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## Introduction

### FTIP and RTP

The Federal Transportation Improvement Program (FTIP/TIP) is the primary programming and implementation process for projects identified in the Regional Transportation Plan (RTP).

The Southern California Association of Governments (SCAG) prepares the RTP, a 30-year Long Range Plan that models projects for conformity with the Federal Clean Air Act. The plan emphasizes needs and improvements in the transportation system in the greater Southern California area such as goods movements, management, and financing.

The TIP covers a minimum of four years with updates every two years and is amended periodically to reflect changes in funding, scope, or schedule.

Status and information on the FTIP are available on the SCAG website.

<http://ftip.scag.ca.gov/Pages/default.aspx>

Electronic copies of the adopted SCAG 2021 FTIP Guidelines and additional information are available on the OCTA FTIP webpage as well.

<https://octa.net/About-OCTA/FTIP/>

### OCFundtracker

Orange County's TIP management system was produced and released in January 2009. An updated system was released in August 2019. OCFundtracker offers a comprehensive project and programming system that can be accessed via the internet. This guide explains each variable required for project submittal or amendments.

To access the OCFundtracker, please request a log in account at

<https://OCFundtracker.octa.net/secure/login.asp>.

Tutorials are offered in the OCFundtracker and can be accessed on the main menu. Please address questions or comments to Ben Ku at 714-560-5473 ([bku@octa.net](mailto:bku@octa.net)) or Heidi Busslinger at 714-560-5098 ([hbusslinger@octa.net](mailto:hbusslinger@octa.net)).

## Creating a New User Account

### Step 1 – Access the OCFundtracker Webpage

- Direct your browser to: <https://OCFundtracker.octa.net/secure/login.asp>
- Click the “Click Here” link located under the orange “Login” button as seen in Figure 1.

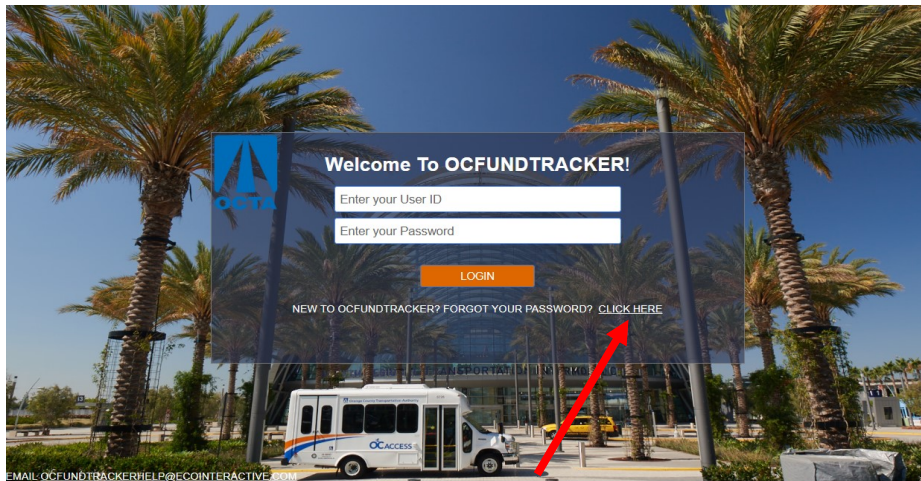


Figure 1

### Step 2 – Creating a New User

- Enter your email address, answer the Captcha image that is shown, and click "Submit" as seen in Figure 2.


OCTA ACCOUNT SIGNUP / PASSWORD RESET
PLEASE ENTER YOUR EMAIL ADDRESS BELOW. IF A USER ACCOUNT ALREADY EXISTS WITH THIS EMAIL ADDRESS, A PASSWORD RESET LINK WILL BE EMAILED TO YOU.
<u>EMAIL ADDRESS</u> <input type="text"/>
<input type="checkbox"/> I'm not a robot  reCAPTCHA Privacy - Terms
<input type="submit" value="Submit"/>

Figure 2

- Complete the user registration form as seen in Figure 3. Note that the password is case sensitive while the username is not. Please fill this information out as thoroughly as possible; it is important for OCTA staff to contact users during the TIP process.

**OCFUNDTRACKER - NEW USER**

**PASSWORD REQUIREMENTS:**

- Must be at least 7 characters in length
- Cannot be a word that is found in the dictionary
- Cannot contain your username
- Cannot contain the word "OCTA"
- Cannot be on the list of commonly used internet passwords
- Cannot contain " " ; \*

USERNAME  
test@octa.net

PASSWORD

RE-TYPE PASSWORD

---

NAME

EMAIL ADDRESS  
test@octa.net

PHONE NUMBER

AGENCY NAME

**Please answer the following question(s) to determine your access level:**

Are you responsible for amending projects in the FTIP?

Are you responsible for submitting project amendments for CTC review?

USER TYPE  
CTC

**Submit New User Information**

Figure 3

- Your responses to the Yes/No questions and User Type determine your level of access. User Types are described as follows:
  - **READONLY** - User can view projects for the selected MPO but cannot make changes.
  - **SPONSOR** - User can view projects for the selected Lead Agencies or MPO and submit changes for review by the MPO.
  - **OCTA** - User can view/edit projects and accept/deny requests from SPONSOR users.
  - **STATE Approval of TIP** - User can view projects associated with TIPs pending State review and approve TIP documents.
  - **FED FHWA Approval of TIP** - User can view projects associated with TIPs pending Federal review and approve TIP documents.
  - **FED FTA Approval of TIP** - User can view projects associated with TIPs pending Federal review and approve TIP documents.

- Make sure you hold onto your username and password information. You will need this every time you log in. If you forget your password, you can reset it by clicking the same “Click Here” link in Step 1 and following the password reset instructions.

### **Step 3 – Approval E-mail**

Once you have submitted your request, OCTA staff will review and approve or deny access to the OCFundtracker. If approved, you will receive an e-mail noting your account approval and you may begin to use the system.

To ensure consistency, please do not share user accounts.

## Creating a New Project

### Step 1 – Select Whether Project is an Amendment or an Adoption

- Click the "Amend TIP" link (to associate it with an open TIP amendment) or "TIP Adoption" link (to associate it with an open TIP adoption) on the main menu. See Figure 4 for reference.
  - A TIP adoption happens every 2 years and is the start of a new FTIP cycle. A TIP amendment occurs monthly and is either a formal amendment or an administrative modification. TIP amendments make changes to the project list submitted in the initial base TIP adoption.
  - If either of these links is disabled (gray), this means that the MPO has no open amendment or adoption TIPs.

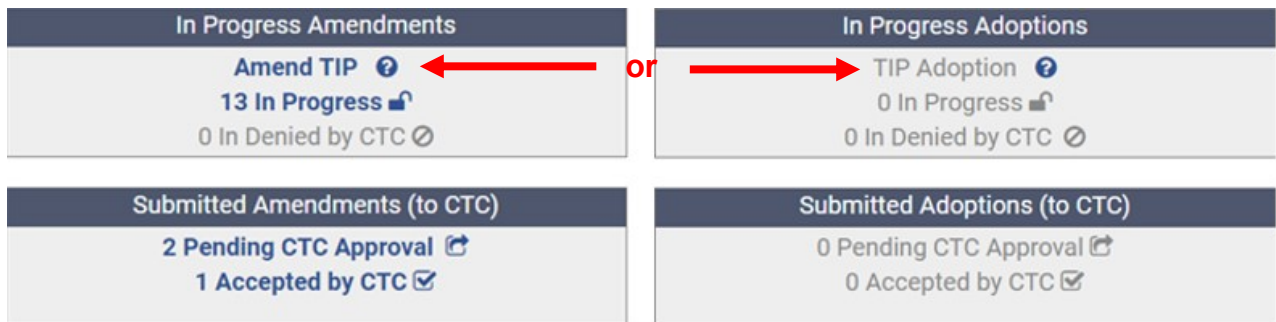


Figure 4

- Click "Create New Project" and choose the appropriate amendment or adoption TIP for your new project as seen in Figures 5a and 5b. See page 35 for more information on the differences in amendments.

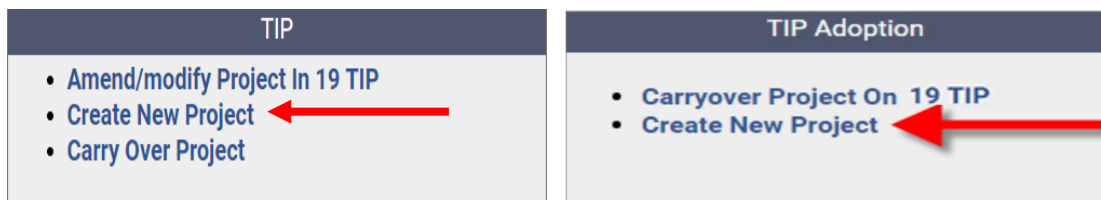


Figure 5a

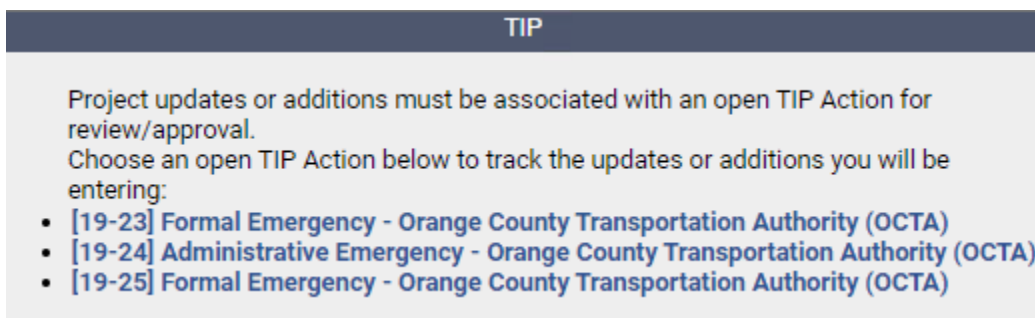


Figure 5b

## Step 2 – Creating the Project

To enter a new project, you will need to provide the required fields listed in the following table. A summary of each field is provided as a reference.

Field Type	Selection / Fill In
SCAG MODELING #	The associated RTP ID for your project – assigned during the modeling process. If you have trouble locating your modeling number, please contact Ben Ku at <a href="mailto:bku@octa.net">bku@octa.net</a> .
Project Alternative IDS	Alternative project IDs may be entered in this section. Information about the project manager may also be entered under the Project IDS/Contacts tab as “Primary Contact”.
Project Title	Title of the project.
Project Description	Please click “Guidelines”, located next to the text box for an extensive explanation.
Lead Agency	Select the agency.
CFP Mode	The mode that the project is classified as in the Capital Funding Plan.
Primary Program Code	The program code associated with your project, secondary and tertiary codes can also be added.  Please see page 9 for more information on program codes.
Federal Urbanized Area (UZA)	Orange County has two UZA’s, Los Angeles-Long Beach-Santa Ana and Mission Viejo. Select the associated one. A UZA map is available in the references section (pg. 37).
Sub-Region	Sub-region/s that the project is located in.
System	Transit, Local Highway, or State Highway  Transit – Includes bus, commuter rail systems, rideshare programs, vanpool, mass transit facilities, etc.  Local Highway– Includes streets and roads such as arterials, intersections, grade separations, street widening, etc.  State Highway – Includes highway projects, such as widening, on ramps, HOV facilities, etc.
Air Basin	Select SCAB (South Coast Air Basin).
Environmental Document (ENV)	This is required – select the appropriate environmental document or the planned type of environmental document.
ENV Doc Completion Date	Enter the date the document was approved, or the estimated time it will be approved.
Programming Information	This section requires the user to include programming information for the project. Data is broken down by federal fiscal year, fund type, phase, and amount.
Project Completion Date	Date the project is expected to be completed.

Field Type	Selection / Fill In
Current Implementation Status	Select current status of the project.
Change Reason	It should default to "New Project" when creating a new project.
Other Change Reason	If appropriate "Change Reason" not available for selection, input reason in "Other Change Reason".
Project Changes	This will automatically fill in once you save or submit the project. It tracks changes made to the TIP.

## Administrative Area

The adoption/amendment, CTC and Group Project fields will automatically populate based on your selections on the previous screen. If they are incorrect, you may select the correct information by using the drop-down menus. See Figure 6 for reference.

A "SCAG MODELING #" (RTP Project #) must be entered for all projects. This number can be input in the "Administrative Area" section of the form. All projects need to be in the RTP in order to be created in the TIP. These are assigned by SCAG.

Note: The "SCAG MODELING #" is also the "SCAG RTP PROJECT #".

If the project is a CMAQ project, please fill out the CMAQ section as well.

The screenshot shows the 'Administrative Area' section with fields for ADOPTION/AMENDMENT (19-25 FORMAL 2019), CTC (Orange County Transportation), GROUP PROJ (No), GROUP NAME, CONFORMITY CATEGORY, and TIP ID. Below these are fields for SCAG MODELING #, CAP INC, REGN SIG, MODE NO, MODELING, TCM COMMITTED EXCEPTION, CFP, RTP REVIEW, STUDY ONLY, ES FUND CATEGORY, and DISTRICT ID (12). The 'CMAQ' section includes CMAQ PROJECT TYPE, CMAQ PROJECT DESCRIPTION, checkboxes for QUALITATIVE and QUANTITATIVE, and dropdowns for OUTREACH ACTIVITY?, INCLUDES TRANSIT OPERATING ASSISTANCE?, and CONGESTION REDUCTION PROJECT?.

Figure 6

## Project Alternative IDS

Alternative project IDs may also be input in the "Project Alternative IDS" section as seen in Figure 7. This includes the Planning Program Number (PPNO) and Project Number / Expenditure Authorization (EA).

Project manager contact information can also be included in this section under "Primary Contact".

The screenshot shows the 'Project Alternative IDS - For multiple ids, add commas following each ID' section. It contains three columns of input fields: FED AUTH #, EA NUMBER, SCAG RTP ID (dropdown), Measure M, CTIPS ID (N/A), and PRIMARY CONTACT (indicated by a red arrow); PPNO, MEASURE R #, FTA GRANT NUM, SB1, Parent ID, and PHONE (10-DIGIT); and HBRR, CFP ID, CALTRANS ID, JOB KEY ID, Fed Demo ID, and EMAIL.

Figure 7



## Project Information

Enter your project information as shown in Figure 8. You can refer to the field descriptions on the following pages for detailed information. Pages 9 – 10 provide in depth descriptions for the project description and primary program code.

The screenshot shows a web form titled "Project Information". It contains several sections:

- PROJECT TITLE**: "Nohl Ranch Open Space Trail" (with a "Spell Check" link).
- PROJECT DESCRIPTION - GUIDELINES**: "Nohl Ranch Open Space Trail - project will consist of a 10-foot wide Class I bikeway and a 3 to 10-foot wide pedestrian trail (pending clearance), in compliance with Caltrans standards. The project alignment would be approximately 5,100 LF and connect Anaheim Hills Road to the signalized crossing on the east side of Avenida Bernardo North. Ancillary features of the project include lighting, lane markings, signs, bicycle parking and pedestrian amenities." (with a "Spell Check" link).
- LEAD AGENCY**: "Anaheim, City of" (dropdown menu).
- COUNTY**: "Orange" (dropdown menu).
- CFP MODE**: "Signal Synchronization and Bus Speed Improvements" (dropdown menu).
- PRIMARY PROGRAM CODE**: "NCN25 - BICYCLE & PEDESTRAIN FACILITIES-NEW" (dropdown menu).
- SECONDARY PROGRAM CODE**: (empty dropdown menu).
- [Add Tertiary Program Code]**: (button).
- FEDERAL UZA**: "Los Angeles-Long Beach-Santa Ana" (dropdown menu).
- SUB-REGION**: (empty dropdown menu).
- POLITICAL DISTRICT - STATE SENATE**: (empty dropdown menu).
- POLITICAL DISTRICT - STATE ASSEMBLY**: (empty dropdown menu).
- POLITICAL DISTRICT - US HOUSE**: (empty dropdown menu).
- SYSTEM**: "Local Hwy" (dropdown menu).
- ROAD NAME**: "Nohl Ranch Road" (text input).
- FROM**: (empty text input).
- TO**: (empty text input).
- Map**: (button).

Figure 8

## Project Description

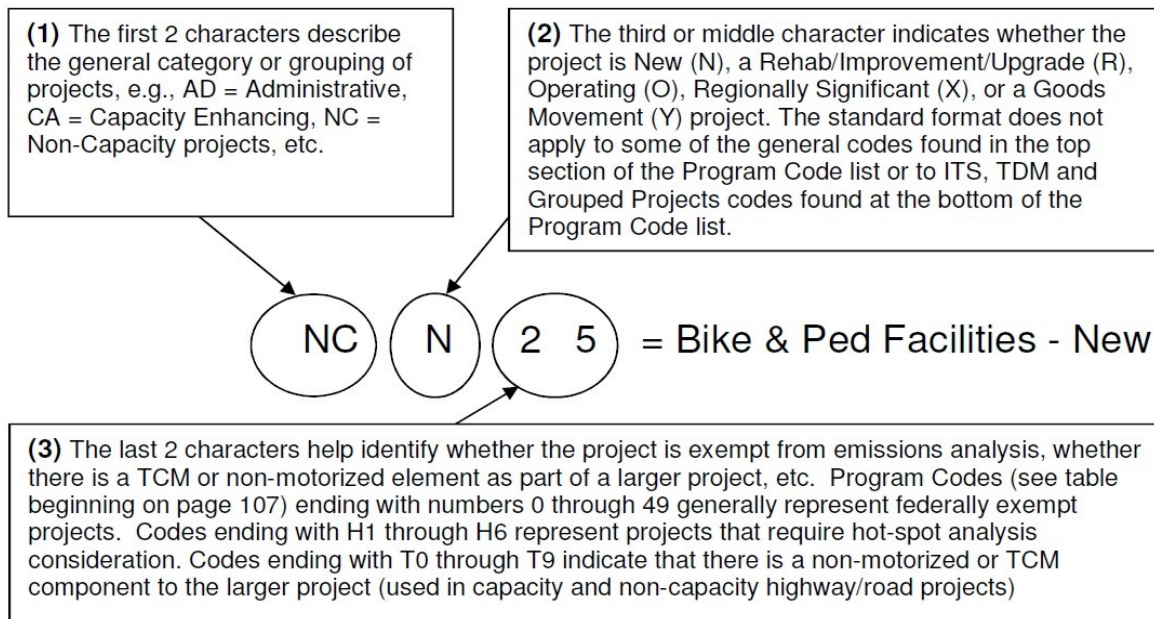
Project descriptions are required by 23 CFR part 450.324(e). These descriptions must include location/boundaries, nature of project, and scope. The OCFundtracker TIP database has built in guidelines on writing project descriptions.

In the Project Form next to the Project Description header, click the “GUIDELINES” link for a detailed explanation on how to correctly write a project description.

## Primary Program Code

Regionally significant projects require program codes. Regionally significant projects are projects that impact the county/region, such as highways/freeways, fixed transit routes, and expansions to principal and arterials. The codes are listed based on the type of project. For example, “CA” denotes capacity enhancing improvements while “NC” denotes non-capacity enhancing improvements. The program code will assist SCAG staff when identifying regionally significant projects. It is important that the program code is accurate.

Program codes are developed using several components that explain the project type. Figure 9 on page 10 provides an explanation of each component within program codes.



Source: SCAG 2021 TIP Guidelines

Figure 9

### Standard Program Code Format Legend

Common program codes used by Orange County agencies are generally a variation of CA (Capacity enhancing), NC (Non-Capacity Enhancing), PL (Planning), and PA (Paratransit). Please see page 100 in the SCAG 2021 TIP Guidelines for a list of program codes.

First 2 Characters	Third (Middle) Character	Last 2 Characters (4 <sup>th</sup> and 5 <sup>th</sup> )
<b>AD</b> = Admin/Admin Facilities <b>AR</b> = Art <b>BU</b> = Bus transit item <b>CA</b> = Capacity Enhancing <b>CH</b> = Child Care <b>CO</b> = Commuter Rail item <b>FE</b> = Ferry Service Item <b>FU</b> = Fueling related <b>IT</b> = ITS project <b>LR</b> = Light Rail Item <b>LU</b> = Conformity exempt Group Projects categories <b>NC</b> = Non-Capacity Enhancing <b>PA</b> = Paratransit item <b>PL</b> = Planning <b>RA</b> = Rail Item <b>SE</b> = Security project <b>SH</b> = SHOPP Group Projects <b>TD</b> = Trans. Demand Mgmt. <b>VE</b> = Vehicles <b>TR</b> = Transit project that applies across modes	<b>N</b> = New <b>R</b> = Rehabilitation, Improvement or Upgrade <b>O</b> = Operating or Operating Assistance <b>X</b> = Regionally Significant <b>Y</b> = Goods Movement  <i>Note: The standard middle character format does not apply to some of the general codes found in the first section of the Program Codes list or to ITS, TDM and Grouped Project codes found at the bottom of the Program Code list.</i>	<b>0 through 49</b> = Federal Exempt projects  <b>H1 through H6</b> = Six projects that require Hot Spot Analysis, for special use only  <b>T0 through T9</b> = Larger Hwy/Road projects contain non-motorized or TCM aspects

## System

There are three types of systems for projects: Local Highways, State Highways, and Transit. Depending on the system type, OCFundtracker will request different modeling information.

In the case of new project creation, please make sure to save the project to enable system type selection. If the project has not been saved, the System drop-down menu will be greyed out.

System Type	Description
Local Hwy	Surface streets, arterials, and local roads.
State Hwy	Highways and Freeway network including toll roads.
Transit	Transit systems such as Bus, Rail, Stations, and Operations.

If modeling is not incorporated in the project, the following fields will appear for each of the system types:

**If Local Hwy is selected:**

- “Road Name” should be filled in with the project’s location/local highway.
- “From” and “To” should be filled with the closest intersecting street of the start and end of the project location. See Figure 10 for reference.

SYSTEM	ROAD NAME	FROM	TO
Local Hwy	Nohl Ranch Road	S Royal Oak Rd	Cannon St

Figure 10

**If State Hwy is selected:**

- “Route” must be filled in with the associated Highway. Suffix information is optional (e.g. N, S, E, or W).
- “From” and “To” should be filled with the closest intersecting street of the start and end of the project location.
- “Milepost” includes the start of the project location, end of the project location, and length of the project. The length will automatically populate once “Begin” and “End” are filled in. See Figure 11 for reference.

SYSTEM	ROUTE	SUFFIX	FROM	TO	BEGIN	END	LENGTH
State Hwy	5		Avenida Pico	San Diego County Line	0.00	3.39	3.39

Figure 11

**If Transit is selected:**

- Nothing needs to be filled in. See Figure 12 for reference.

SYSTEM
Transit

Figure 12

If modeling is incorporated in the project, the following fields will appear for each of the system types:

**If Local Hwy is selected:**

- “Road Name” should be filled in with the project’s location/local highway.
- “From” and “To” should be filled with the closest intersecting street of the start and end of the project location.
- “Street Dist.” is automatically populated based on the “From” and “To” fields.
- “Lane # Existed” is the existing number of lanes.

- “Lane # Proposed” is the number of lanes the project will add/subtract.
- “Improvement Desc” should be filled in with a brief description of the change(s) the project will make.
- Toll information is only needed in rare circumstances, contact OCTA if you have questions regarding it. See Figure 13 for reference.

SYSTEM Local Hwy	ROAD NAME Nohl Ranch Road	FROM S Royal Oak Rd	TO Cannon St	Map				
STREET DIST .98	LANE # EXISTED 2	LANE # PROPOSED 3	IMPROVEMENT DESC Adding an additional lane	HOV ACCESS	EGRESS LOC	TOLL \$ \$2,000	TOLL COLLECT LOC	TOLL METHOD

[ADD NEW MODELING SECTION]

Figure 13

**If State Hwy is selected:**

- “Route” must be filled in with the associated Highway. Suffix information is optional (e.g. N, S, E, or W).
- “From” and “To” should be filled with the closest intersecting street of the start and end of the project location.
- “Milepost” includes the start of the project location, end of the project location, and length of the project. The length will automatically populate once “Begin” and “End” are filled in.
- “Lane # Existed” is the existing number of lanes.
- “Lane # Proposed” is the number of lanes the project will add/subtract.
- “Improvement Desc” should be filled in with a brief description of the change(s) the project will make.
- Toll information is only needed in rare circumstances, contact OCTA if you have questions regarding it. See Figure 14 for reference.

SYSTEM State Hwy	ROUTE 5	SUFFIX	FROM Culver Dr	TO Jeffrey Rd	MILEPOST: BEGIN 1.00	END 6.00	LENGTH 5.00	Map
STREET DIST .98	LANE # EXISTED 4	LANE # PROPOSED 5	IMPROVEMENT DESC Adding an additional lane	HOV ACCESS	EGRESS LOC	TOLL \$ \$2,000	TOLL COLLECT LOC	TOLL METHOD

[ADD NEW MODELING SECTION]

Figure 14

**If Transit is selected:**

- Input the transit mode based on options in the “Transit Mode” dropdown.
- Other fields only need to be filled in in rare circumstances, contact OCTA if you have questions regarding it. See Figure 15 for reference.

SYSTEM Transit	TRANSIT ROUTE	*TRANSIT MODE Bus	STOP LOCATION	STOP	STOP DIST	HEADWAY PEAK	HDW OFFPEAK	FARE \$0	TSF FEE \$0	PARKING \$ \$0	PARK RIDE LOCATION
-------------------	---------------	----------------------	---------------	------	-----------	--------------	-------------	-------------	----------------	-------------------	--------------------

[ADD NEW MODELING SECTION]

Figure 15

**Federal UZA**

Federal Urbanized Areas are issued through the US Census Bureau. Orange County has two urbanized areas, Los Angeles-Long Beach-Santa Ana and Mission Viejo. Select the appropriate UZA where the project is located, please see the references section for a UZA map (pg. 37).

Please refer to the FHWA website for more information on Federal UZAs at [https://www.fhwa.dot.gov/planning/census\\_issues/urbanized\\_areas\\_and\\_mpo\\_tma/](https://www.fhwa.dot.gov/planning/census_issues/urbanized_areas_and_mpo_tma/)

## Environmental Information

Input the project’s environmental information which includes the air basin the project is located, the estimated or actual environmental document, and the completion date or estimated completion date of the environmental document. See Figure 16 for reference.

**Environmental Information**

<b>AIR BASIN - MAP</b>	<b>ENVIRONMENTAL DOCUMENT</b>	<b>ENV DOC COMPLETION DATE</b>
SCAB ▼	CATEGORICALLY EXEMPT ▼	07/28/2020

Figure 16

### Air Basin

The designated Air Basin for Orange County is the South Coast Air Basin (SCAB). SCAB covers Los Angeles County, Orange County, and portions of San Bernardino and Riverside County. These regions are determined by the California Air Resources Board (CARB).

### Environmental Document

Each project is required to go through environmental compliance. Select the appropriate Environmental Document type for the project. Federal approval is required when a project is proposed for funding with Title 23 U.S.C. or Federal Transit Act funds, or when it requires Federal approval action by FHWA/FTA.

### Env Doc Completion Date

Please enter the completion date (or anticipated completion date) of the associated environmental document.

Please see page 71 in the SCAG 2021 TIP Guidelines for more information on Environmental Requirements.

## Programming Information

The programming information is a funding schedule for each project. This section explains when and how the project will be funded. It is broken down by federal fiscal year, fund type, phase, and estimated total project cost.

### Fiscal Year

Select the fiscal year of the associated fund type.

### Fund Type (Programmed Revenue Source) and Phases

The program revenue source should reflect the accounts from which the funds are being withdrawn to fund the project. Funding will be distributed across three phases of the project: PE, ROW, and CON.

Phase	Description
PE (PA&ED/PS&E)	Project Approval & Environmental Documentation / Plans, Specifications & Estimates.
ROW	Right of Way/Acquisition phase.
CON	Construction/Close out phase.

\*For group listings, all funds for projects go into the construction phase.

The SCAG 2021 FTIP Guidelines lists the federal and state fund sources. The OCFundtracker has a complete listing of fund sources, which includes federal, state, and local sources. The most commonly used fund sources for local agencies are listed in the references section on page 38 of this guide.

### Estimated Total Project Cost

If estimated total project cost is equal to the total programmed funds, check the box next to “Estimated Total Project Cost is Equal to Total Programmed \$.” If not, fill in the estimated total project cost in the box to the right of the programmed grand total as shown in Figure 17.

The Estimated Total Project Cost cannot be lower than the total programmed amount but can be higher for some projects.

Programming Information (\$000)						Funding History
FFY (OCT-SEPT)	FUND TYPE - FUND HELP	PE	ROW	CON	TOTAL	
09/10	ORA-TRN - Orange Co. Measure M-Transit	\$1,850	\$0	\$0	\$1,850	x
09/10	CITY - City Funds	\$907	\$4,100	\$0	\$5,007	x
15/16	STIP Advance Cons	\$0	\$0	\$13,762	\$13,762	x
15/16	CITY - City Funds	\$0	\$0	\$3,700	\$3,700	x
16/17	5307 - (FHWA Transfer Funds)	\$0	\$0	\$4,073	\$4,073	x
16/17	ORAM2TR - Orange Co. Measure M-2Transit	\$0	\$0	\$420	\$420	x
16/17	CITY - City Funds	\$0	\$0	\$1,065	\$1,065	x
17/18	AGENCY - Agency	\$0	\$0	\$3,304	\$3,304	x
					\$0	
					\$0	
FFY 09/10		\$2,757	\$4,100	\$0	\$6,857	
FFY 15/16		\$0	\$0	\$17,462	\$17,462	
FFY 16/17		\$0	\$0	\$5,558	\$5,558	
FFY 17/18		\$0	\$0	\$3,304	\$3,304	
ORA-TRN - Orange Co. Measure M-Transit		\$1,850	\$0	\$0	\$1,850	
CITY - City Funds		\$907	\$4,100	\$4,765	\$9,772	
STIP Advance Cons		\$0	\$0	\$13,762	\$13,762	
5307 - (FHWA Transfer Funds)		\$0	\$0	\$4,073	\$4,073	
ORAM2TR - Orange Co. Measure M-2Transit		\$0	\$0	\$420	\$420	
AGENCY - Agency		\$0	\$0	\$3,304	\$3,304	
GRAND TOTAL		\$2,757	\$4,100	\$26,324	\$33,181	

ESTIMATED TOTAL PROJECT COST IS EQUAL TO TOTAL PROGRAMMED \$

\$33,181

Figure 17

Note: To easily delete funding, click the “x” next to the total funding amount per fiscal year and fund source to delete the entire row.

## Schedule Information

Please fill out the scheduling information / timeline of the project as shown in Figure 18. This should be consistent with your funding sources and only needs to be updated when there is a significant change to constitute an amendment.

Figure 18

### Project Completion Date

Please enter the completion (or anticipated) date for the project. This should be consistent with your funding sources. This cannot be modified if the project is modeled or a Transportation Control Measures (TCM) in the first two years of the TIP.

### Current Implementation Status (Element Code)

The Implementation Status, or Element Code, refers to the status of the project. This should be consistent with your funding sources.

1	No Project Activity
2	Engineering/Plans, Specifications and Estimates (PS&E)
3	Environmental Document / Pre-Design Phase (PAED)
4	All Vehicles/Equipment Delivered
5	Right-of-Way (ROW) Acquisition
6	Bid/Advertise Phase
7	Contract/Project Award
8	Construction/Project Implementation begins
9	First Vehicle/Equipment Delivered
10	Contract/Project Complete
11	Construction/Implementation Complete, Project Open for Use
12	Project Open for use but Landscaping/Other still Pending

“Has Implementation Status Changed?”, “Project Completion Date”, and “Current Implementation Status” are all REQUIRED. The rest of the section is divided into four separate parts and is optional. Enter the appropriate dates within each applicable section, if desired:

Scheduled Start	Fill in the estimated start dates for each phase of the project.
Actual Start	Once available, fill in the actual start dates for each phase of the project.
Scheduled Completion	Fill in the estimated completion dates for each phase of the project.
Actual Completion	Once available, fill in the actual completion dates for each phase of the project.

## Congestion Management Plan (CMP) Process

In the SCAG region, federal regulations stipulate that no federal funds may be programmed for any project that significantly increase Single Occupancy Vehicle (SOV) capacity unless the project is addressed as part of a congestion management process. The TIP, as the programming document for all federal transportation funds, must be consistent with the regulations.

SCAG worked closely with FHWA and determined that any SOV capacity increasing project that adds at a minimum one (1) mile or more in length meets criteria for CMP review. All TIP submissions for significant SOV capacity increasing projects that are at least 1 mile in length and above must include documentation that demonstrates TDM or other operational management strategies that were considered and incorporated into the project.

In the TIP submission, if a project increases SOV capacity by at least 1 mile or more, enter which travel demand reduction or operational management strategies will be included as part of the project in the submission.

If the new or amended project has an adopted planning and/or environmental document that indicates which demand reduction or operational management strategies were evaluated/incorporated, include a copy of or link to the document.

CMP details can be added at the bottom of the Project Form in the “Change Reason” section under “CMP COMMENTS”.

See Figure 19 for a list of program codes that are CMP projects:

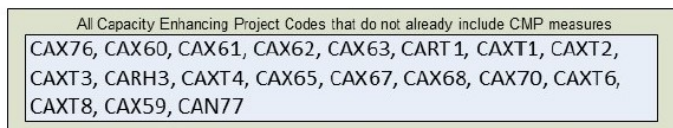


Figure 19

## Active Transportation Program (ATP) Process

The ATP process applies if a project includes an active transportation component, enter the type, the length, and the estimated cost for the active transportation component.

If the project has an adopted planning and/or environmental document that indicates what active transportation strategies were evaluated/incorporated, include a copy of or link to the document.

See Figure 20 for program codes that may include ATP Components:

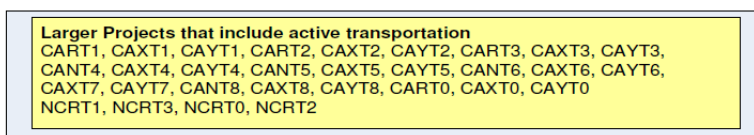


Figure 20

If a program code associated with ATP is selected, a section titled “ATP Project Attributes” will appear below the “Schedule Information” section, shown in Figure 21. Check the appropriate box(es) and add length and cost of the active transportation portion if the information is available.



**ATP Project Attributes**

Active Transportation Project as part of larger project(Click all that apply)

- Class 1 Bike Path/Cycletrack
- Class 2 Bike Lane
- Class 3 Bike Route/Signage
- Bicycle Blvd/Bike friendly St
- Bicycle Parking (Lockers/Racks)
- Bicycle Traffic Signals
- Sidewalks (New)
- Sidewalks (Rehab/Repair/Widen)
- Bulbouts/Median Refuge
- Midblock Crossing Signals
- Unknown/Unspecified (if checked user must enter description)

Length of Active Transportation Component (Feet), if known

Cost of Active Transportation Component (\$), if known

Figure 21

## Change Reason

The Change Reason section explains to SCAG what changes were made to the project in an amendment. “New Project” will automatically be chosen when creating new projects, as seen in Figure 22. More details on this section can be found on pages 21-22.

Change Reason

NEW PROJECT ▾

[SEE HISTORICAL COMMENTS]

GENERAL COMMENTS - GUIDANCE: - (Please comment on the status of the project and provide the reason for any changes to the project description, funding information and schedule made above.)

[SEE HISTORICAL COMMENTS]

MODELING COMMENTS - (If the project scope has been changed, the project was delayed or advanced or the total projects cost has changed, provide a reason for the changes. If there is no significant change made above note that there is "no significant change made")

[SEE HISTORICAL COMMENTS]

TCM COMMENTS - (If the project scope has been changed, the project was delayed or advanced or the total projects cost has changed, provide a reason for the changes. If there is no significant change made above note that there is "no significant change made")

[SEE HISTORICAL COMMENTS]

AMENDMENT COMMENTS

[SEE HISTORICAL COMMENTS]

CMP COMMENTS

Figure 22

## Save a New Project

When you are finished entering your project information, scroll to the bottom of the page and select one of the following options. See Figure 23 for reference:

- **Save** - Use this option if further changes will need to be made to this project before submitting it for review.
- **Save and Submit to CTC** - Use this option to submit the project to OCTA for review.

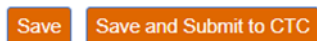


Figure 23

If issues are found that would prevent the project from being reviewed (for example, invalid values or missing fields), a list of remaining requirements will be displayed at the top of the form as shown in Figure 24:

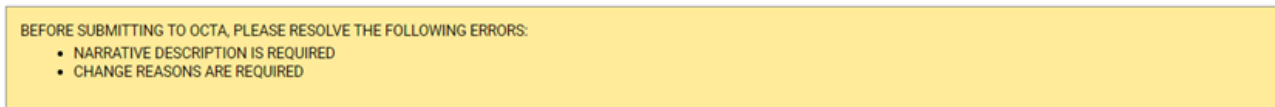


Figure 24

Skip to the “SAVE OR SUBMIT PROJECT” section on page 23 of this guide for more details.

## Modifying an Existing Project

### Step 1 – Accessing Modify Project Menu

- To begin making changes to an existing **accepted** project, click the "Amend TIP" link (to associate the changes with an open TIP amendment) or "TIP Adoption" link (to associate the changes with an open TIP adoption) on the main menu. See Figure 25 for reference.
  - A TIP adoption happens every 2 years and is the start of a new FTIP cycle. A TIP amendment occurs monthly and is either a formal amendment or an administrative modification. TIP amendments make changes to the project list submitted in the initial base TIP adoption.

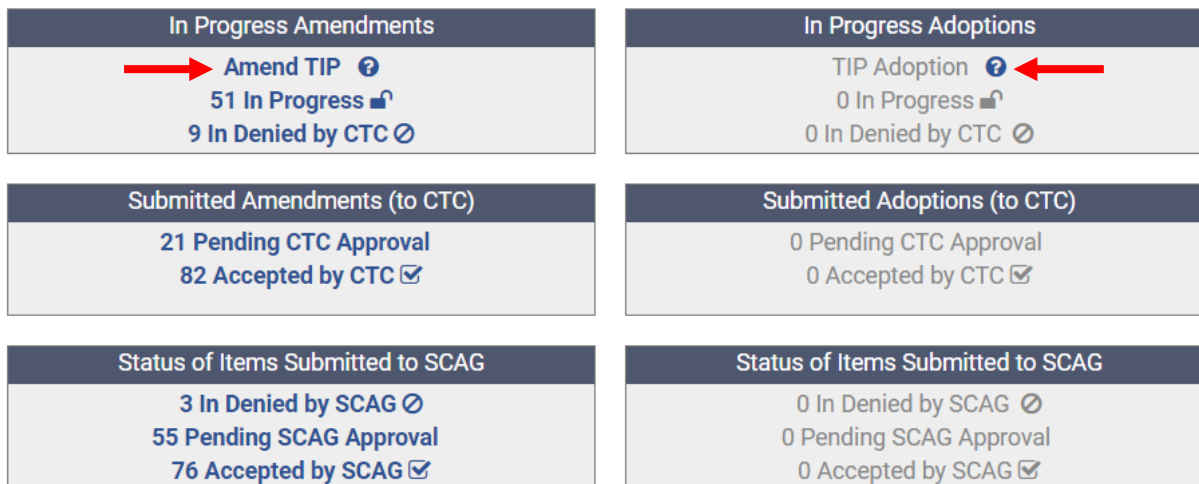


Figure 25

- If either of these links is disabled (gray), this means that the MPO has no open amendment or adoption TIPs.
- Click on “Amend/modify Project in XX TIP” to access the list of existing projects, as seen in Figure 26.

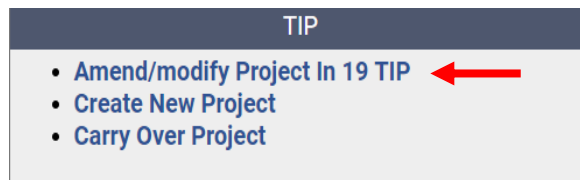


Figure 26

- Choose the appropriate amendment or adoption TIP for your project. See Figure 27 for reference.

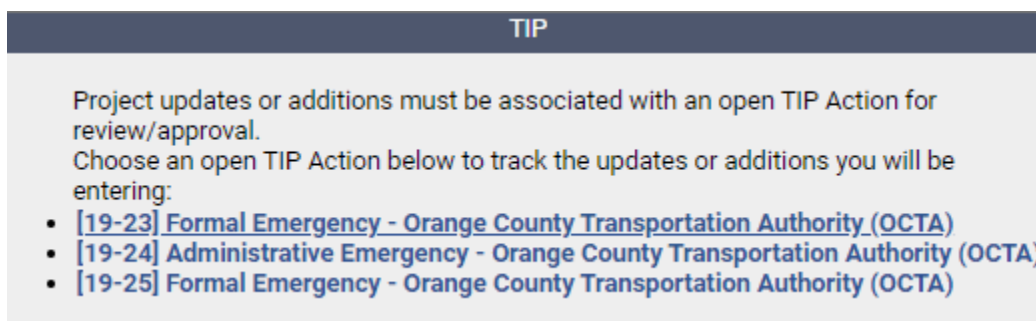


Figure 27

### Step 2 – Selecting a Project to Modify

- Use the search form to find the project. See Figure 28 for reference.

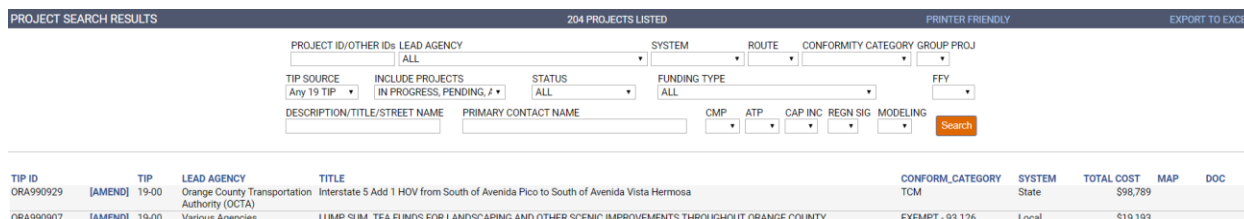


Figure 28

- Next to each TIP ID is a value of "LOCKED" or "[AMEND]":
  - **LOCKED** - This project has already been submitted for review, and the request has not yet been accepted or denied. Changes cannot be made at this time. Click this link to view the pending changes.
  - **[AMEND]** - Click this link to begin making changes to this project.

*If the desired project does not appear in the project list, it is possible that changes to the project are already "In-Progress." Return to the Main Menu and choose the "In-Progress" links as described earlier in this guide.*

### Step 3 – Making Changes

Updating and making changes to a project is an important aspect of the TIP cycle. Projects are typically updated to include but are not limited to description changes, updating scheduling information, changing funding sources and funding amounts, changing project managers, deleting projects, completing projects, delaying projects, updating project status, and updating environmental information.

Common amendment changes to the TIP include:

1. Adding a Fund Source.
2. Moving/Delaying/Advancing Funds.
3. Deleting Fund Sources.

### Adding a Fund Type

To add a Fund Type, locate the Programming Information section of the project page. See Figure 29 for reference.

- Select the appropriate Fiscal Year.
- Select the appropriate Fund Type.
- Enter dollar amount in the appropriate phase (**in thousands**).
- Click “Save”.

**Programming Information (\$000)**

FFY (OCT-SEP) 20/21

[FUND TYPE - FUND HELP](#)

PE	ROW	CON	TOTAL
\$12,000			\$12,000
			\$0
.000	\$0	\$0	\$12,000
.000	\$0	\$0	\$12,000

**FEDERAL**

- BR-LOCS - Bond (Local Bridge Seismic)
- CBIP - FHWA Corridors & Border Program
- CMAQ - Congestion Mitigation Air Quality**
- HBRR-L - Bridge- Local
- HBRR-S - Bridge - State
- IBRC - Innovative Bridge
- IM -EAR - Interstate Maintenance
- NH - National Highway System
- TIFIA
- NH-GRIP - National Highway System - Grandfather RIP
- NH-IIP - National Highway System-IIP
- Highway Safety Improvement Program
- NH-RIP - National Highway System - RIP
- NH-SHOP - National Highway System - SHOPP
- NH-SHOP - SHOPP - Environmental Improvement - National Hwy System
- NH-SHOP - SHOPP - Mandates - National Hwy System
- NH-SHOP - SHOPP - Mobility - National Hwy System
- NH-SHOP - SHOPP - Operations - National Hwy System

ESTIMA

Schedule I

HAS IMPLEN

PA&ED

PS&E

ROW

CON

MENTATION STATUS

TUAL COMPLETION

NTH YEAR

Figure 29

There is a fund help link available in the Programming Information box as shown in the picture above. Clicking this link will pop up another window with descriptions of each fund type as shown in Figure 30.

FUND HELP	
FUND TYPE	DESCRIPTION
<b>FEDERAL</b>	
STP-IIP - SURFACE TRANSPORTATION PROGRAM-IIP	FEDERAL PARTICIPATION: 88.53 percent (Highway Maintenance (HM) Program Projects - FEDERAL PARTICIPATION: 100 percent). STP anywhere funds assigned to Caltrans by the 1989 blueprint legislation. Commonly used to fund STIP and SHOPP programming. Construction, reconstruction, rehabilitation, resurfacing, restoration, and operational improvements for highways including Interstate highways and bridges (including bridges on public roads of all functional classifications), including any such construction or reconstruction necessary to accommodate other transportation modes, and including the seismic retrofit of bridges. For more see <a href="http://www.fhwa.dot.gov/infrastructure/progadmin/covert21.htm">http://www.fhwa.dot.gov/infrastructure/progadmin/covert21.htm</a>
STP-RIP - SURFACE TRANSPORTATION PROGRAM-RIP	FEDERAL PARTICIPATION: 88.53 percent (Highway Maintenance (HM) Program Projects - FEDERAL PARTICIPATION: 100 percent). STP anywhere funds assigned to Caltrans by the 1989 blueprint legislation. Commonly used to fund STIP and SHOPP programming. Construction, reconstruction, rehabilitation, resurfacing, restoration, and operational improvements for highways including Interstate highways and bridges (including bridges on public roads of all functional classifications), including any such construction or reconstruction necessary to accommodate other transportation modes, and including the seismic retrofit of bridges. For more see <a href="http://www.fhwa.dot.gov/infrastructure/progadmin/covert21.htm">http://www.fhwa.dot.gov/infrastructure/progadmin/covert21.htm</a>
STPL - STP LOCAL	This fund represents the fifty percent of the STP funds that are divided between urbanized areas over 200,000 in population and the remaining areas of the state. This is the fund that is referred to as RSTP. Rural Non-MPO should also be excluded except Humboldt and Mendocino for transit projects.

Figure 30

### Move / Delay / Advance fund sources

To Move/Delay/Advance locate the Programming Information section of the project page.

- Locate Fiscal Year drop down menus.
- Select appropriate Fund Type to Delay/Advance.
- Select appropriate Fiscal Year.
- Save.

## Delete Fund Sources

To Delete a Fund Source locate the Programming Information section of the project page.

- Locate Fund Type to delete.
- Click the “X” to the right of the listing to delete the fund source.
- Save.

Please see “Saving and Submitting a Project” for saving instructions.

## Change Reason

There are four selections available for the Change Reason. See Figure 31 for reference:

- Complete Project
- Delete Project
- Delay Project
- Schedule / Funding / Scope

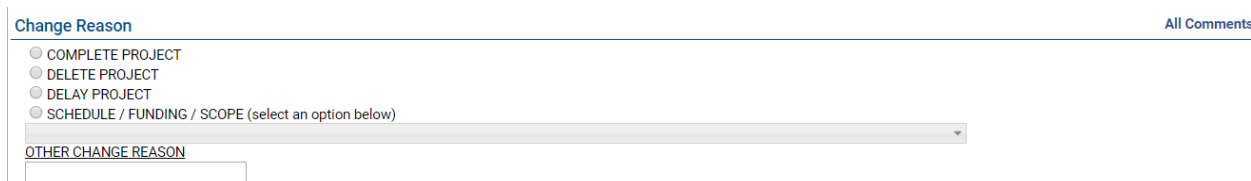


Figure 31

The Schedule / Funding / Scope option has an expanded selection with specific change reasons. When you choose this option, you must select ONE of the following for your change reason. A list of commonly used change reasons and their explanations are listed below.

Selection	Description
AC Conversion	Conversion of Advance Construction funds.
Awarded Project	Project has been awarded.
Combined Project	Project is being combined with another project.
Combined Project & Schedule Advance	Project is being combined and advanced in schedule.
Combined Project & Schedule Delay	Project is being combined and delayed in schedule.
Cost Change and Schedule Advance	Change in cost and advancing scheduling.
Cost Change and Schedule Delay	Change in cost and delay scheduling.
Cost Decrease	Decreasing the cost of the project.
Cost Increase	Increasing the cost of the project.
Description Change	Change description of the project. Please do not select this if the change alters the scope of the project.
Engineering Change	Change engineering.
Fund Source Change	Change funding sources with no cost change.
Fund Transfer Agreement	Newly executed Fund Transfer Agreement.
Lead Agency Change	Change lead agency.
Limit Change	Change in project limits.
Minor Change	Change has no impact on scope, cost, or schedule.
Modeling Details Update	Updates for modeling details.
New Combined Project	New project by combining two existing projects.
New Payback Project	New payback project.
New Project	New project.

Selection	Description
New Project ID	Newly assigned project ID.
New Split Project	Newly split project.
Re Programmed	Project funding has been re programmed.
Right of Way Changed	Change in Right of Way.
Schedule Advanced	Advancing project schedule.
Schedule Delay	Delay project schedule.
Scope Change	Change scope of project. This may require remodeling of the project.
Split Project	Splitting project into separate projects.
Split Project with Schedule Advance	Splitting project into separate projects and advancing scheduling
Split Project with Schedule Delay	Splitting project into separate projects and delaying scheduling
Technical Change	Change in technical details.

A list of unused change reasons is provided below.

Selection
AC Incremental Conversion #1
AC Incremental Conversion #2
AC Incremental Conversion #3
Corridor Mobility Improvement Account
Hold STIP Project
Timely IMP Issue
Un Voted Project
Voted Extension
Voted Project
Voted Revision

Once a reason is selected, enter comments in the appropriate boxes to provide relevant information regarding your amendment, as shown in Figure 32. A description of each comment field is listed below.

GENERAL COMMENTS - **GUIDANCE** - (Please comment on the status of the project and provide the reason for any changes to the project description, funding information and schedule made above.)

[SEE HISTORICAL COMMENTS]

MODELING COMMENTS - (If the project **scope** has been changed, the project was **delayed** or **advanced** or the **total projects cost** has changed, provide a reason for the changes. If there is no significant change made above note that there is "no significant change made")

[SEE HISTORICAL COMMENTS]

TCM COMMENTS - LAST UPDATED: 12/30/2013 - (If the project **scope** has been changed, the project was **delayed** or **advanced** or the **total projects cost** has changed, provide a reason for the changes. If there is no significant change made above note that there is "no significant change made")

[SEE HISTORICAL COMMENTS]

AMENDMENT COMMENTS

[SEE HISTORICAL COMMENTS]

CMP COMMENTS

PROJECT CHANGES (FROM PREVIOUS VERSION):  
 Changed Project Completion Date:  
 - from "01-JUL-17" to "31-DEC-18"  
 Total project cost stays the same \$98,789

Figure 32

## General Comments

Include a short description and reasoning for the change(s) to the project description, funding information and schedule.

For example:

- Cost increase due to utility relocation.
- Received new grant for \$1,000.
- Delay because additional right-of-way acquisition is necessary.

## Modeling Comments

If the project scope has been changed, the project was delayed or advanced or the total project cost has changed, provide a reason for the changes. If there is no significant change made, note that there is no significant change made.

## TCM Comments

This is for comments related to TCM projects. If the project scope has been changed, the project was delayed or advanced or the total projects cost has changed, provide a reason for the changes. Information about TCM substitutions can also be included here, if applicable.

## Amendment Comments

Comments about the amendment can be included here.

## CMP Comments

Comments about CMP can be included here.

## Project Changes (From Previous Version):

This is automatically generated upon saving or submittal. This section is for OCTA and SCAG purposes and explains every change made to the project. Please do not attempt to alter this.

# Saving and Submitting a Project

There are two options after entering project information, as shown in Figure 33:

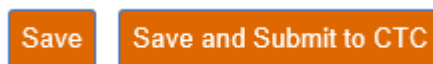


Figure 33

## Saving for Later

Click “Save” to save your changes. This allows you to review or make additional changes to your amendment at a later time, prior to submitting to OCTA.

- OCFundtracker will alert you of any problems that have occurred on the page – which will need to be corrected prior to submitting to OCTA.

- If the save was successful, OCFundtracker will forward you to the “AMENDMENTS IN PROGRESS” page.

### Submitting a Project

Click “Save and Submit to CTC” to submit your project to OCTA.

- If the entered project data is not complete, a list of remaining requirements will be displayed at the top of the form which will need to be corrected prior to submitting. See Figure 34 for reference:

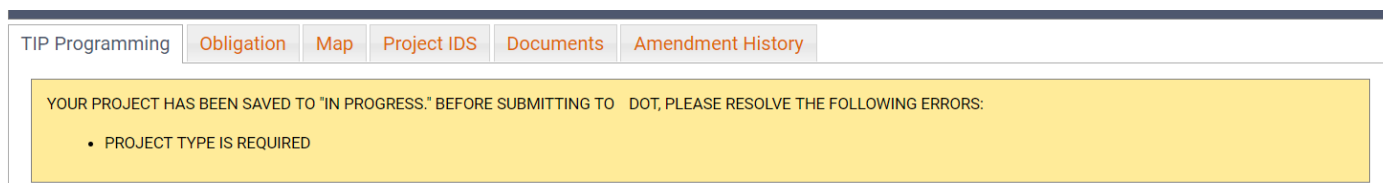


Figure 34

You can also submit a single project from the “In Progress Amendments” page as described below.

### Submitting Multiple Projects

If you have multiple amendments, you can submit them to OCTA in bulk. Access the projects you wish to submit by clicking the “IN PROGRESS” button for either amendments or adoptions on the home page. See Figure 35 for reference.

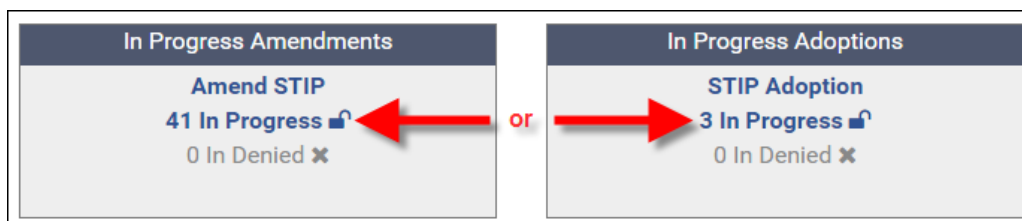


Figure 35

You will be redirected to your “in progress” projects. On the right side of the page, all projects that are ready to be submitted will have a “SUBMIT” button next to them, as shown in Figure 36. If your project is missing information, the submit button will not appear.

AMENDMENTS IN PROGRESS								PRINTER FRIENDLY	EXPORT TO EXCEL	SUBMIT
TIP ID	LEAD AGENCY	DOC	PROJECT TITLE	CHANGE REASON	MATCH ALERT	MAP	DOC			
ORA152211	Anaheim, City of	19-09	Nohl Ranch Open Space Trail	MINOR CHANGE	Fund Match Warning in FY2021			x		
ORA20192025	Fountain Valley, City of	19-10	Eco Demo Title	New Project				x	[SUBMIT] ✓	
ORA113009	Irvine, City of	19-08	Peters Canyon Off-Street Bikeway	COST DECREASE					[SUBMIT] ✓	
ORA171901	Orange County Transportation Authority (OCTA)	19-09	Group Projects for Planning and Technical Studies	NEW PROJECT					x	

Figure 36



To submit multiple projects to OCTA at once, click the check boxes for the projects you wish to submit and click the orange SUBMIT button at the top of the screen. If you wish to submit a single project, you can simply click the blue SUBMIT button next to the checkbox.

## Editing a Saved Project

Saved projects can be quickly accessed using the “In Progress” links under the “In Progress Amendments” or “In Progress Adoptions” sections of the main menu. See Figure 37 for reference.

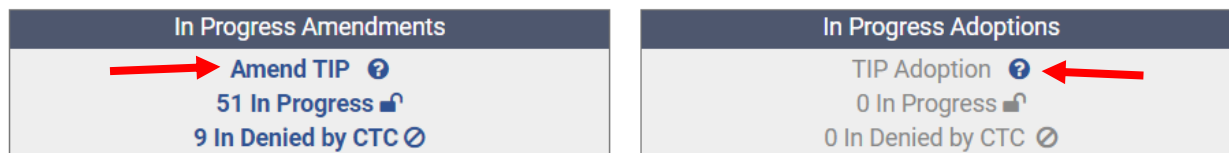


Figure 37

Editing will allow you to make changes to a project that was previously saved prior to submitting to OCTA.

- From the main menu, click the appropriate “In Progress” link.
- Locate the project you are editing.
- Click on the TIP ID you wish to edit to access the project in its previously saved state, as shown in Figure 38.

AMENDMENTS IN PROGRESS								PRINTER FRIENDLY	EXPORT TO EXCEL	SUBMIT
TIP ID	LEAD AGENCY	DOC	PROJECT TITLE	CHANGE REASON	MATCH ALERT	MAP	DOC			
ORA20192024	Anaheim, City of	19-01	Eco Test nb 06130928	New Project	Fund Match Warning in FY2019				[SUBMIT]	

Figure 38

## Deleting a Saved Project

To retract a request for project review, first click the "... Pending" link of the "Submitted Amendments" or "Submitted Adoptions" section of the main menu. See Figure 39 for reference:

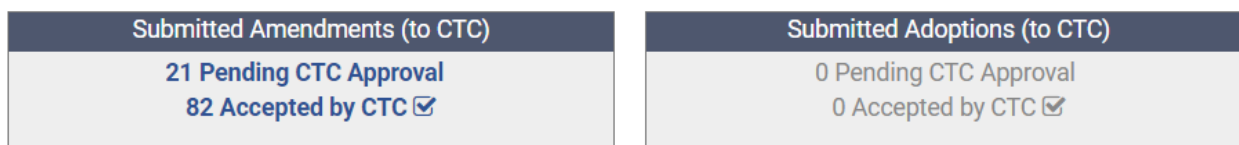


Figure 39

Select projects to un-submit by checking the checkboxes on the right, and click the “UN-SUBMIT” button at the top-right, as shown in Figure 40:

45 PROJECTS LISTED FOR			EXPORT TO EXCEL	UN-SUBMIT
TYPE	PRIOR	CUR	CHANGE REASON	
Other Misc.	\$0	1,052,630	Re-distribution of CMAQ funds	<input checked="" type="checkbox"/>
Transit-Capital & Rehab	\$0	1,289,474	Defer CMAQ finds	<input checked="" type="checkbox"/>
Rd Recons/Rehab/Resurf	\$0	6,836,842	Deduction of Funds	<input type="checkbox"/>
Rd Interchange/ Intersection	\$0	1,104,643	Re prioritize CMAQ Funs	<input type="checkbox"/>

Figure 40

Projects can only be deleted if they are pending CTC approval. Once projects have been accepted by the CTC (i.e. OCTA) then a request must be sent to OCTA to have the project sent back to “In Progress.”

Note: If the project is a new project, this will completely remove the project from the OCFundtracker. Projects that are amendments to previously approved projects will only delete the amended version, not the approved version.

## Uploading Documents

Occasionally, supporting documents will be required for projects. It is appropriate to update these documents when necessary. Uploading documents should be done during the amendment process or when a project is first created.

### Step 1 – Access the Upload Documents Menu

- From the project amendment page, scroll to the top of the page and click on the “Documents” tab as shown in Figure 41a.

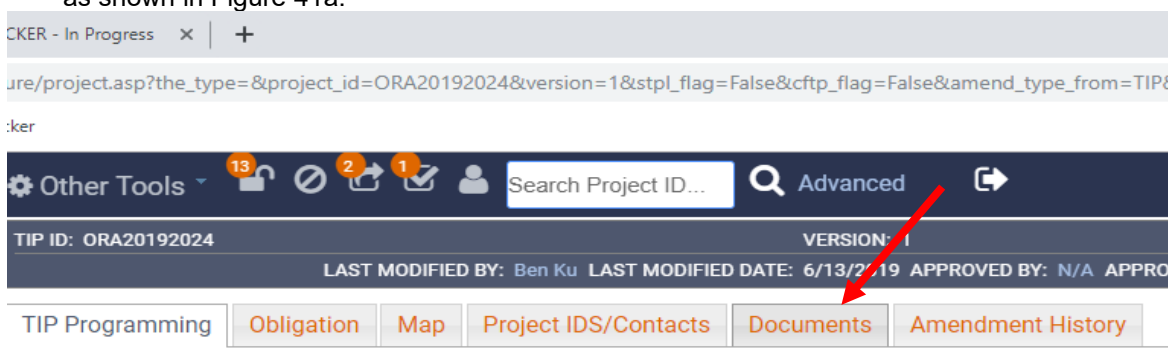


Figure 41a

- Click the icon on the right-hand side to upload documents as shown in Figure 41b.

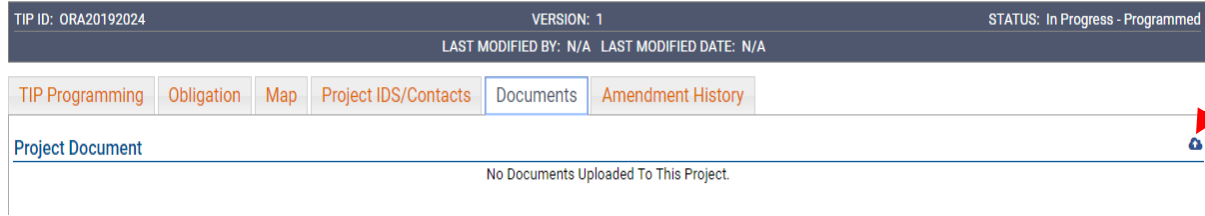


Figure 41b

### Step 2 – Upload the Document

- Click “Choose File” and select the document you wish to upload, the document date, document description, and select a document type from the drop-down menu. See Figure 42 for reference.
- Click “Upload Selected”

#### Upload Project Documents

Enter A Description And Then Select The Document You Want To Upload By Clicking On The "Choose File" Button.

Document Date	Document Description (Optional)	Document Type	Filename
6/14/19	Test Document	Final Report	Choose File TEST.docx
			Choose File No fil...chosen
			Choose File No fil...chosen
			Choose File No fil...chosen
			Choose File No fil...chosen
			Choose File No fil...chosen

Upload Selected

Figure 42

## Viewing Existing Projects

Users can view existing projects without making edits. Viewing projects only allows ‘Read-Only’ access.

- To view a list of all projects (the latest version) currently accessible by your agency, click “My Projects List” under the “Project Tools” menu as shown in Figure 43:

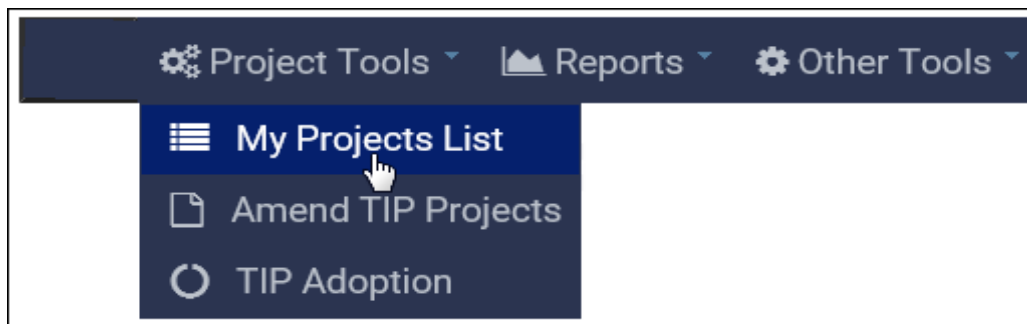


Figure 43

- The resulting project list can be further filtered by using the fields at the top of the screen, and the results can be sorted by clicking on the column headings as shown in Figure 44:

MY PROJECT LIST 151 PROJECTS LISTED PRINTER FRIENDLY EXPORT TO EXCEL

PROJECT ID/OTHER IDs LEAD AGENCY SYSTEM ROUTE CONFORMITY CATEGORY GROUP PROJ

TIP SOURCE INCLUDE PROJECTS STATUS FUNDING TYPE FFY

Current 21 TI IN PROGRESS, PENDING, I ALL Please click here to select....

DESCRIPTION/TITLE/STREET NAME PRIMARY CONTACT NAME CMP ATP CAP INC REGN SIG MODELING Search

PROGRAM CODE Please click here to select....

TIP ID	LEAD AGENCY	TIP	TITLE	CONFORM CATEGORY	SYSTEM	TOTAL COST	MAP	DOC
ORA152211	Anaheim, City of	21-00	Nohl Ranch Open Space Trail	TCM Committed	Local	\$813		
ORA113001	Anaheim, City of	21-00	ARTIC to West Anaheim 4th District Bikeway Connector Project	TCM Committed	Local	\$374		
ORA151509	Anaheim, City of	21-00	West Street and Citron Street Sidewalk Gap Closure	TCM Committed	Local	\$1,889		

Figure 44

- From the project list, click a TIP ID to view details for the selected project. Projects accessed in this matter will display as “READ ONLY” and will not allow any changes. Below are descriptions of the various tabs that can be accessed within each project.

### Obligation Tab

- Clicking on the “Obligation” tab displays obligation data for the current project as shown in Figure 45. This section is not required.

TIP ID: IMP1307025 VERSION: 1 STATUS: In Progress - Programmed  
 LAST MODIFIED BY: N/A LAST MODIFIED DATE: N/A

TIP Programming **Obligation** Map Project IDS/Contacts Documents Amendment History

Obligation Data FHWA Prior Detail Show/Hide [Export To Excel](#)

FFY	TIP FUNDS	TIP \$	OBLIGATED FUNDS	OBLIGATED	UNOBLIGATED	AUTH AC	EXPENDED
2019	NH - National Highway System CON	\$1,000		\$0	\$1,000	\$0	\$0
<b>GRAND TOTAL</b>		<b>\$1,000</b>		<b>\$0</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>

Obligated Detail Show/Hide [Export To Excel](#)

FMIS Code Summary Show/Hide [Export To Excel](#)

Figure 45

### Map Tab

- Clicking on the “Map” tab displays the current location of the project and any associated road segments or nodes. Please note that not all projects have mapping information. If you would like to map your project, there are detailed instructions on OCFundtracker. This information is not required. From the map tab, click the “MAP TUTORIAL” link on the right-hand side for step by step instructions to map your project. See Figure 46 for reference.

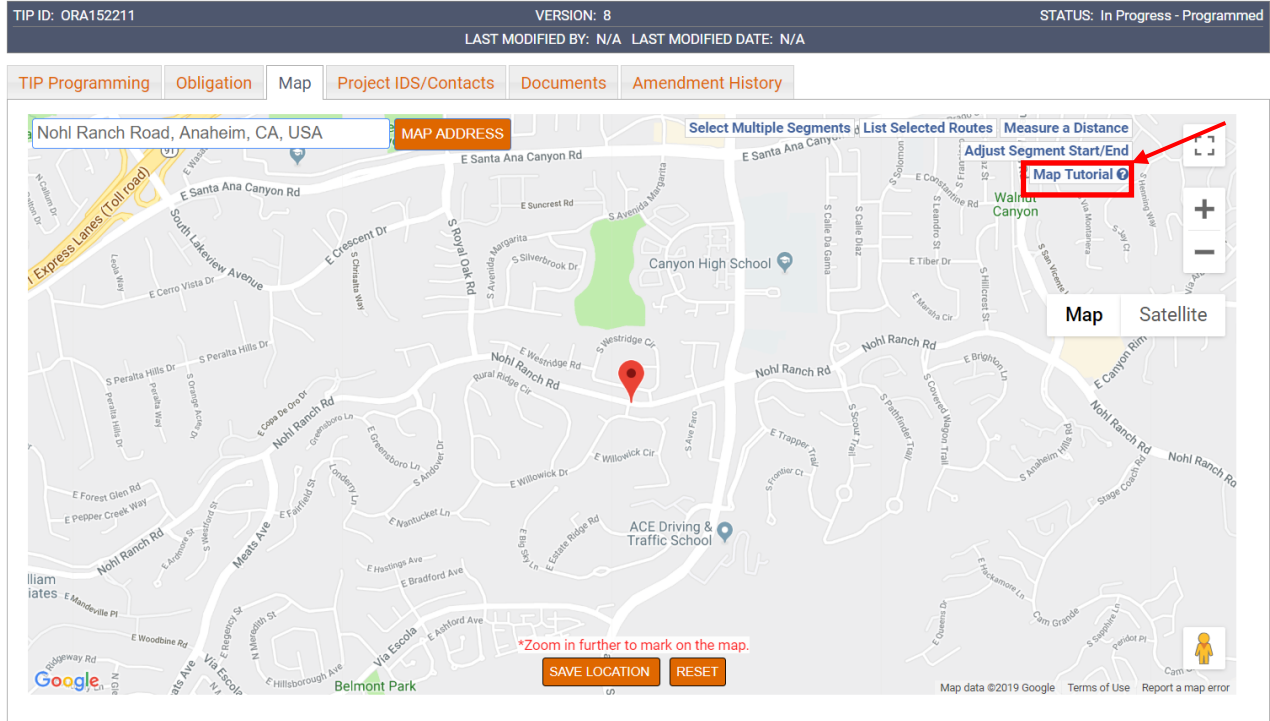


Figure 46

### Project IDs Tab

- Clicking on the "Project IDS/Contracts" tab displays alternate identifiers for the current project as shown in Figure 47\*:

TIP ID: ORA152211		VERSION: 11		STATUS: Programmed	
LAST MODIFIED BY: Heidi Busslinger		LAST MODIFIED DATE: 1/20/2020			
TIP Programming		Obligation	Map	Project IDS/Contracts	Documents
		Amendment History		Performance Metrics	
<b>Project Alternative IDS - For multiple ids, add commas following each ID</b>					
FED AUTH #	PPNO	HBRR			
EA NUMBER	MEASURE R #	CFP ID			
SCAG RTP ID 7120004	FTA GRANT NUM	CALTRANS ID			
Measure M	SB1	JOB KEY ID			
CTIPS ID N/A	Parent ID	Fed Demo ID			
PRIMARY CONTACT Cesar Carrillo	PHONE (10-DIGIT) 7147655175	EMAIL ccarrillo@anaheim.net			

Figure 47

The following table provides an explanation for the fields in Figure 47:

FED AUTH #	Federal authorization number
EA NUMBER	Expenditure Authorization number
SCAG RTP ID	RTP Modeling Number, sometimes the same as the TIP ID
Measure M	Measure M2 project (i.e. Project V, X, etc.)
PPNO	Planning Program Number
Measure R #	Not applicable to Orange County
FTA GRANT NUM	FTA grant number (i.e. CA-20XX-XX)
SB1	SB1 grant number
HBRR	Highway Bridge Program bridge number
CFP ID	OCTA internal number
CALTRANS ID	Caltrans project ID starting with the four-digit agency ID [i.e. 6071(120)]
JOB KEY ID	OCTA internal budget number
Parent ID	TIP ID of "parent" project for which this project represents one segment (if applicable)
Fed Demo ID	Earmark Identification number
PRIMARY CONTACT	Project Manager

## Documents Tab

- Clicking on the "Documents" tab displays uploaded documents for the current project as shown in Figure 48:

Figure 48

## Amendment History Tab

- Clicking on the "Amendment History" tab displays a history of modifications to the current project. This list only includes accepted versions of the project. In-Progress modifications to a project will not appear in this list. See Figure 49 for reference:

Figure 49

## Printing Projects

- After selecting an individual project, a printer-friendly project sheet can be generated by clicking the “DETAIL” button on the right-hand side of the Administrative Area within a TIP. See Figure 50 for reference.

Figure 50

- You will be re-directed to the generated project sheet in which you can save as a PDF or print. See Figure 51 for reference.

Figure 51

## Reports

This section will go over the REPORTS function and how to run reports. Each report will pull different information according to your selection.

### Step 1 – Access the Reports Tab

- From the Main Menu, hover over the “Reports” tab. See Figure 52 for reference.

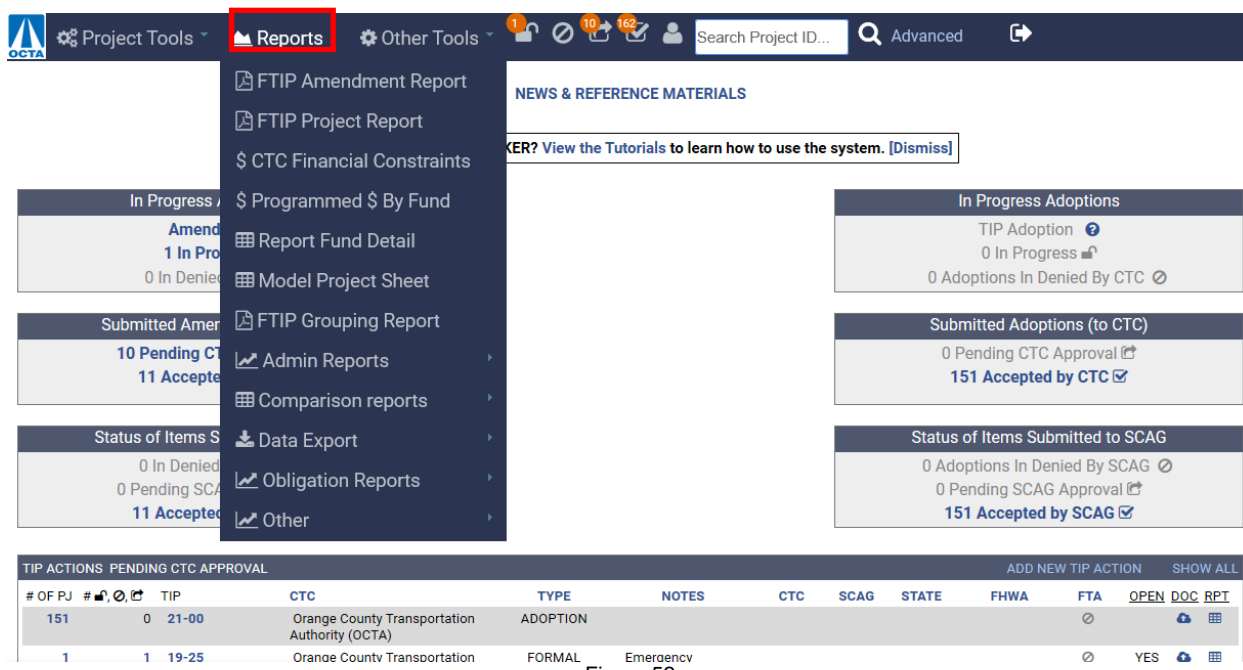


Figure 52

### Step 2 – Selecting a Report

- When you hover over the “Reports” tab, a list of reports will drop down. Select the report you wish to run. The reports listed below are reports OCTA believes will be most helpful to the local agencies, however more reports are available in the system for your reference.

Report Type	Explanation
Amendment Summary*	This generates a listing of all projects in the search-specified amendments and provides a summary of changes made to the projects. Can be exported to Excel.
FTIP Amendment Report (PDF)*	This report automatically creates a PDF listing of projects in amendments specified in the search box. It shows the current project report as well as the previously approved one, if applicable. This includes the report format that is used by OCTA.
FTIP Project Report (PDF)*	This report automatically creates a PDF listing of the latest version of projects included in amendments specified in the search box.

### Step 3 – Project Report Criteria

- Each report allows you to filter and search for specific criteria. Descriptions of the most common field types are listed below.
- Fill out the appropriate fields for the selected report and click “GENERATE REPORT.”
- The report will open in your browser and give you the ability to print or download the report to your computer.



Field Type	Selection / Fill In
Project ID	Each Project has a TIP ID associated project. "ORAXXXXXX."  There are different types of project ID.
ID Type	Type of Project ID you are selecting. (TIP ID, PPNO, etc.).
Project Title / Description	Project Title or Description.
Implementing Agency	Select your Agency.
Trans System	Transit, Local, Highway.
Route	If you select Highway, you can filter using the highway route.
TIP Start – TIP End	TIP 17-XX and 17-XX start and end to search.
Report Title	The Title you want to call this report.
Include OCTA "... Project	Select the status of the project, whether it is accepted, in progress, pending, etc.
Include Projects With "... Status	Select status of the projects you want to filter.

## Carry Over

This section will go over the "CARRY OVER" function. A carry over is initiated with every new TIP document cycle. This process allows agencies to move projects from an outgoing TIP cycle to a new TIP adoption. Note: You can only complete this action when a TIP adoption is in progress.

### Step 1 – Access the TIP Adoption Menu

- From the Main Menu, hover over the "Project Tools" tab and select "TIP Adoption." You can also click "TIP Adoption" in the "In Progress Amendments" Box on the right side of the screen. You will then be redirected to a new page. See Figure 53 for reference.

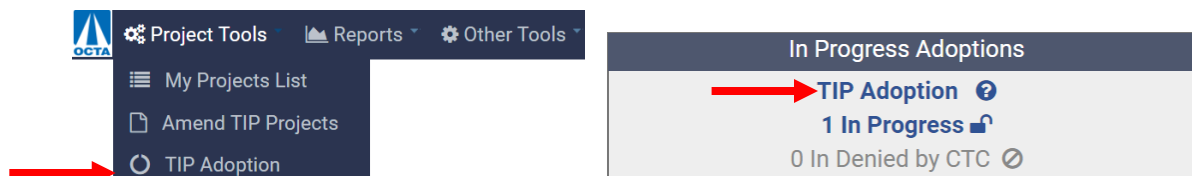


Figure 53

- On this page, select "Carry Over Project in XX TIP". Ignore the "Carry Over Project" option at the bottom of the box as it will not give the most updated project list to be carried over. Figure 54 shows which of the links is the correct one to use for carry-over.

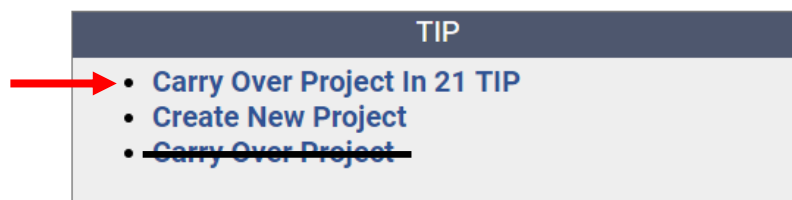


Figure 54

- This directly links to the specified TIP adoption as shown below in Figure 55.

The screenshot shows the OCTA Fundtracker interface. At the top, there is a navigation bar with 'Project Tools', 'Reports', and 'Other Tools'. A search bar is present with the text 'Search Project ID...'. Below the navigation bar is a summary table for 'Programmed 2019 Projects' with the following data:

Programmed 2019 Projects	146
Carried Over to 2021 FTIP	1
Completed	0
Deleted	0
Delayed	0
Total	1

Below this is the 'MY PROJECT LIST' section, which contains 146 projects listed. The table has columns for FTIP ID, MPO, LEAD AGENCY, FTIP, PROJECT TITLE, PROJECT TYPE, EXEMPT, and TOTAL COST. A red arrow points to the '[CARRY-OVER]' link in the 'PROJECT TITLE' column for project ORA151509.

Figure 55

- This option allows you to view a summary of programmed projects and their status. See Figure 56 for reference.

Programmed 2019 Projects	146
Carried Over to 2021 FTIP	1
Completed	0
Deleted	0
Delayed	0
Total	1

Figure 56

- Click [CARRY-OVER] to carry the project over. Make necessary changes and save to complete the process.

In addition to the carry-over options described above, there is also a link to carry-over under the “Amend TIP” menu. Ignore this, as it does NOT carry projects over into the new TIP cycle. See Figure 57 for reference.

TIP

- Amend/modify Project In 19 TIP
- Create New Project
- ~~Carry Over Project~~

Figure 57

## Confirmation Letter Package

After amending and submitting new projects, the agency should submit a Confirmation Letter to OCTA. The letter should include the amendment number, date of submittal, and number of projects. The agency is required to attach an FTIP Amendment Report (please see the “Reports” section on page 31 of this guide for instructions to generate this report) and all back up documentation associated with the funding of the project.

Back up documentation should be uploaded with the project modification or amendment. Instructions can be found on page 26 to upload documents.

Back up documentation may include:

- funding approval letters
- federal register listings
- project award listings from an administering agency.

The package should be emailed to Ben Ku ([bku@octa.net](mailto:bku@octa.net)) and Heidi Busslinger ([hbusslinger@octa.net](mailto:hbusslinger@octa.net))

## References

This section includes reference information. Most of the information below is only accessible to OCTA administrative staff for editing.

### Administrative Edit

#### Adoption/Amendment

The Adoption/Amendment field is the TIP cycle and amendment in which the project is being amended or created. There are two types of amendments: Administrative Modification and Formal Amendment.

Administrative Modification – Are minor changes to the project that do not revise the scope of the project and does not exceed \$20 million or 50% of the total project phase or total project cost. Changes such as fund source changes, lead agency changes, project description changes that do not alter the scope of the project and split and combining of projects are examples of administrative changes.

Formal Amendment – Formal amendments are changes that alter the scope, drastic alteration of funding, delays or advances, and deletion or completion of projects. These are large changes to projects.

For example:

**19-02-ADMIN**

Term	Description
19	2019 TIP cycle
02	2 <sup>nd</sup> Amendment of the 2019 TIP
ADMIN / FORMAL	Administrative Modification / Formal Amendment

**TIP Project ID**

A TIP Project ID identifies a project according to County, Year, Amendment created, and Number. Project IDs are solely for OCTA and SCAG use. These numbers are assigned by OCTA during review.

*For example:*

**ORA190201**

Term	Description
ORA	Orange County
19	2019 TIP Cycle
02	Created in the 2 <sup>nd</sup> Amendment of the 2019 TIP
01	Project Number

**Capacity Increase**

Two options are available for Capacity Increase:

Category	Description
CI	Capacity Increase. This refers to projects that increase roadway capacity such as additional general-purpose lanes on State Highways.
NCI	Not Capacity Increasing. Projects that do not increase roadway capacity will be labeled as NCI. This includes transit, enhancements, and bike and pedestrian projects.

**Mode No**

OCTA does not utilize this function.

**Group Project / Group Name**

Group Project applies to lists of projects that do not need to be entered individually. Most projects will not be listed as a group project. Only SCAG and OCTA have the authority to create and modify group projects. Example of grouped projects include: Arterial Pavement Management (ORA150102), Regional ATP (ORA150104) and HBP/HBRR (ORA020501).

**Conformity Category**

Federal Clean Air Act (CAA) establishes air quality standards for various pollutants. All projects are required to be categorized and follow Section 176(c) of the CAA and Transportation Conformity Rules. For more information see page 58 of the SCAG 2019 TIP Guidelines.

Category	Description
Exempt	Projects that are exempt are: mass transit projects such as operations, vehicle rehab, build reconstruction, communication, purchase of vehicles; air quality promotion projects such as van-pooling promotion; safety projects such as railroad/highway crossing warning devices, medians barriers, fencing; other projects such as planning and technical studies, grants for training programs, etc.  Please note that this is not a comprehensive listing of Exempt projects.
Non-Exempt	Projects that have regional significance or can significantly alter air quality are Non-Exempt from CAA conformity rules. Projects such as highway interchanges, local

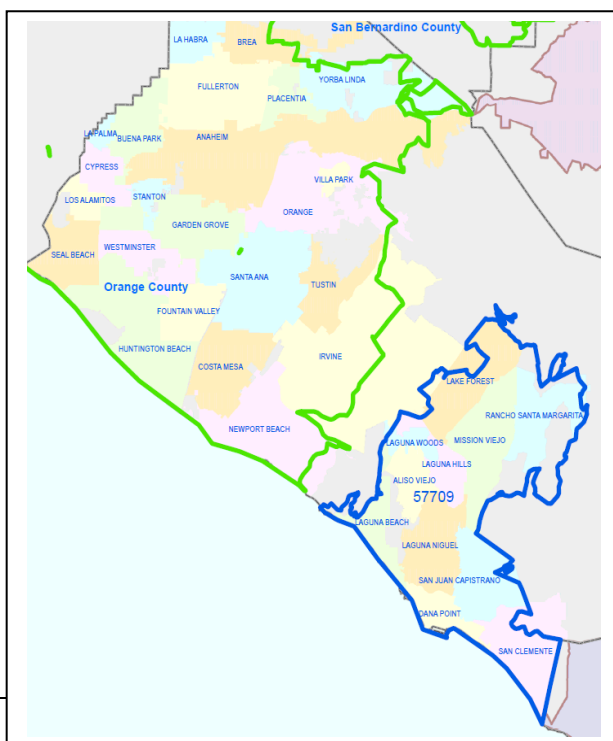
	road and arterials, bridge and grade separations, bus transit and facilities, construction, widening, etc.  Please note that this is not a comprehensive listing of Non-Exempt projects.
Non-Federal / Non-Regional	Highway or transit projects that require no federal funding or approval but are funded by an agency that routinely receives funds from the FHWA or FTA. These projects include regionally significant or goods movement projects, capacity enhancing projects, federally funded future phases, environmental documents that require federal approval, or projects that will help meet TDM / Non-motorized investment targets. Please note that this is not a comprehensive list of projects.
TCM	Transportation Control Measures (TCMs) are specific transportation projects and programs committed to help improve air quality. TCMs are required in non-attainment areas that are classified as severe and above. These provide multiple benefits, including emissions reduction and mobility/accessibility improvements. Once funds have been programmed, TCM projects are committed by the County Transportation Commissions in the first two years of the TIP.

**Common Problems**

1. Incomplete and unclear descriptions.
2. Conflict in number of lanes and completion years in segmented projects that are broken into phases.
3. Unidentified number and direction of existing and proposed lanes.
4. Missing number of vehicles to be included in the purchase by fiscal years.
5. Missing local match amount.
6. Missing completion dates and environmental document types and dates.
7. Missing or incorrect RTP IDs.
8. Project status should be reviewed and updated.

SCAG and OCTA requests that the agencies pay careful attention to these problems.

**Federal UZA Listing**



Federal UZA's	
LA-LB-Santa Ana	Mission Viejo
Light Gray	Dark Gray
LA-LB-Santa Ana	Mission Viejo
Anaheim	Aliso Viejo
Brea	Dana Point
Buena Park	Laguna Beach
Costa Mesa	Laguna Hills
Cypress	Laguna Niguel
Fountain Valley	Laguna Woods
Fullerton	Lake Forest
Garden Grove	Mission Viejo
Huntington Beach	Rancho Santa Margarita
Irvine	Margarita
La Habra	San Clemente
La Palma	San Juan Capistrano
Los Alamitos	Capistrano
Newport Beach	
Orange	
Placentia	
Santa Ana	
Seal Beach	
Stanton	
Tustin	
Villa Park	
Yorba Linda	



## Common Fund Sources

### FEDERAL

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ATP - ACTIVE TRANSPORTATION PROGRAM  
 CMAQ - CONGESTION MITIGATION AIR QUALITY  
 HBRR-L - BRIDGE - LOCAL  
 HSIP - HIGHWAY SAFETY IMPROVEMENT PROGRAM  
 STPE-R - STP ENHANCE-RIP TEA  
 STPL-R - STP LOCAL - REGIONAL  
 TIGER DISCRETIONARY GRANTS  
 5307 - FTA 5307 UZA FORMULAR  
 5310 - FTA 5310 ELD AND DISABI  
 5337 - FTA 5337 STATE OF GOOD REPAIR  
 5339 - FTA 5339 ALTERNATIVES ANALYSIS

### LOCAL

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AGENCY - AGENCY  
 CITY - CITY FUNDS  
 DEV FEE - DEVELOPER FEES  
 FEE - FEE  
 GEN - GENERAL FUNDS  
 LOC-AC - LOCAL ADVANCE CONSTRUCTION  
 LTF - LOCAL TRANS FUNDS  
 ORA-FWY - ORANGE M FREEWAY  
 ORA-GMA - ORANGE M GMA  
 ORA-IIP - ORANGE M IIP  
 ORA-MPAH - ORANGE M MPAH  
 ORA-SIP - ORANGE M SIGNALS  
 ORA-TBK - ORANGE M TURNBACK / M2 FAIR SHARE  
 ORA-TRN - ORANGE M TRANSIT  
 ORAFWY2 - ORANGE M2 FREEWAY  
 ORAM2RC - ORANGE M2 REGIONAL CAPACITY  
 ORAM2TR - ORANGE M2 TRANSIT  
 PVT - PRIVATE FUNDS  
 P-TAX - PROPERTY TAX  
 TDA - TDA

### STATE

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ATP - ACTIVE TRANSPORTATION PROGRAM  
 HRCSA - HIGHWAY-RAILROAD CROSSING SAFETY ACCOUNT  
 P116 - PROP 116  
 SHOPPAC - SHOPP - ADVANCE CONSTRUCTION  
 STCASHR - STATE CASH - RIP  
 STCASHS - STATE CASH- SHOPP  
 TCIF - TRADE CORRIDOR PROGRAM  
 TLSP - TRAFFIC LIGHT SYNCHRONIZATION PROGRAM

## Commonly Used Terms

<b>Term</b>	<b>Definition</b>
CTC	County Transportation Commissions, i.e. OCTA
FTIP/TIP	Federal Transportation Improvement Program
MPO	Metropolitan Planning Organization, i.e. SCAG
SCAG	Southern California Association of Governments
TIP Adoption/Carry-Over	Happens every 2 years and is the start of a new TIP cycle.
TIP Amendment	Occurs monthly and is either a formal amendment or an administrative modification. TIP amendments make changes to the project list submitted in the initial base TIP adoption
UZA	Urbanized Areas established by the federal government
PPNO	Planning Program Number
TIP ID	The ID number associated with the project in the TIP database. Usually something like "ORA12345"
EA	Project Number/Expenditure Authorization
Env Doc	Environmental Document
SCAB	South Coast Air Basin, the air basin designated to Orange County. Determined by the California Air Resources Board (CARB)
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
PE (PA&ED/PS&E)	Project Approval & Environmental Documentation / Plans, Specifications & Estimates.
ROW	Right of Way/Acquisition
CON	Construction
TCM	Transportation Control Measures. Some projects are TCM's, meaning their completion dates cannot be modified in the first two years of the TIP.
ATP	Active Transportation Program; ATP projects require additional information regarding project attributes
CMP	Congestion Management Plan