



Bicycle Corridor Improvement Program (BCIP)

2014 Call for Projects

Orange County Transportation Authority Application Guidelines and Procedure

PURPOSE AND AUTHORITY

The Bicycle Corridor Improvement Program (BCIP) is funded using federal Congestion Mitigation and Air Quality (CMAQ) funds and is currently authorized under Moving Ahead for Progress in the 21st Century (MAP-21). The CMAQ program provides funding through annual appropriations to Orange County to be used for transportation-related projects that reduce congestion and improve air quality. The Orange County Transportation Authority (OCTA) is responsible for selecting regionally significant projects for Orange County and working with the California Department of Transportation (Caltrans) in administering selected projects. On December 10, 2012 the Board of Directors (Board) adopted State and Federal Programming Guidelines (SFPG) which included a ten percent set aside of CMAQ funds for bicycle and pedestrian projects that are ready to go as determined through competitive calls for projects.

In addition to the CMAQ program, MAP-21 also authorized the Transportation Alternatives Program (TAP) funds. Through the SFPG, the Board authorized the use of these funds for bicycle and pedestrian projects. Federal Highway Administration (FHWA) and the State guidance is still pending for TAP. Once specific guidance is distributed, OCTA may opt to fund projects selected through this call with TAP funds or another similar fund source that is directed to active transportation projects that may be authorized through the extension of MAP-21, through a new transportation act and/or through a future State active transportation program.

ELIGIBLE APPLICANTS

Eligible applicants include the 35 local government agencies in Orange County. Eligible agencies must be able to receive federal funding through OCTA or as a sub-recipient of Federal Transit Administration (FTA) funds, and must be able to provide authorizing resolutions and cooperative agreements from their controlling bodies or through Caltrans as a direct recipient of Federal Highway Administration (FHWA) funds. Two or more eligible local agencies may participate on a project. Additionally, non-profit organizations may also nominate projects through an eligible local agency that is willing and able to take on the responsibility for implementing and maintaining the project.

IMPLEMENTATION TIMELINE

Applications must be received by OCTA no later than 4:00 PM on Monday, September 30, 2013. OCTA is seeking applications for projects that can begin right-of-way acquisition or construction (whichever phase the BCIP funding would be applied to) no later than February 1, 2015. For this 2014 Call for Projects, the program funds will be available for programming in Fiscal Year (FY) 2014-15.

After the applications are reviewed by OCTA for overall compliance, an advisory panel will review and rank projects. A recommended priority list of projects will be forwarded to the OCTA Board of Directors for approval in January 2014.

BCIP GRANTS

Each BCIP grant will be a minimum of \$100,000 and limited to \$1 million in CMAQ funds. However, projects requiring more than \$1 million can be segmented into smaller phases and submitted as individual projects. The BCIP 2014 Call for Projects covers (FY) 2014-15 and is funded using 10 percent of OCTA's annual CMAQ apportionment, currently estimated to be approximately \$4.3 million. Projects may be submitted through the FHWA or FTA process based on the project's location and other project specific factors.

TAP or another Federal or State active transportation funding program may augment or substitute CMAQ funding for the BCIP call pending guidance from Federal Highway Administration and/or the State. Recipients will be notified and will be expected to follow appropriate Federal and State guidelines when/if they become available.

LOCAL MATCH REQUIREMENT

A minimum local match of twelve (12) percent of each project phase cost is required for each grant application. The match may consist of local dollars, state dollars, non-transportation federal dollars, or private funding.

Overmatch. Local agencies may provide an "overmatch" for the project; that is, they can contribute additional match dollars beyond the required 12 percent match requirement. Local agencies will receive additional points in the evaluation process for providing matching funds above the minimum requirement. Additionally, administering agencies must commit to cover any cost overruns. Any work not eligible for federal CMAQ reimbursement must be funded through other means by the administering local agency and will not count as part of the match requirement. These non-eligible federal items should be included in the grant application.

Reimbursements. The BCIP uses federal CMAQ program funds that are reimbursable through FTA via OCTA, or through FHWA via Caltrans. Local agencies are expected to finance their projects as they proceed. Eligible expenditures — based on the local match rate/percentage provided for each phase and up to the ceiling of the federal funding share — will be reimbursed in arrears with an acceptable invoice based on the match rate proposed in the original grant application.

Soft-Match Provisions. “Soft-match” and “in-kind match” refers to instances where the values of activities accomplished not verifiable or directly related to the project are credited towards the non-federal share (match) of the project (an example of these are administrative costs). Soft-match or in-kind match are not eligible for the BCIP.

Scope Reductions and Cost Savings. If the local agency reduces the scope of an approved project or the project phase experiences cost savings, a reduction in BCIP funds must be applied proportionally to maintain the approved local match percentage.

BCIP ELIGIBLE PROJECTS

Applicants can receive funding for bicycle facilities projects that have a measureable air quality improvement. If project eligibility is not clear, the local agency will be asked to provide reasoning and an eligibility determination will be made by OCTA and/or Caltrans. Final approval is contingent upon Caltrans and FHWA eligibility determination.

Eligible projects include provision of bicycle trails and facilities. Examples of eligible projects include gap closures, bicycle lockers at transit facilities, bikeways, and bicycle racks for transit systems.

MINIMUM REQUIREMENTS (Screening Criteria)

BCIP grant applications will be screened before they are reviewed and scored in order to determine their project eligibility (See Part 3 of the BCIP grant application). Local agencies should consider the following elements when submitting their proposals:

- A. ***Coordination.*** Projects must be on a regional bicycle plan. Examples of plans that demonstrate coordination include, but are not limited to, the Orange County Master Plan of Trails, OCTA’s Commuter Bikeways Strategic Plan (CBSP), local agency bicycle plan, OCTA Regional Bike Plans, and Safe Routes to Schools Plans. Additional consideration will be given to projects prioritized as part of a multi-jurisdictional collaborative strategy or similar effort.
- B. ***Direct Relationship to Surface Transportation.*** Projects must have at least one direct relationship to streets, pedestrian facilities, and/or the transit system in order to demonstrate a direct relationship to surface transportation. This relationship may be one of function, proximity, or impact (See Part 3 of the BCIP grant application).
- C. ***Improve Connectivity to or Between Employment and Activity Centers.*** Projects should enhance regional connectivity which is defined by the following activities: connecting existing bicycle and pedestrian commuter corridor facilities through gap closures or contributing to discontinuous segments, creating access, improving bicycle mobility, and increasing connections to employment and activity centers. In addition, bicycle projects that also include improvements to pedestrian mobility are encouraged. For a map of existing and proposed bikeways, please see Appendix 1.
- D. ***Bikeway Priority Index Ranking (if applicable).*** Projects will be ranked and scored based on the Bikeway Priority Index Ranking (BPIR) after submittal. The BPIR is an internal OCTA model that analyzes factors that may attract or discourage potential bike usage. Factors include population density, employment density, and certain conditions or uses (such as geographic features, schools, transit stops, etc. near the proposed project). Submittal of a Geographic

Information System (GIS) shape file, detailed map, and exact project location are required for OCTA to process the project through the BPIR. For more information, please see Appendix 2.

- E. **Project Readiness.** Priority will be given to projects that can or will meet federal ready-to-list requirements for construction. This includes completion of National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) requirements, right-of-way certification. NEPA, CEQA, and the right-of-way certification must be completed before E-76 for construction will be approved. Secondary projects include projects applications for design and right-of-way activities. For more information on the E-76 submittal, please see the Caltrans Local Assistance Procedures Manual.
- F. **Cost Effectiveness.** For bicycle facility projects, cost effectiveness will be measured by analyzing the total of direct expenditures and the total project length. Direct expenditures include construction activities related to the facility such as curb-to-curb, drainage, grading, demolition, and mobilization. Indirect costs such as mitigation, rehabilitation, reconstruction, landscaping, lighting, and traffic control are not to be included in the cost effectiveness ratio.
- G. **Safety.** Projects must increase bicycle safety. Safety will be measured based on the type of facility constructed and the safety measures included in the project.
- H. **Public and Agency Support.** The project should receive input and support from members of the public, stakeholders, and local agencies. Support from members of the public and stakeholders should be submitted in letter format from organizations, businesses, coalitions, business improvement districts, neighborhood organizations, etc. that will be affected by the project. Letters of support from individual members of the public will not be accepted.
- I. **State and Federal Compliance.** Projects must comply with CMAQ, NEPA, federal, state, and OCTA requirements. Projects must be consistent (or not inconsistent) with federal, state, regional or local land use policies and regional transportation plans, goals, and other policies. Projects must also conform to the Americans with Disabilities Act and the updated Buy America Provisions in MAP-21.
- J. **Financial Viability.** The local agency must have the ability to meet financial processing requirements, have sufficient levels of funding to provide an adequate cash flow for the project, and be able to provide adequate personnel to manage and administer the project. Additionally, the administering agency must follow the federal procurement and federal contract administration requirements which will be included in the cooperative agreement signed by OCTA and the administering agency.
- K. **Air Quality.** Projects must demonstrate a measurable improvement in air quality. Local agencies must provide air quality measures with their application, including the following: Reductions in Average Daily Traffic (ADT) trips and major air quality benefit improvements brought about by the project including reductions in oxides of Nitrogen (NO_x), Sulfur (SO_x), Carbon (CO_x), and particulate matter (PM). Local agencies must enter project data into the California Air Resource Board South Coast Methods Program software and provide the summary print out. The software can be found here: <http://www.arb.ca.gov/planning/tsaq/eval/eval.htm>. Projects will be scored on a pass or fail basis. The burden to explain the air quality calculations and measures will be the responsibility of the applicant agency.

EVALUATION CRITERIA

Each BCIP project nomination can receive a maximum of 100 points. (See summary of point distribution in the BCIP grant application.)

MINIMUM INFORMATION FOR APPLICATION

The following information, including the BCIP grant application form is required by OCTA to evaluate and select projects. Grant applications submitted with incomplete information or lacking the required number of copies will not be evaluated.

Grant Application:

- A. Cover Letter
- B. Table of Contents (page-numbered)
- C. An **unbound, single sided original grant application, five copies** (total of six applications), and an electronic copy provided via a compact disk. Use separate sheets of paper if necessary. Supporting documentation must be included where requested (up to 12 pages each copy of the application).
 - Part 1: General Project Information, including description, scope, and schedule.
 - Part 2: Funding
 - Part 3: Evaluation Criteria
 - Part 4: BCIP Agency Resolution (must be provided no later than December 31, 2013)
 - Part 5: Assurances
 - Part 6: Cooperative Agreement Concurrence
- D. Environmental documentation

Exhibits:

- A. Proposed budget showing sources of funding by phase and year (3 pages maximum)
- B. Photos of the existing project site (4 pages maximum)
- C. Precise maps showing the proposed site(s) for the project and a Electronic GIS shape file (2 pages maximum)
- D. Project design or concept drawings (4 pages maximum)
- E. Project completion schedule (1 page)
- F. Right of Way map (1 page)
- G. Air Quality Calculations (1 – 2 pages)

Note: Proposal may not exceed 30 pages. All pages must be numbered and printed on 8 1/2 x 11 sheets of white paper. Maps and drawings can be included on 11 x 17 inch sheets, folded into the proposal. **The original proposal should be left unbound for reproduction purposes.**

ELIGIBLE EXPENDITURES

Eligible project activities include right of way acquisition or capital improvements. **Maintenance and/or rehabilitation work is not an eligible expenditure**, nor are capital projects with a life of less than 5 years or one-time temporary improvements.

The local agency may use its own workforce or hire a consultant to do preliminary engineering work. Costs must be direct project costs only. The local agency may retain consultants after satisfying federal and state requirements for selecting consultants. Eligible expenditures include:

- Real property acquisition, and
- Construction and construction management costs associated with conducting an eligible activity.

BCIP funds are not to be used for planning.

BCIP project activities utilize public funds. These funds are to be used for facilities that are in public ownership for public use. Improvements to private property and commercial facilities are not eligible, even though they may include properties for public use or those owned by a public not-for-profit corporation.

PROVISIONS OF USE

CMAQ

The BCIP and this call for projects is subject to the current federal transportation act, MAP-21, a future extension, or passage of a new federal transportation authorization act. Projects awarded CMAQ funding through the call for projects may follow either the FHWA or FTA processes, which are detailed below.

For projects awarded funding through FHWA the process is as follows:

- Project must be programmed in the Federal Transportation Improvement Program (FTIP). The administering agency should consult with OCTA staff regarding modifications and amendments to the FTIP needed for the project.
- Execute the Cooperative Agreement between OCTA and the local administering agency.
- Environmental documentation must be submitted to Caltrans by November 1, 2014 or the administering agency risks losing project funding.
- Obtain NEPA and CEQA approval prior to January 1, 2015.
- Submittal of air quality analysis that shows project provides a benefit.
- Authorization to Proceed (E-76 request) must be submitted to Caltrans District 12 and copied to OCTA by February 1, 2015.
- Once E-76 is approved the agency has six (6) months to award a contract.
- Invoices for BCIP are submitted to and paid by Caltrans.

- If no expenditures are invoiced within a six (6) month period, the project may risk losing its funds.
- Administering agency must submit semi-annual progress reports to OCTA by the 30th day of January and July for the prior 6 months through December and June respectively. An example of the required report is provided in Appendix 3. (Note: OCTA may require additional information for compliance with MAP-21 Performance Measure.)

For projects awarded funding through FTA the process is as follows:

- Project must be programmed in the FTIP. The administering agency should consult with OCTA staff regarding modifications and amendments to the FTIP needed for the project.
- Execute the Cooperative Agreement between OCTA and the local administering agency (see Appendix 4).
- Environmental documentation including NEPA and CEQA must be submitted to OCTA by November 1, 2014 or the administering agency risks losing project funding.
- Local agency must submit all required documentation for request for transfer of the CMAQ funds from FHWA to FTA and FTA application documentation for an OCTA FTA grant by February 1, 2015.
- Local agency must submit all required FTA application documentation for inclusion in an OCTA FTA grant.
- Contract award must be complete by June 30, 2015.
- Invoices for BCIP are submitted to and paid by OCTA.
- If no expenditures are made within a six (6) month period, the project may risk losing its funds.
- Administering agency must submit quarterly progress reports to OCTA by the 15th day of January, April, July, and October for the prior three (3) months through December, March, June and September respectively. An example of the required report is provided in Appendix 3.

TIMELY USE OF FUNDS

BCIP projects funded through FHWA must be obligated by May 1, 2015. If OCTA has not received proof of submittal of the E-76 to Caltrans by February 1, 2015 or it is determined that the project cannot proceed, the funding for the project will be **cancelled**.

BCIP projects funded through FTA must award a contract by June 30, 2015. If OCTA has not received documents required for the FTA transfer request by February 1, 2015 or it is determined that the project cannot proceed, the funding for the project will be **cancelled**.

ADDITIONAL INFORMATION

Completed applications and questions regarding these procedures and criteria should be directed to Ben Ku or Louis Zhao of OCTA at:

Mail:

Ben Ku
Senior Transportation Funding Analyst
Orange County Transportation Authority
550 S. Main Street
Orange, CA 92863-1584

Tel: (714) 560-5473

Fax: (714) 560-5794

Louis Zhao
Transportation Funding Analyst
Orange County Transportation Authority
550 S. Main Street
Orange, CA 92863-1584

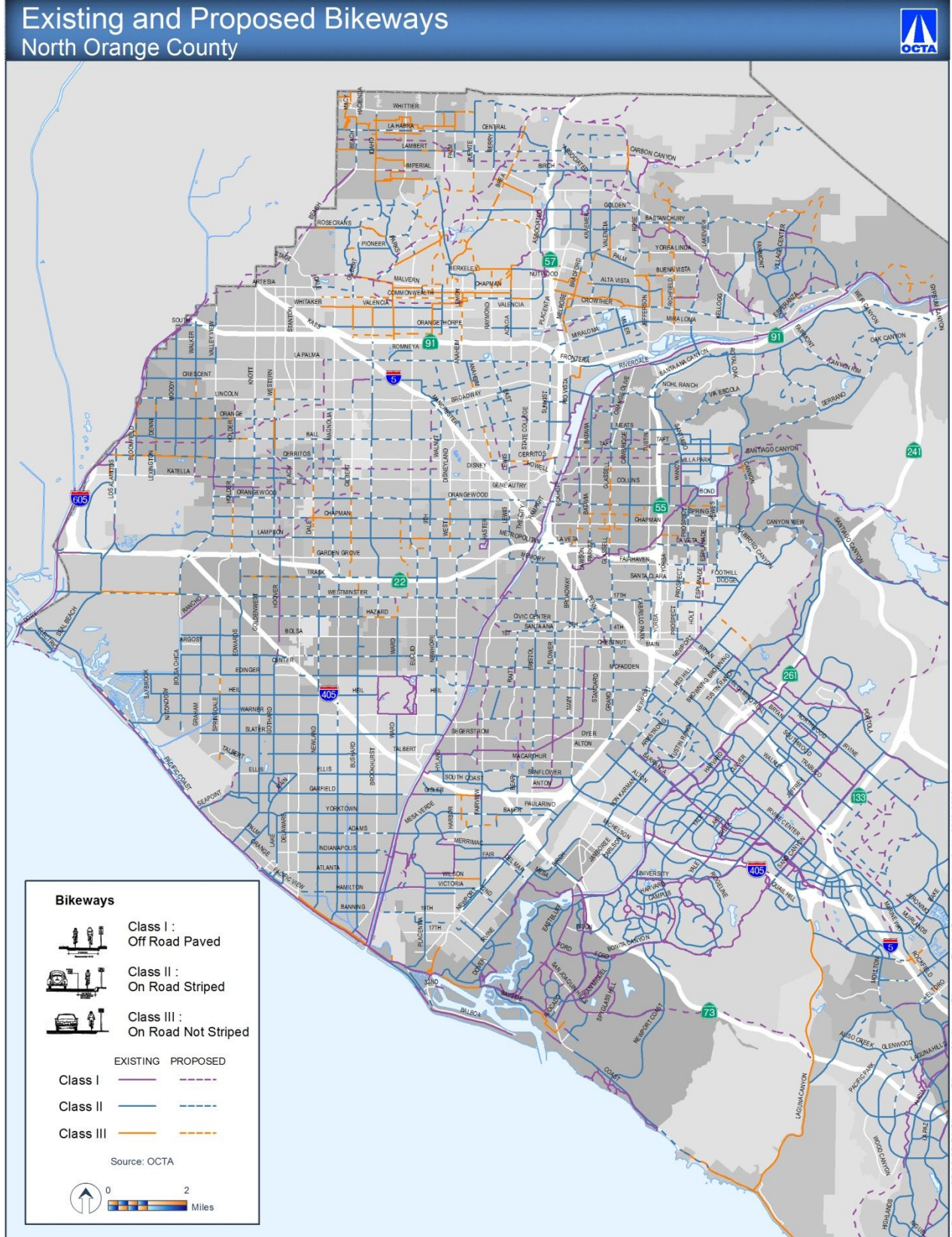
Tel: (714) 560-5494

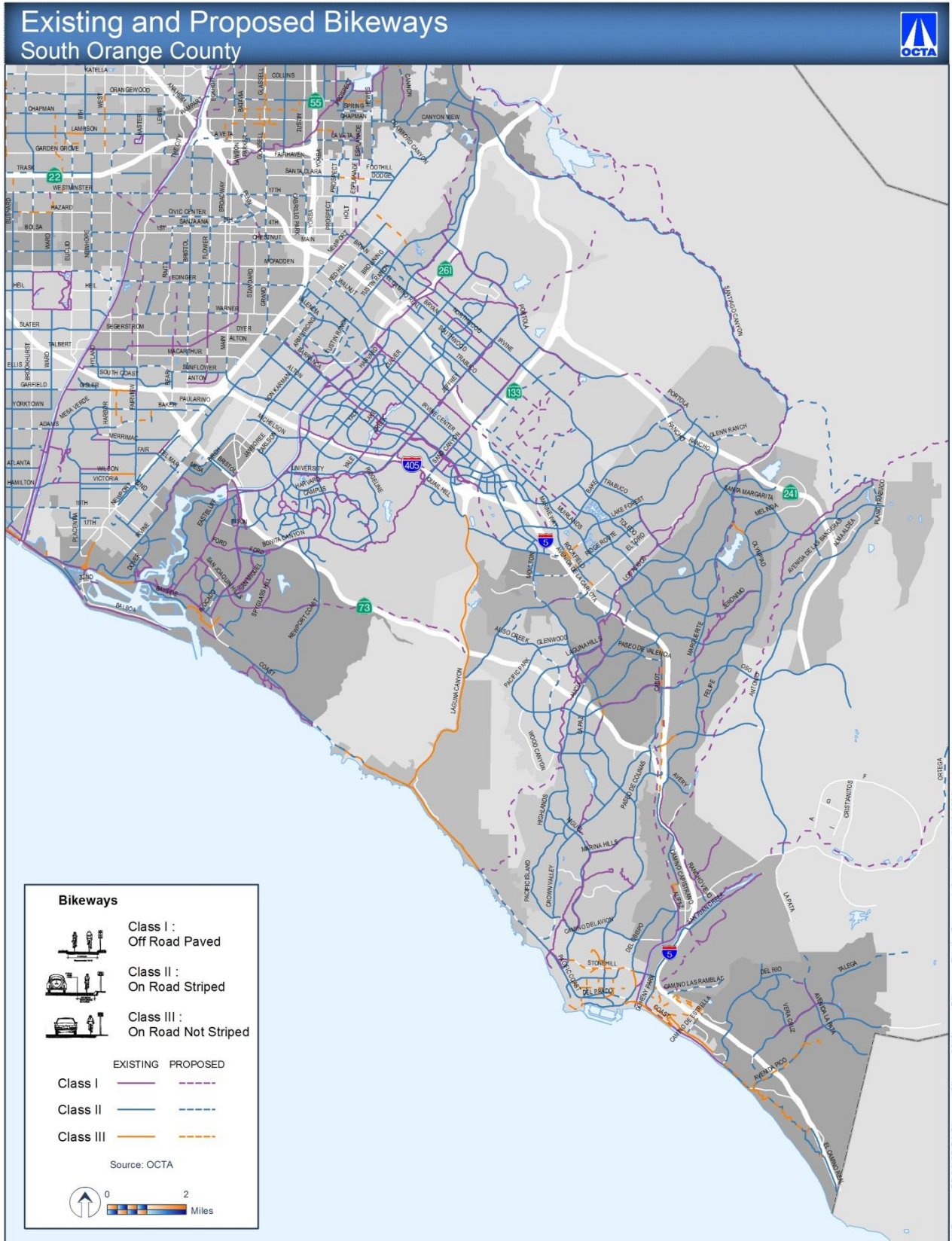
Fax: (714) 560-5794

Drop Off:

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

APPENDIX 1. EXISTING AND PROPOSED BIKEWAYS MAP





APPENDIX 2: BIKEWAYS PRIORITY INDEX RANKING CRITERIA

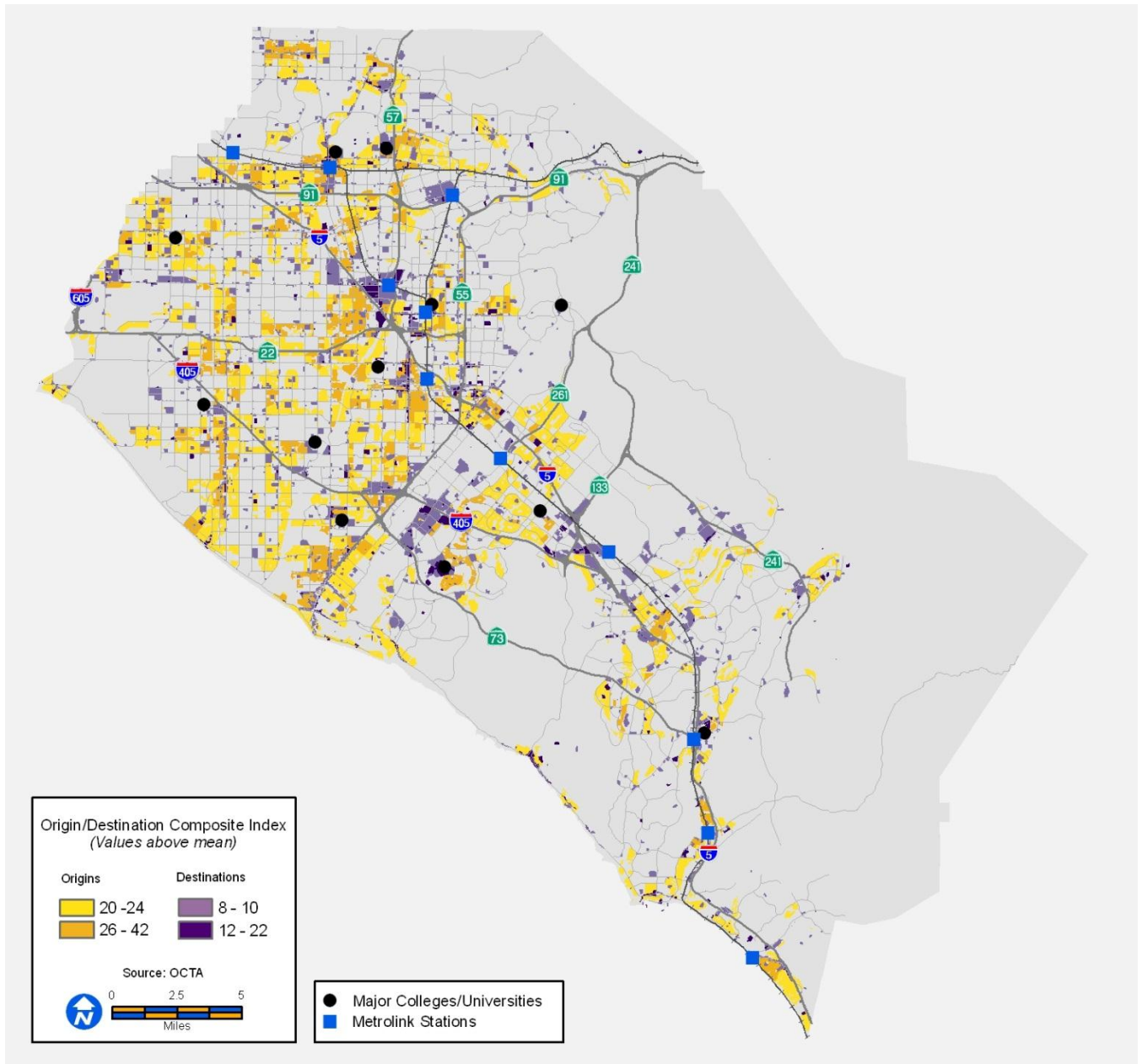
The following is a list of criteria used to evaluate projects in the Bikeways Priority Index Ranking (BPIR). The BPIR sums criteria from origins and destinations. Origins include major residential areas with high population or high density. Destinations include major areas of employment and activity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

ORIGINS

| FACTOR | MAX VALUE |
|---|-----------|
| Population Density (Base) | 10 |
| Population Growth (2035) | 8 |
| Population Density less than 18 years old (US CENSUS ACS) | 8 |
| Land-Use Mix | 8 |
| Bicycle to Work (US CENSUS ACS) | 8 |
| Bicycle Network Proximity (Existing) | 8 |

DESTINATIONS

| FACTOR | MAX VALUE |
|---|-----------|
| Employment Density (Base) | 8 |
| Employment Growth (2035) | 8 |
| Universities/Colleges (Enrollment) | 8 |
| Metrolink Rail Stations (AM Alightings) | 8 |
| Schools (Elementary, Middle, High School) | 8 |
| Parks, Local Retail/Public Services | 4 |
| Bus Stops (PM Trips) | 6 |



APPENDIX 3: QUARTERLY/SEMI ANNUAL REPORT FORM

Project Title: _____

Agency: _____ Date: _____

| Schedule | Original Completion Date | Current Completion Date |
|--|--------------------------------|-------------------------------|
| Draft Environmental Document | | |
| Final Environmental Document | | |
| Begin Design Engineering | | |
| Plans, Specifications, and Cost Estimates complete | | |
| Start Right-of-Way Acquisition | | |
| Right-of-Way Certification | | |
| Submit Request for Authorization for Const (E-76) | | |
| Ready to Advertise | | |
| Award Construction | | |
| Project Completion (open for use) | | |

Funding Table:

Preliminary Engineering (\$000's)

| Fund Source | Fiscal Year | Planned Obligation | Current Estimates | Actual Expended | Remaining Allocation |
|-------------|----------------|-----------------------|----------------------|--------------------|-------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Right-of-Way (\$000's)

| Fund Source | Fiscal Year | Planned Obligation | Current Estimates | Actual Expended | Remaining Allocation |
|-------------|----------------|-----------------------|----------------------|--------------------|-------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Construction (\$000's)

| Fund Source | Fiscal Year | Planned Obligation | Revised Allocation | Actual Expended | Remaining Allocation |
|-------------|----------------|-----------------------|-----------------------|--------------------|-------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Major Activities: _____

Status: _____

Issues: _____

Name/Title: _____
Phone: _____ Email: _____

Note: OCTA may require additional information on performance of the project related to either air quality or transportation usage.