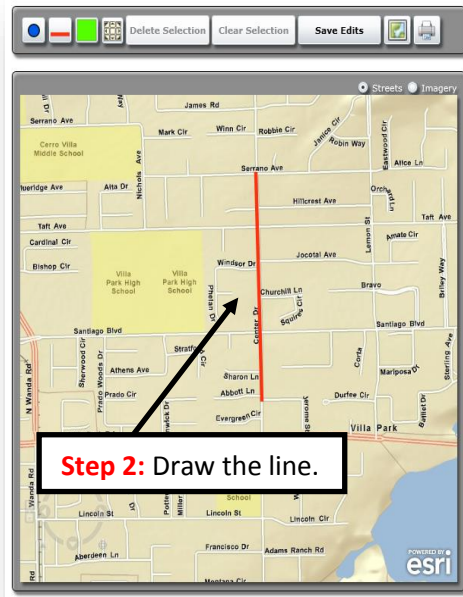
Add an Area (Green Square)

If a project is located in a region, add an area to the map. (i.e., parcels, study areas, communities, etc.) To draw the project area, the user must click once at every corner and twice to complete the shape. Save Edits must be clicked for the project area to be saved to the project map.



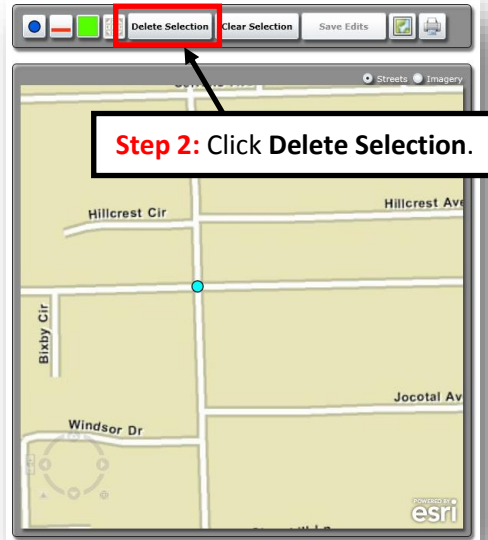
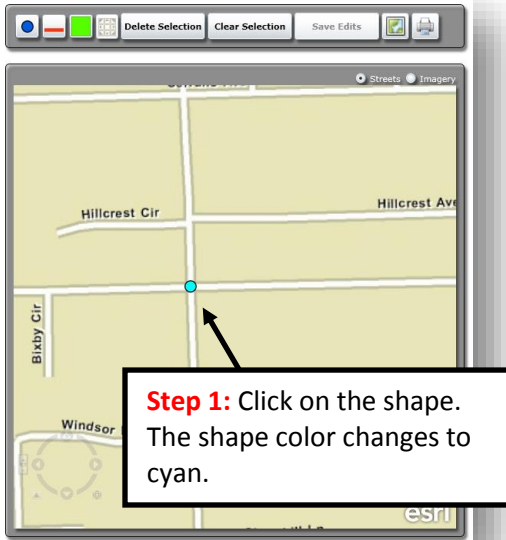
Add a Line (Red Line)

If a project has a specific route or includes several streets, add a line on the map. (i.e., corridor projects, roadways, arterial projects) To draw a line, the user must click once at the beginning of the line and twice at the end of the line when the line is complete. To change line directions, click once. Save Edits must be clicked for the line to be saved to the project map.



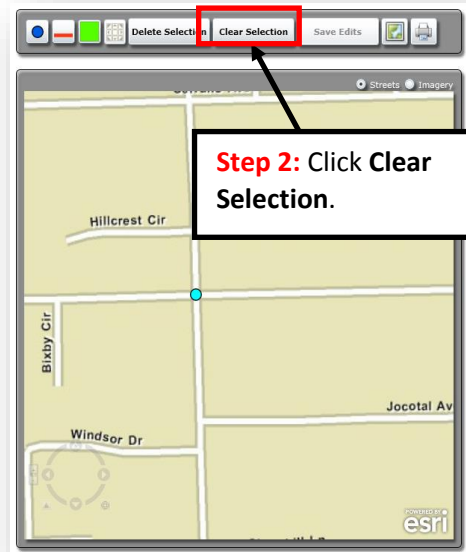
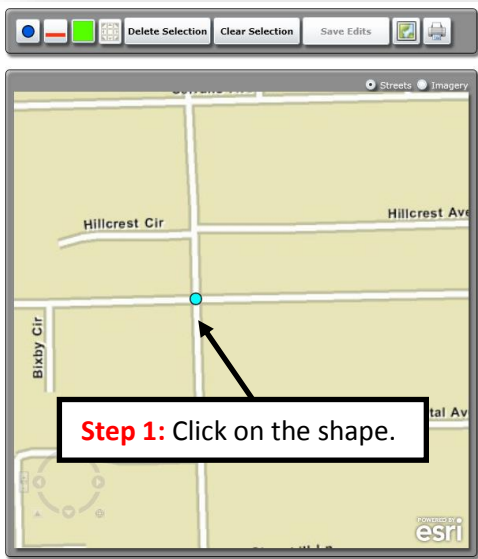
Delete a Shape

To delete a shape, click on the shape and the shape color changes to cyan. Click Delete Selection and then Click Save Edits to delete the shape from the project.



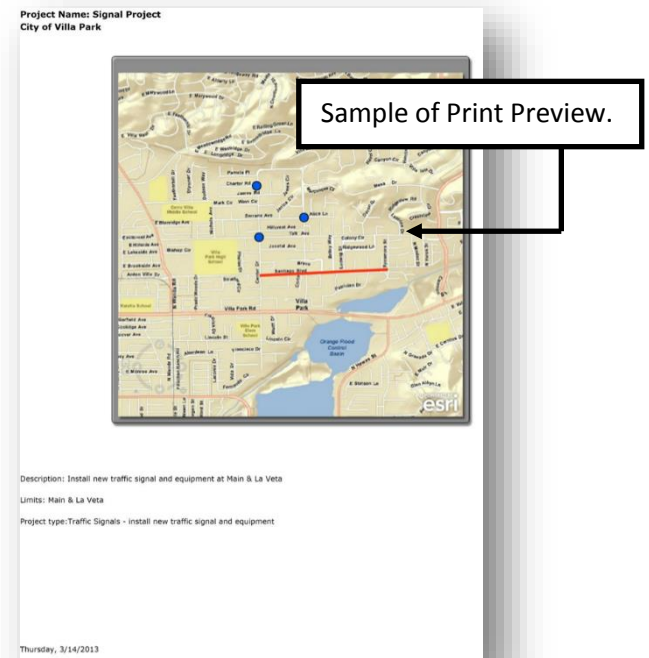
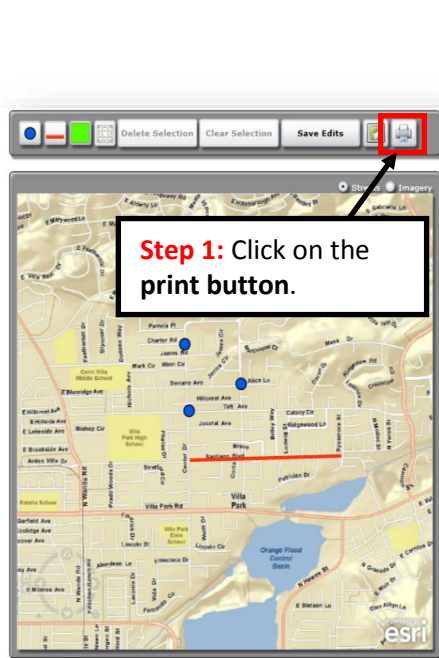
Clear Shape Selection

The clear selection button is used when a shape is selected, and the user would like to de-select the shape. The shape color changes from cyan to the default color.



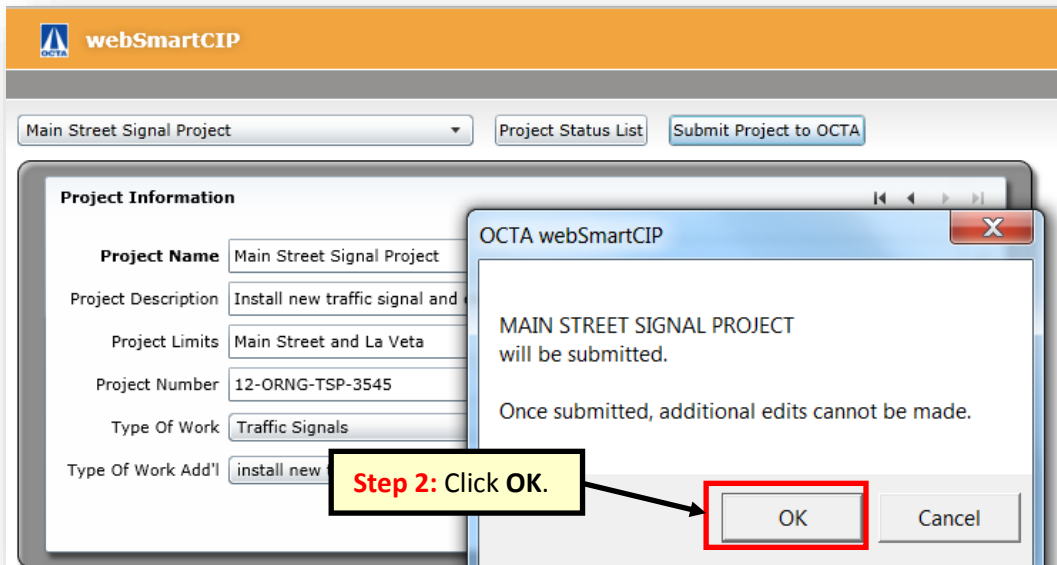
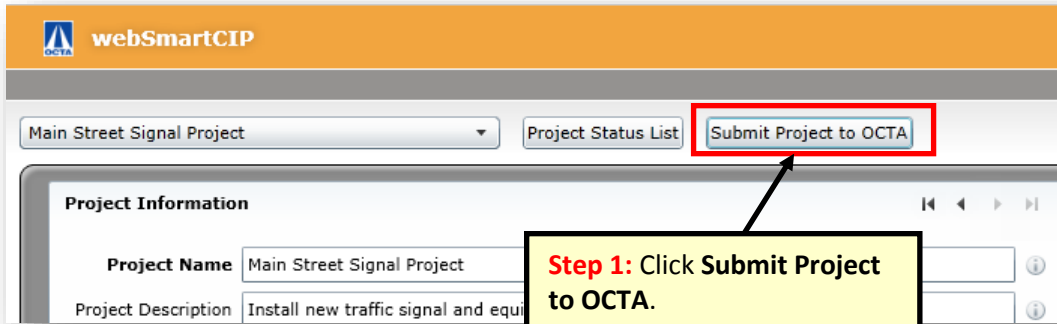
Print a Map

The user can print a map for a specific project that lists the project name, project limits, project type, and other information. To print, click on the print button as illustrated below:

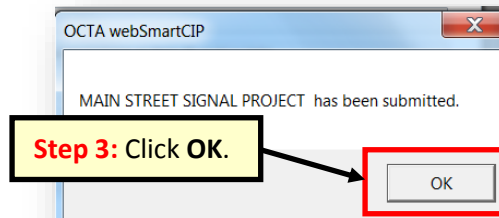


Submit Project to OCTA

Once all the information has been verified for accuracy and completeness, the agency is ready to submit to OCTA for approval. Each project is submitted to OCTA separately. After clicking **Submit Project to OCTA** and **OK**, the project is submitted and the user cannot make additional edits.

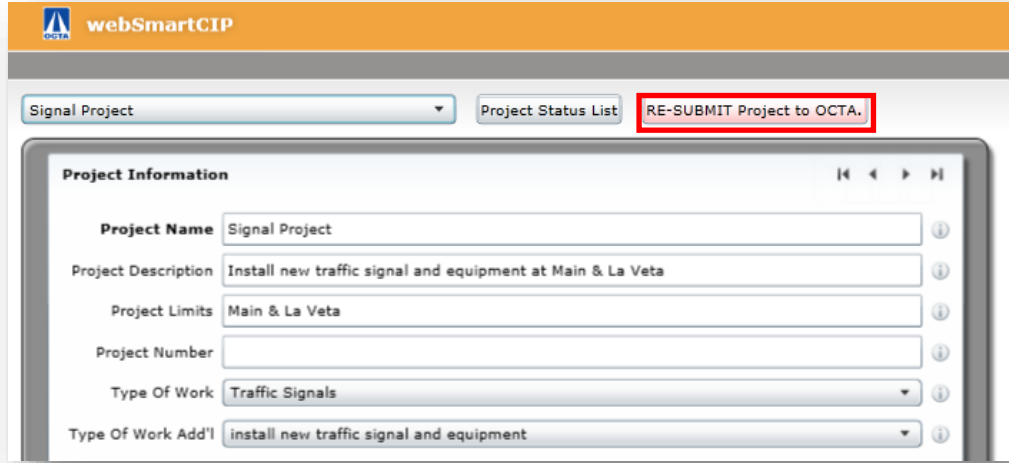


A message box will appear to confirm that the project has been submitted. Once a project has been submitted to OCTA, changes cannot be made to the existing data entry record.



Submit project to OCTA (cont.)

In the case that an agency needs to revise a submitted project, the agency must contact OCTA staff in order to re-open the data entry record for edits and the agency must re-submit the project to OCTA for approval.



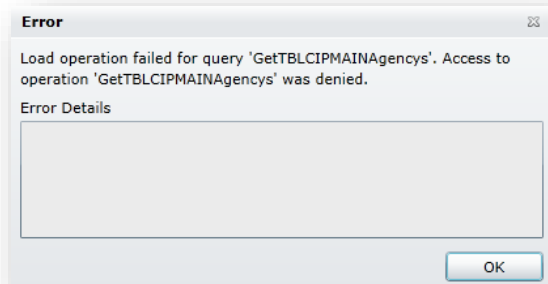
The screenshot shows the webSmartCIP interface. At the top, there is a navigation bar with the OCTA logo and the text 'webSmartCIP'. Below this, there is a dropdown menu set to 'Signal Project', a 'Project Status List' button, and a button labeled 'RE-SUBMIT Project to OCTA.' which is highlighted with a red rectangular border. Below the navigation bar is a 'Project Information' form with the following fields:

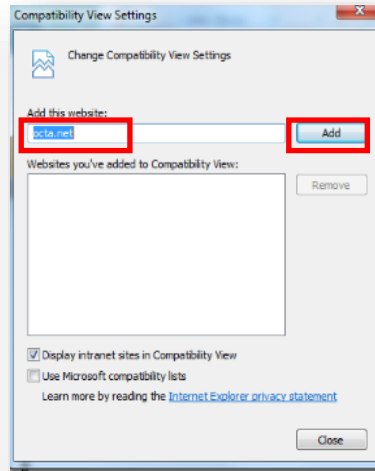
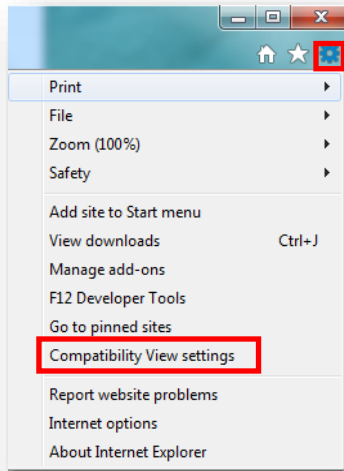
- Project Name: Signal Project
- Project Description: Install new traffic signal and equipment at Main & La Veta
- Project Limits: Main & La Veta
- Project Number: (empty)
- Type Of Work: Traffic Signals
- Type Of Work Add'l: install new traffic signal and equipment

Common Error Messages

Compatibility Error Message

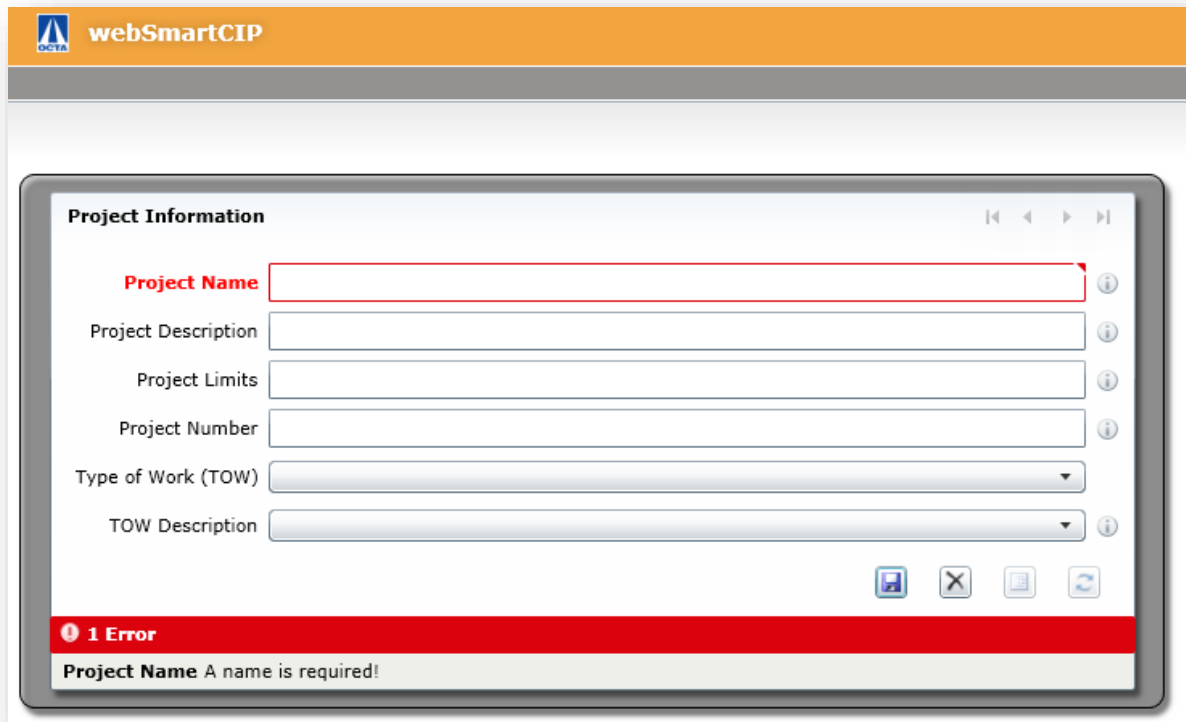
While using internet explorer, an error message may appear if octa.net is not a registered website under Compatibility View settings. To eliminate the error message, click on settings then click on Compatibility View Settings. Under add website, type **octa.net** and click Add.





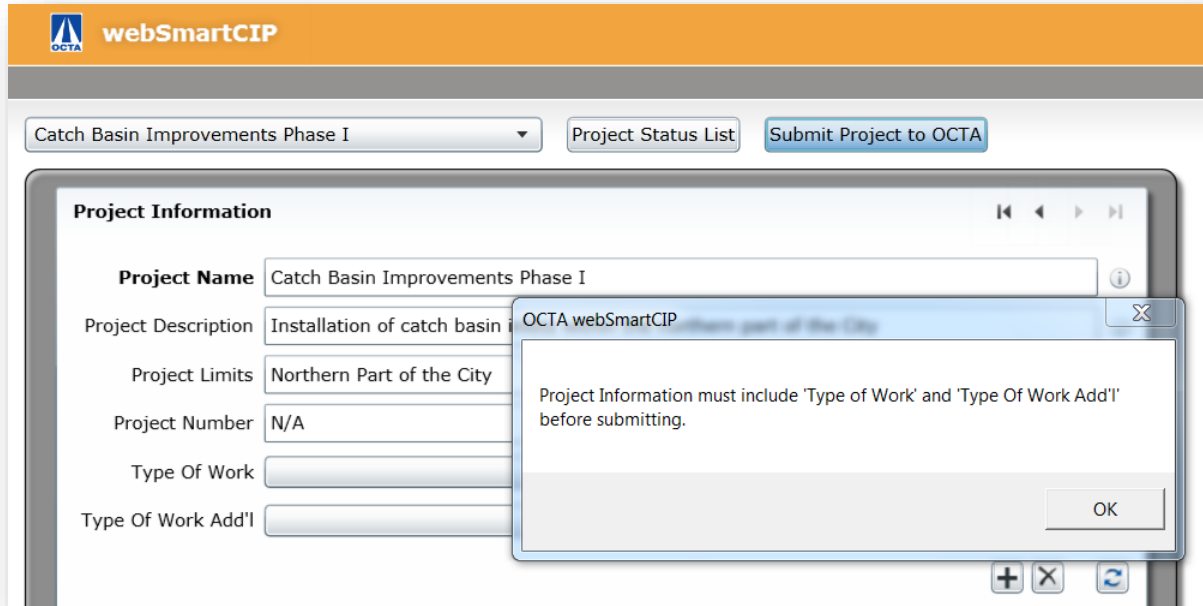
Project Name Error Message

An error message will appear if a project name is not entered before clicking save.



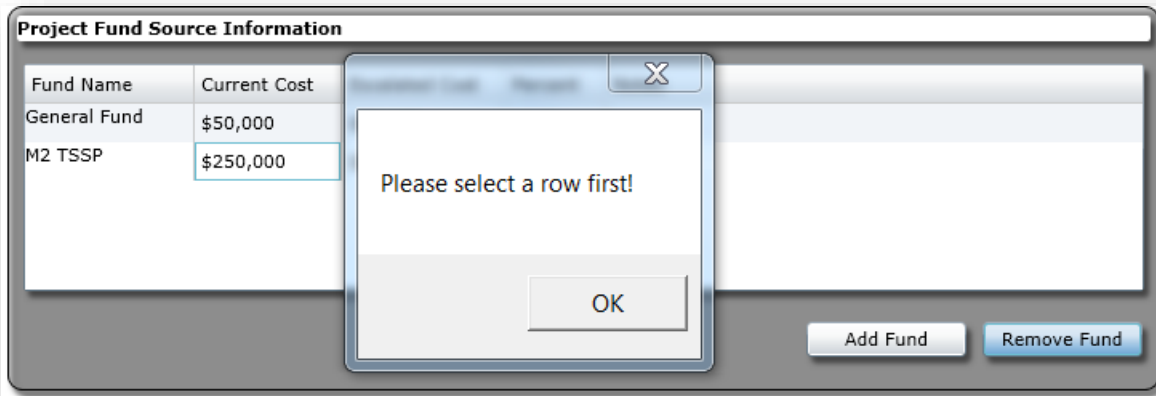
Type of Work Error Message

An error message will appear if a type of work and type of work description are not selected prior to submitting a project to OCTA.



Remove Fund Error Message

An error message will appear if a fund source row is not selected before clicking **Remove Fund**.



Fund Source Type Error Message

When submitting a project, an error message will appear if at least one fund source type is not included.

The screenshot shows two windows from the OCTA webSmartCIP system. The top window, 'Project Cost Information', displays a table with columns for Phase (E, R, C/I, O&M) and fiscal years (FY 16/17, FY 17/18, FY 18/19, FY 19/20). The total current cost is \$300,000. The bottom window, 'Project Fund Source Information', shows a table with columns for Fund Name, Current Cost, Escalated Cost, Percent, and Notes. An error dialog box titled 'OCTA webSmartCIP' is overlaid on the top window, containing the message: 'Must have at least one Project Fund Source Type.' and an 'OK' button.

Phase	FY 16/17	FY 17/18	FY 18/19	FY 19/20
E	\$0	\$0	\$0	\$0
R	\$0	\$0	\$0	\$0
C/I	\$250,000	\$0	\$0	\$0
O&M	\$0	\$50,000	\$0	\$0

Fund Name	Current Cost	Escalated Cost	Percent	Notes

Fund Source Total Error Message

An error message will appear if the dollar amounts entered do not equal the total current cost provided in the project cost information section.

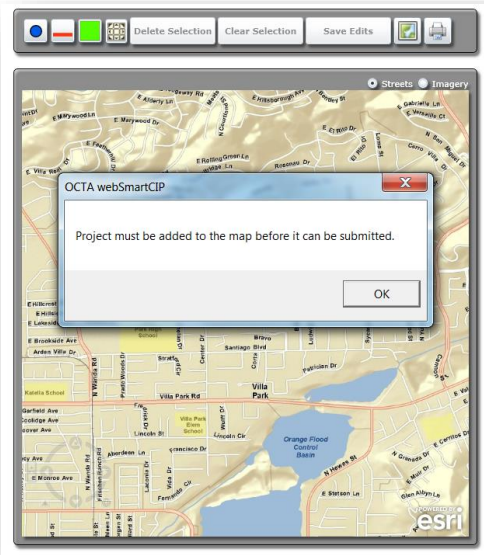
The screenshot shows two windows from the OCTA webSmartCIP system. The top window, 'Project Cost Information', displays a table with columns for Phase (E, R, C/I, O&M) and fiscal years (FY 16/17, FY 17/18, FY 18/19, FY 19/20, FY 20/21, FY 21/22, FY 22/23). The total current cost is \$300,000. The bottom window, 'Project Fund Source Information', shows a table with columns for Fund Name, Current Cost, Escalated Cost, Percent, and Notes. A red box highlights the 'Total Current Cost: \$300,000' in the top window and the 'Current Cost' entries for 'General Fund' (\$50,000) and 'M2 TSSP' (\$200,000) in the bottom window. A red banner at the bottom of the bottom window contains the message: 'Warning: Current Cost entries (\$250,000) do not equal Project Cost (\$300,000)'. Note that the warning message in the image appears to be a typo for \$50,000.

Phase	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Current Cost	Escalated
E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
R	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C/I	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000
O&M	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000

Fund Name	Current Cost	Escalated Cost	Percent	Notes
General Fund	\$50,000	\$50,000	16.7	
M2 TSSP	\$200,000	\$200,000	66.7	

Map Error Message

When submitting a project, an error message will appear if the project has not been added to the map.



Reporting

There are several reports that can be generated and printed from the Web Smart CIP, and include:

Projects Sorted by Name

This report will be submitted to OCTA as part of the eligibility package in June. A preview **sample** of the report (in this case, the Projects Sorted by Name report) will display on the right when the user hovers over the **Projects Sorted by Name** button.

PDF Format

MS Excel Format

Projects Sorted By Name

Projects Sorted By Type

Fund Source by Year (Escalated)

Fund Source by Year (Estimated)

Fund Source By Type

Project Status:

All Projects

Submitted Projects

Projects to be Submitted

Measure M and Renewed Measure M (M2)										
Seven Year Capital Improvement Program (Sorted by Project Name)										
Fiscal Years 2012/2013 through 2018/2019										
Agency: Mission Viejo Project Name: Marguerite Parkway Pavement Rehabilitation: Oymplad to St. Toro Road Type of Work: Road Maintenance Additional TDW: Rehabilitation of roadway Project Description: Pavement rehabilitation of Marguerite Parkway, from Oymplad Road north to St. Toro Road										
Project Phase	FY_1	FY_2	FY_3	FY_4	FY_5	FY_6	FY_7	Subtotal Cost	Projected Cost	Notes
E	\$786,207	\$134,560	\$381,242	\$33,913	\$344,886	\$72,513	\$0	\$1,653,206	\$1,748,292	
R	\$402,327	\$132,901	\$687,241	\$723,368	\$970,806	\$74,597	\$0	\$2,563,566	\$2,566,165	
C	\$101,748	\$133,088	\$774,498	\$113,712	\$448,198	\$22,591	\$0	\$1,593,856	\$1,600,311	
O&M	\$941,889	\$474,722	\$483,221	\$955,534	\$564,285	\$24,160	\$0	\$4,544,050	\$4,600,773	
	\$2,332,811	\$875,771	\$2,321,982	\$1,467,147	\$2,318,166	\$97,161	\$0	\$10,464,684	\$11,116,481	
Agency: Mission Viejo Project Name: Marguerite Parkway Pavement Rehabilitation: Trubio Type of Work: Road Maintenance Additional TDW: Rehabilitation of roadway Project Description: Pavement rehabilitation of Marguerite Parkway, from Trubio Road north to Alicia										
Project Phase	FY_1	FY_2	FY_3	FY_4	FY_5	FY_6	FY_7	Subtotal Cost	Projected Cost	Notes
E	\$711,341	\$134,889	\$205,576	\$225,981	\$441,374	\$433,896	\$0	\$2,442,257	\$2,779,296	
R	\$500,419	\$746,466	\$657,843	\$69,220	\$573,800	\$51,567	\$0	\$3,051,144	\$2,255,487	
C	\$235,751	\$487,722	\$163,191	\$99,649	\$675,800	\$930,872	\$0	\$3,063,635	\$3,607,146	
O&M	\$22,819	\$266,092	\$347,396	\$197,830	\$792,184	\$610,162	\$0	\$2,196,753	\$2,609,643	
	\$1,745,329	\$1,634,169	\$1,173,906	\$582,680	\$2,063,160	\$2,095,495	\$0	\$10,753,789	\$12,251,571	

Projects Sorted by Improvement Type

This report can be used to list the CIP projects by the improvement type. A preview **sample** of the report (in this case, the Sorted by Type report) will display on the right when the user hovers over **Projects Sorted by Type** button.

PDF Format MS Excel Format

Projects Sorted By Name

Projects Sorted By Type

Fund Source by Year (Escalated)

Fund Source by Year (Escalated)

Fund Source by Year (Estimated)

Fund Source by Year (Estimated)

Fund Source By Type

Fund Source By Type

Project Status:

All Projects All Projects

Submitted Projects Submitted Projects

Projects to be Submitted Projects to be Submitted

Measure M and Renewed Measure M (M2)										
Seven Year Capital Improvement Program (Sorted by Improvement Type)										
Fiscal Years 2013/2014 through 2019/2020										
Agency: Mission Viejo										
Project Name: Residential Drury Seat										
Type of Work: Road Maintenance										
Additional TOW: curvy seat of roadway										
Project Description: preventive maintenance program to provide residential resurfacing of collector & residential streets, to reduce major rutting and potholes. On-going program is operated in seven-year cycles, with specific geographic areas identified in each cycle.										
Project Phase	FY 1	FY 2	FY 3	FY 4	FY 5	FY 6	FY 7	Estimated Cost	Projected Cost	Notes
E	\$463,000	\$463,000	\$463,000	\$463,000	\$463,000	\$463,000	\$463,000	\$3,241,000	\$3,241,000	
H	\$201,365	\$201,365	\$201,365	\$201,365	\$201,365	\$201,365	\$201,365	\$1,409,555	\$1,409,555	
C	\$543,032	\$543,032	\$543,032	\$543,032	\$543,032	\$543,032	\$543,032	\$3,801,224	\$3,801,224	
OSM	\$775,421	\$775,421	\$775,421	\$775,421	\$775,421	\$775,421	\$775,421	\$5,427,200	\$5,427,200	
	\$2,382,818	\$2,382,818	\$2,382,818	\$2,382,818	\$2,382,818	\$2,382,818	\$2,382,818	\$16,879,000	\$16,879,000	

Measure M and Renewed Measure M (M2)										
Agency: Mission Viejo										
Project Name: Arterial Highway Resurfacing Program										
Type of Work: Road Maintenance										
Additional TOW: Arterial Capacity Enhancements										
Project Description: rehabilitation of arterial roadway										
Project Description: ongoing city program that provides for the pavement rehabilitation of arterial streets FY11-12 pavement resurfacing of Arroyo Parkway from Mariposa Place to Camino Capistrano, FY13-15, Avenida Road from Alicia Place to Marguerite Parkway										
Project Phase	FY 1	FY 2	FY 3	FY 4	FY 5	FY 6	FY 7	Estimated Cost	Projected Cost	Notes
E	\$976,334	\$976,334	\$976,334	\$976,334	\$976,334	\$976,334	\$976,334	\$6,835,338	\$6,835,338	
H	\$750,228	\$750,228	\$750,228	\$750,228	\$750,228	\$750,228	\$750,228	\$5,251,604	\$5,251,604	
C	\$386,853	\$386,853	\$386,853	\$386,853	\$386,853	\$386,853	\$386,853	\$2,708,977	\$2,708,977	
OSM	\$108,224	\$108,224	\$108,224	\$108,224	\$108,224	\$108,224	\$108,224	\$769,568	\$769,568	
	\$2,229,640	\$2,229,640	\$2,229,640	\$2,229,640	\$2,229,640	\$2,229,640	\$2,229,640	\$15,573,487	\$15,573,487	

Fund Source by Year

This report can be used to provide a summary table of fund sources and dollar amounts by fiscal year. A preview **sample** of the report (in this case, the Fund Source by Year report) will display on the right when the user hovers over **Fund Source by Year** button. This report can be provided in estimated or escalated dollars and can be downloaded into an Excel or PDF format.

PDF Format MS Excel Format

Projects Sorted By Name

Projects Sorted By Type

Fund Source by Year (Escalated)

Fund Source by Year (Escalated)

Fund Source by Year (Estimated)

Fund Source by Year (Estimated)

Fund Source By Type

Fund Source By Type

Project Status:

All Projects All Projects

Submitted Projects Submitted Projects

Projects to be Submitted Projects to be Submitted

Measure M and Renewed Measure M (M2)										
Agency by Fund Source (Escalated Cost)										
Fiscal Years 2013/2014 through 2019/2020										
Agency	Fund Source	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total	
Irvine	AB 2766	1,485	2,482	344	17,495	740	6,292	1,173	29,991	
	AHRP	118	57	60	63	268	71	14	651	
	BSAP	55	77	61	86			0	555	
	Developer	48	25	27		11	31	0	278	
	Freeway	131	0	134	169	55	29	180	698	
	Impact Fees	28	2,984	31	21,733	104	7,356	0	32,236	
	LSTP	120		123	155	50	27	165	640	
	M Transit - S	4,400	0	98	5	12	2,556	67	7,138	
	M Transit - W	430	0	0	0	429	0	593	1,452	
	M2 RCP	120	0	123	155	50	27	165	640	
	State TSM	10	0	0	0	0	0	14	24	
	Total:		6,925	5,625	1,001	39,899	2,031	16,461	2,371	74,303

Fund Source by Improvement Type

This report can be used to provide a summary of fund source by improvement type. A preview **sample** of the report (in this case, the Fund Source by Improvement Type report) will display on the right when the user hovers over **Fund Source by Type** button. This report can also be downloaded into an Excel or PDF format.

PDF Format MS Excel Format

Projects Sorted By Name -----

Projects Sorted By Type -----

Fund Source by Year (Escalated) Fund Source by Year (Escalated)

Fund Source By Year (Estimated) Fund Source By Year (Estimated)

Fund Source By Type Fund Source By Type

Project Status:

All Projects All Projects

Submitted Projects Submitted Projects

Projects to be Submitted Projects to be Submitted

7-Year Capital Improvement Program - Villa Park
Fiscal Years 2014/2015 through 2020/2021

Project Type	Fund									Total
	AHRP	General	GMA	HBRR	M Transit	V. M Transit - W	M2 Capital	M2 RCP	Prop. 42	
Administration	\$-	\$11,000	\$488,283	\$404,000	\$-	\$-	\$137,663	\$-	\$-	\$1,020,946
Aesthetics	\$3,500	\$-	\$5,000	\$-	\$5,000	\$5,500	\$-	\$-	\$3,000	\$22,500
Bikeways	\$-	\$66,000	\$51,000	\$-	\$-	\$500	\$-	\$1,000	\$-	\$108,500
Bus Stops	\$-	\$-	\$42,000	\$-	\$-	\$-	\$-	\$30,000	\$-	\$72,000
Demand Management	\$-	\$-	\$5,500	\$-	\$-	\$-	\$-	\$-	\$-	\$5,500
Smart Streets	\$-	\$500	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$500
Total	\$3,500	\$67,500	\$572,783	\$404,000	\$5,000	\$5,500	\$137,663	\$31,000	\$3,000	\$1,229,946

Project List Status

The project status list can be used by an agency as a checklist to determine all the projects in the CIP that must be submitted to OCTA. A preview **sample** of the report (in this case, the Project List Status report) will display on the right when the user hovers over Project List Status button. This report can be downloaded into an Excel or PDF format.

PDF Format MS Excel Format

Projects Sorted By Name -----

Projects Sorted By Type -----

Fund Source by Year (Escalated) Fund Source by Year (Escalated)

Fund Source By Year (Estimated) Fund Source By Year (Estimated)

Fund Source By Type Fund Source By Type

Project Status:

All Projects All Projects

Submitted Projects Submitted Projects

Projects to be Submitted Projects to be Submitted

City of Villa Park **CIP PROJECT STATUS**
4/22/2013 All Projects
Fiscal Years 2013/2014 through 2019/2020

PROJECT NAME	TYPE OF WORK	LIMITS	SUBMIT STATUS	ACCEPT STATUS
Canyon/Mesa Recreational Trail	Other	Canyon Dr. from Canyon to Mesa	Submitted	No
Catch Basin Improvements Phase I	Storm Water Pollution Mitigation	Northern Part of the City	Not Submitted	No
Catch Basin Improvements Phase II	Storm Water Pollution Mitigation	Southern Part of the City	Not Submitted	No
Lemon St. Median Improvements	Aesthetics	Lemon St. from Santiago Blvd. To Valley Dr.	Submitted	Yes
Loma Trail Improvements	Other	Loma to Las Flores	Not Submitted	No
Mesa Dr. Street Improvements	Road Widening	East of Henderson	Not Submitted	No
Public Works Building Expansion	Other	Located Behind City Hall at 17855 Santiago Blvd.	Not Submitted	No
Storm Drain Improvements at Various Locations	Other	Various Locations	Not Submitted	No
Street Improvements at Various Locations	Road Maintenance	Various Locations	Not Submitted	No
Street Improvements FY 12/13	Road Maintenance	Various streets within the City	Re-Submit	No

Snapshot Function

The snapshot functions allows the local agency to run reports on the existing database or previous cycles.

The screenshot displays a web interface for the Snapshot Function. On the left, under the heading "PDF Format", there are five buttons: "Projects Sorted By Name", "Projects Sorted By Type", "Fund Source by Year (Escalated)", "Fund Source By Year (Estimated)", and "Fund Source By Type". On the right, a "Snap shots" dropdown menu is open, showing a list of historical snapshots with their respective dates. Below the dropdown, there is another "Fund Source By Type" button and a dashed line indicating a continuation of the list.

Snapshot Name	Date
Current	
FY 2015-2016 CIP Final V02	(12/16/2015)
FY 2015-2016 CIP Final Test	(11/3/2015)
FY 15-16 CIP Final V01	(8/27/2015)
FY 14-15 CIP Final V01	(2/17/2015)
April 21, 2014 Beginning of Year 2.	(4/21/2014)
FY 13-14 CIP Final V04	(10/18/2013)
FY 13-14 CIP Final V03	(7/24/2013)
FY 13-14 CIP Final V02	(7/18/2013)
FY 13-14 CIP Final V01	(7/16/2013)

Submitting the CIP

Prepare CIP Submittals as follows:

1. Print a copy of the report titled **Projects Sorted by Name** under the **Report Page**. To print a copy of the report, click on Projects Sorted by Name. The user can open and/or save the Report.

Step 1: Click on Projects Sorted By Name.

Step 2: Click on Open or Save

Tip: Open/Save option box not popping up? Hold down the Ctrl button as you click on the Projects Sorted by Name button.

Step 3: Click on Print

2. Include **Projects Sorted by Name Report** and council adoption of 7-Year CIP with eligibility package submittal.
3. Submit to **OCTA**.

Orange County Transportation Authority
 P.O. Box 14184
 Orange, CA 92863-1584

Orange County Transportation Authority
 600 South Main Street
 Orange, CA 92868
 (For Fed-Fx Only)

