

# 2015 FTIP Tutorial and Amendment Guidebook

## Orange County Fund Tracker



## Table of Contents

Introduction .....	2
FTIP and RTP .....	2
OCFundTracker .....	2
<b>SECTION 1: Step by Step Guide .....</b>	<b>3</b>
Creating a New User Account .....	3
Creating a New Project .....	4
Program Information .....	6
Program / Authorization Type & ID .....	6
Implementing Agency / Project Manager / Phone / Email .....	6
CFP Mode .....	6
Project Title .....	6
Project Description .....	7
Primary Program Code .....	7
System / Route / Suffix .....	8
Federal UZA .....	9
Environmental Information .....	9
Air Basin .....	10
Environmental Document .....	10
Env Doc Completion Date .....	10
Programming Information .....	10
Est Total Project Cost .....	10
Fiscal Year .....	11
Fund Type (Programmed Revenue Source) .....	11
Notice of Project Completion Date .....	11
Current Implementation Status (Element Code) .....	11
Congestion Management Plan (CMP) Process .....	12
Scheduling Information .....	13
Change Reason .....	13
Narrative Description .....	14
Narrative .....	15
Modifying an Existing Project .....	15
Add a Fund Source .....	16
Move / Delay / Advance fund sources .....	16
Delete Fund Sources .....	17
Saving and Submitting a Project .....	17
Saving For Later .....	17
Editing a Saved Project .....	18
Deleting a Saved Project .....	18
Submitting to OCTA .....	18
Uploading Documents .....	19
Viewing Existing Projects .....	20
Reports .....	20
Carry Over .....	21
Confirmation Letter Package .....	23
<b>SECTION 2: References .....</b>	<b>24</b>
Administrative Edit .....	24
Program Source .....	24
Tip Project ID .....	25
SCAG Modeling # .....	25
Capacity Increase .....	25
Mode No .....	25
Lump Sum / Lump Sum Name / Grouped Project .....	25
Conformity Category .....	25
Common Problems .....	26
Federal UZA Listing .....	27
Common Fund Sources .....	28

## Introduction

### FTIP and RTP

The Federal Transportation Improvement Program (FTIP) 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 for every three years 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 FTIP covers a minimum of four years with updates every two years and is amended periodically to reflect changes in funding, scope, or schedule.

Electronic copies of the DRAFT SCAG 2015 FTIP Guidelines are available on the SCAG FTIP webpage: <http://www.scag.ca.gov/ftip/pdf/draft/2015/Draft2015FTIPGuidelines.pdf>

### OCFundTracker

Orange County's FTIP management system was produced and released in January 2009. 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 and visit: <http://OCFundTracker.octa.net>

Tutorials are offered in the OCFundTracker and can be accessed on the main menu. Please address questions or comments to Louis Zhao at [lzhao@octa.net](mailto:lzhao@octa.net) or 714-560-5494.

## [SECTION 1: Step by Step Guide](#)

### Creating a New User Account

#### Step 1 – Access the OCFundTracker Webpage

- Direct your browser to: <http://OCFundTracker.octa.net>
- Click the “New User” link located under the “Existing OCFundTracker users” box.

#### Step 2 – Creating a New User

- Fill in the appropriate contact information – Please fill this information out as thoroughly as possible, it is important for OCTA staff to contact users during the FTIP process.
- Make sure you hold onto your username and password information. You will need this every time you log in.

Note: If you are not responsible for the Local Streets and Roads Program, Combined Transportation Funding Program (CTFP) – please select “No” when prompted to answer questions regarding your level of access for the CTFP.

**Please answer the following questions to determine your access level:**

Are you responsible for amending projects in the FTIP?

Are you responsible for submitting amendments to OCTA?

Do you need access to FTIP?

Do you need access to CTFP?

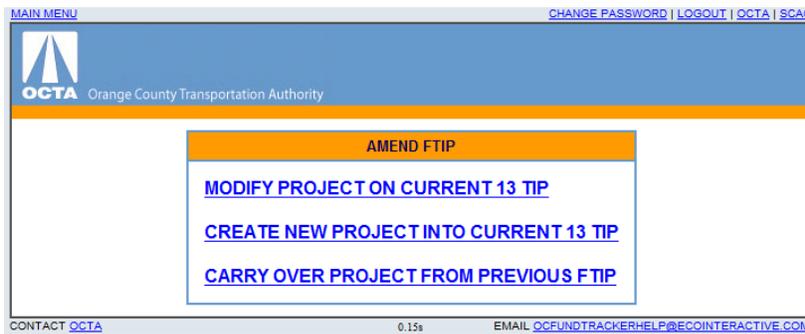
Are you authorized to submit CTFP payment requests?

#### 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.

To ensure consistency, please do not share user accounts.

## Creating a New Project



### Step 1 – Access the Create New Project Menu

- Click “FTIP”.
- Click “AMEND FTIP” under Agency Working Area. This is only available if there is an open FTIP.
- Click “CREATE NEW PROJECT INTO CURRENT 13 TIP” under AMEND FTIP.

### Step 2 – Creating the Project

#### PROJECT INFORMATION

To enter a new project you will need to provide the following information. A summary of the fields are provided below. For a detailed description of each field, please see page 7 of this guide.

Field Type	Selection / Fill In
SCAG RTP PROJECT #	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> .
Implementing Agency	Select your agency.
Project Manager / Phone / E-mail	The person managing the project.
Project Title	Title of the project.
Project Description	Please click “Guidelines”, located next to the text box for an extensive explanation.
Primary Program Code	The program code associated with your project, secondary codes are available by clicking the link “SHOW SECONDARY CODES.”  Please see page 7 for more information.

Field Type	Selection / Fill In
System	<p>Transit, Local Highway, or State Highway – If it is a Highway please select the highway (22, 5, 405, 605, etc.) associated with the project.</p> <p>Transit – Includes bus, commuter rail systems, rideshare programs, vanpool, mass transit facilities, etc.</p> <p>Local Highway– Includes streets and roads such as arterials, intersections, grade separations, street widening, and etc.</p> <p>State Highway – Includes highway projects, such as widening, on ramps, HOV facilities, and etc.</p>
Federal Urbanized Area (UZA)	<p>Orange County has two UZA's, LA-LB-SA and Mission Viejo. Select the associated one, A UZA map is available in the references section.</p>
Air Basin	<p>Select SCAB (Southern California Air Basin).</p>
Environmental Document (ENV)	<p>This is required – select the appropriate environmental document or the planned type of environmental document.</p>
ENV Doc Completion Date	<p>Enter the date the document was approved, or the estimated time it will be approved.</p>
Programming Information	<p>This section requires the user to include programming information for the project. Data is broken down by fund source, fiscal year, phase, and amount. Click FUND HELP (located in database).</p>
Current Implementation Status	<p>Current status of the project (Started, Completed, In Progress)</p>
Notice of Project Completion Date	<p>Date the project is expect to be completed</p>
Change Reason	<p>Should default to "New Project" when creating a new project</p>
Narrative Description	<p>Fill in with appropriate reason for changing or enter the new request.</p>
Narrative (Automate)	<p>This will automatically fill in once you save or submit the project.</p>

**Program Information**

PROJECT INFORMATION			
PROGRAM / AUTHORIZATION TYPE	ID	IMPLEMENTING AGENCY	
SCAG RTP PROJECT #	ORA000193	Caltrans	
EA NUMBER	071621	PROJECT MANAGER	PHONE (10-DIGIT) EMAIL
PPNO (STIP-RIP)	2868B	Niall Barrett	7145605879   Nbarrett@octa.net
PROJECT TITLE			
SR-22/I-405 HOV connector. EA071621 DUAL LD CALTRANS-OCTA. SPLIT PROJECT			
PROJECT DESCRIPTION - GUIDELINES			
HOV connectors from SR-22 to I-405, between Seal Beach Blvd. (I-405 PM 022.558) and Valley View St. (SR-22 PM R000.917), with a second HOV lane in each direction on I-405 between the two direct connectors.			
PRIMARY PROGRAM CODE			
CAR62 - HWY/RD IMP-LANE ADD w/ HOV LANE(S): NRS			
<a href="#">SHOW SECONDARY CODES</a>			
		BEGIN	END LENGTH
POSTMILES		0.01	0.65 0.64
FROM		TO	
Seal Beach Blvd.		Valley View St.	
SYSTEM	ROUTE	SUFFIX	
State Hwy	22		
LANE #		IMPROVEMENT_DESC	
EXISTED		PROPOSED	
1		HOV Connectors from SR-22 to I-405	
HOV_ACCESS		EGRESS_LOC	TOLL_RATE TOLL_COLLECT_LOC TOLL_METHOD
			\$
<a href="#">ADD NEW MODELING SECTION</a>			
FEDERAL_UZA			
Los Angeles-Long Beach-Santa Ana			

**Program / Authorization Type & ID**

A “SCAG RTP PROJECT #” (Modeling Number) must be entered for all projects. All projects need to be in the RTP in order to be created in the FTIP. These are assigned by SCAG. Planning Program Number (PPNO) and Project Number / Expenditure Authorization (EA) can also be included in this section by selecting the drop down menu to the corresponding authorization.

Note: As of the writing of this guide, SCAG has begun to phase out the term “Modeling #” and replace it with “SCAG RTP PROJECT #”. The “SCAG RTP PROJECT #” is also the “SCAG MODELING #”.

**Implementing Agency / Project Manager / Phone / Email**

Implementing Agency is the lead agency for the project.

Project Manager must be filled out (including contact information) in order to enter the project. The project manager is usually the person that will be contacted for details on the project.

**CFP Mode**

The OCTA does not utilize this function.

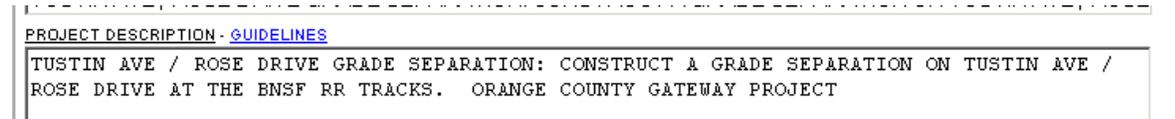
**Project Title**

Short description of title. Usually a summary of the project description that includes the affected area (street/road or highway), the location boundaries, and short description of change.

**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, click “GUIDELINES” for a detailed explanation on how to correctly write a project description.



**Primary Program Code**

Regionally significant projects require program codes. The codes are listed based on the type of project such as capacity enhancing improvements “CA”, non-capacity enhancing improvements “NC”. The program code will assist SCAG staff when identifying regionally significant project. It is important that the program code is accurate.

Program codes are developed using several strings that explain the project type. For example:

“CAR60” refers to a “Bridge Restoration/Replacement with Lane additions”.

Term	Description
CA	Capacity Enhancing – refers to the lane additions.
R	Rehabilitation, Improvement or Upgrade – refers to the restoration/replacement.
60	Non-Federally Exempt project.

List of Program Code terms:

<p><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  <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>TD</b> = Park and Ride  <b>TR</b> = Transit project that applies across modes.</p>	<p><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</p>	<p><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</p>
---	--	--

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 pages 87 in the SCAG 2015 FTIP Guidelines for a list of program codes.

**System / Route / Suffix**

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.

System Type	Description
Local Hwy	Includes 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 Local Hwy is selected:**

- If “Local Hwy” is selected, “Local Street 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 the length of the project’s location/local highway.

Note: If “IS Modeling” is selected “YES”:

- “Lane # Existed” should be filled in with the current number of lanes on this section of highway. “Lane # Proposed” should be filled in with the proposed number of lanes. If there is no change in the number of lanes, the two fields should be filled in with the existing number of lanes.
- “Improvement Desc” should be filled in with a short description of the work to be conducted.
- If this is an HOV project, “HOV Access Egress Loc” should be filled in with the start of the HOV lane. If this is a toll lane, “Toll rate” should be filled in with the amount charged to use the lanes. “Toll Collect Loc” should be filled in with the start of the toll collection station. The “Toll Method” should be filled in with the type of payment. Only two options are available: Cash and Credit Card.

**If State Hwy is selected:**

- If “State Hwy” is selected, “Route” must be filled in with the associated Highway.
- “Postmiles” 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.

Note: If “IS Modeling” is selected “YES”:

- The “From” and “To” should be filled in with the closest street/off-ramp of the project limits.
- “Lane # Existed” should be filled in with the current number of lanes on this section of highway. “Lane # Proposed” should be filled in with the propose number of lanes. If there is no change in the number of lanes, the two fields should be filled in with the existing number of lanes.
- “Improvement Desc” should be filled in with a short description of the work to be conducted.

- If this is an HOV project, "HOV Access Egress Loc" should be filled in with the start of the HOV lane. If this is a toll lane, "Toll rate" should be filled in with the amount charged to use the lanes. "Toll Collect Loc" should be filled in with the start of the toll collection station. The "Toll Method" should be filled in with the type of payment. Only two options are available: Cash and Credit Card.

SYSTEM		ROUTE	SUFFIX	BEGIN	END	LENGTH
State Hwy		22		POSTMILES 0.01	0.65	0.64
			FROM	TO		
			Seal Beach Blvd.	Valley View St.		
		LANE #	LANE #	IMPROVEMENT_DESC		
		EXISTED	PROPOSED	HOV Connectors from SR-22 to I-405		
		1	2			
			HOV ACCESS EGRESS LOC	TOLL RATE	TOLL COLLECT LOC	TOLL METHOD
				\$		

**If Transit is selected:**

- "Leave "Route" and "Suffix" blank.

Note: If "IS Modeling" is selected "YES":

- "Transit Mode" should be filled in with one of the following: Bus, Commuter Rail, Exclusive Busway, Light Rail, Subway.
- For information on other fields, please consult with OCTA or SCAG for detailed information.

SYSTEM		ROUTE	SUFFIX	* TRANSIT_MODE	STOP_LOCATION	STOP TIME	STOP_DISTANCE	HEADWAY PEAK
Transit				Bus	Orange			
				HEADWAY_OFFPEAK	FARE	TRANSFER	FEE/PARKING	COST/PARK
					\$0	\$0	\$0	Orange - Chapman

**Federal UZA**

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

Please refer to the FHWA website for more information on Federal UZAs:

[http://www.fhwa.dot.gov/planning/census\\_issues/urbanized\\_areas\\_and\\_mpo\\_tma/](http://www.fhwa.dot.gov/planning/census_issues/urbanized_areas_and_mpo_tma/)

**Environmental Information**

Environmental information 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.

ENVIRONMENTAL INFORMATION		
AIR BASIN - MAP	ENVIRONMENTAL DOCUMENT	ENV DOC COMPLETION DATE
SCAB	CATEGORICALLY EXEMPT	3/18/2015

**Air Basin**

The designated Air Basin for Orange County is the Southern California 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 requires Federal approval action by FHWA/FTA.

Please update the project when changes are made to the Environmental Documentation.

**Env Doc Completion Date**

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

Please see page 62-64 in the SCAG 2015 FTIP 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 fiscal year, funding source, and phase.

PROGRAMMING INFORMATION (\$000)							<a href="#">[HISTORICAL REVENUES]</a>	<a href="#">[GRAPH REVENUES]</a>
EST TOTAL PROJECT COST							\$2,297	
FISCAL YEAR	FUND TYPE (PROGRAMMED REVENUE SOURCE) - FUND_HELP	PA&ED/PS&E	ROW	CON	TOTAL			
08/09	5307 - FTA UZA Area	\$0	\$0	\$50	\$50		X	
09/10	5307 - FTA UZA Area	\$0	\$0	\$50	\$50		X	
10/11	5307 - FTA UZA Area	\$0	\$0	\$50	\$50		X	
11/12	5307 - FTA UZA Area	\$0	\$0	\$50	\$50		X	
12/13	5307 - FTA UZA Area	\$0	\$0	\$50	\$50		X	
13/14	5307 - FTA UZA Area	\$0	\$0	\$50	\$50		X	
08/09	FTA - AR-5307	\$0	\$0	\$750	\$750		X	
08/09	TDA - Transportation Development Act	\$0	\$0	\$12	\$12		X	
09/10	TDA - Transportation Development Act	\$0	\$0	\$12	\$12		X	
10/11	TDA - Transportation Development Act	\$0	\$0	\$12	\$12		X	
11/12	TDA - Transportation Development Act	\$0	\$0	\$12	\$12		X	
12/13	TDA - Transportation Development Act	\$0	\$0	\$12	\$12		X	
13/14	TDA - Transportation Development Act	\$0	\$0	\$12	\$12		X	
5307 - FTA UZA Area		\$0	\$0	\$300	\$300			
FTA - AR-5307		\$0	\$0	\$750	\$750			
TDA - Transportation Development Act		\$0	\$0	\$72	\$72			
<b>GRAND TOTAL</b>		\$0	\$0	\$1,122	\$1,122			

**Est Total Project Cost**

Enter the estimated cost of the project. The Estimated Total Project Cost cannot be lower than the total programmed amount, but can be higher for some projects.

**Fiscal Year**

Fiscal Year of the associated fund type. Editing prior years is possible, but not necessary.

**Fund Type (Programmed Revenue Source)**

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: PA&ED/PS&E, ROW, and CON.

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

The SCAG 2015 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 28 of this guide.

**Notice of 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 FTIP.

**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	Environmental Document / Pre-Design Phase (PAED)
3	Engineering/Plans, Specifications and Estimates (PS&E)
4	Right-of-Way (ROW) Acquisition
5	Bid/Advertise Phase
6	Contract/Project Award
7	Construction/Project Implementation begins
8	Construction/Implementation Complete, Project Open for Use
9	First Vehicle/Equipment Delivered
10	All Vehicles/Equipment Delivered
11	Contract/Project Complete
12	Project Open For Use But Landscaping/Other Still Pending

**Congestion Management Plan (CMP) Process**

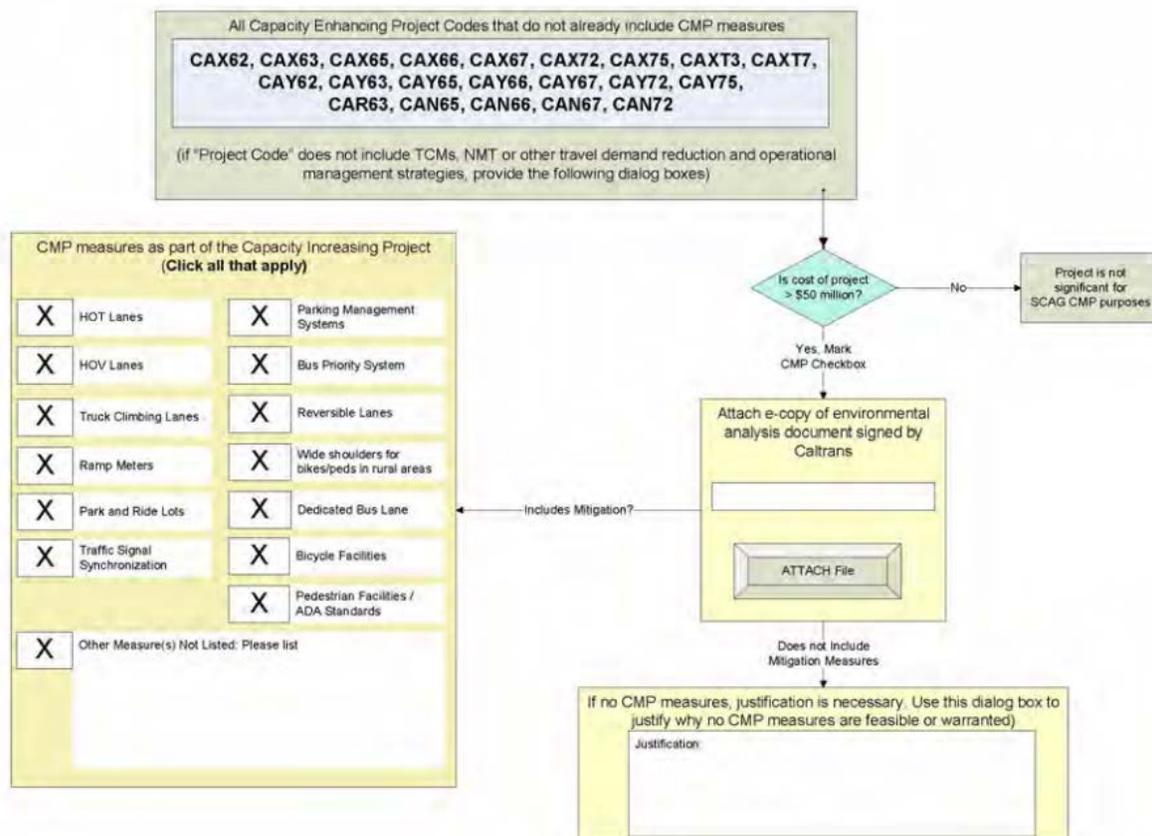
In the SCAG region, federal regulations stipulates that no federal funds may be programmed for any project that significantly increase Single Occupancy Vehicle (SOV) capacity unless as part of a congestion management process. The FTIP, as the programming document for all federal transportation funds,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

SCAG finds that any SOV capacity increasing project where the cost exceeds \$50 million meets the criteria of significant. All FTIP submissions for significant SOV capacity increasing projects over \$50 million must include documentation indicating that the project was planned and will be constructed in accordance with the congestion management process as defined in 23CFR §450.320(d) and (e).

In the FTIP submission, if a project increases SOV capacity significantly, enter what 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 indicate what demand reduction or operational management strategies were evaluated/incorporated, include a copy of, or link to the document.

Below is a flowchart showing the required information needed for the projects in the CMP:



**Scheduling Information**

SCHEDULE INFORMATION									
NOTICE OF PROJECT COMPLETION DATE				CURRENT IMPLEMENTATION STATUS				LAST UPDATED	
6/30/2015				Construction/Project Implementation begins				12/4/2007	
	SCHEDULED START		ACTUAL START		SCHEDULED COMPLETION		ACTUAL COMPLETION		
	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR	
PA&ED	JAN	2002	JAN	2002	JAN	2003	JAN	2003	
PS&E	JAN	2003	MAR	2002	JAN	2004	JAN	2004	
ROW	MAR	2006	MAR	2006	MAR	2007	MAR	2007	
CON	JUL	2007	JUL	2007	JUL	2009	JUL	2009	

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

The Scheduling Information is divided into four separate sections:

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.

**Change Reason**

The Change Reason section explains to SCAG what changes were made to the project in the amendment.

There are four selections available for the Change Reason:

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

Schedule / Funding / Scope has expanded selection specific change reasons. A list of the change reasons and their explanations are listed on page 14 of this guide. When making a change, select ONE of the following for your change reason.

Note: Minor Change should only be used in an Administrative Change/Amendment.

CHANGE REASON	HISTORICAL COMMENTS
<p><u>CHANGE REASON</u>                      , Revise Funding - Add New Funding Source</p> <p><u>NARRATIVE DESCRIPTION</u> - LAST UPDATED: 3/20/2009 - <a href="#">GUIDANCE</a>                      Add - ARRA-5307</p>	
<p><u>NARRATIVE (AUTOMATE)</u> <span style="float: right;">Update Narrative</span></p> <p>Increase Funding                      ECREC-T:                      - Delete funds in 08/09 in CON for \$13,138                      AR-5307:                      ▶ Add funds in 08/09 in CON for \$30,580                      Total project cost increased from \$402,408 to \$419,850</p>	

There are several types of selections to be used when selecting Schedule / Funding / Scope as the change reason. A short description of the most commonly used change reasons are located below.

Selection	Description
2015 FTIP Carryover	Carry over project from prior FTIP.
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.
Complete	Completed project.
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.
Deleted Combined project	Project deletion due to combining with another project.
Description Change	Change description of the project. Please do not select this if the change alters the scope of the project.
Fund Source Change	Change funding sources with no cost change.
Lead Agency Change	Change lead agency.
New Combined Project	New project by combining two existing projects.
Minor Change	Change has no impact on scope, cost, or schedule.
Schedule Advance	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.

**Narrative Description**

Include a short description and reasoning for the change.

For example:

- Cost increase due to utility relocation.
- Received new grant for \$1,000.

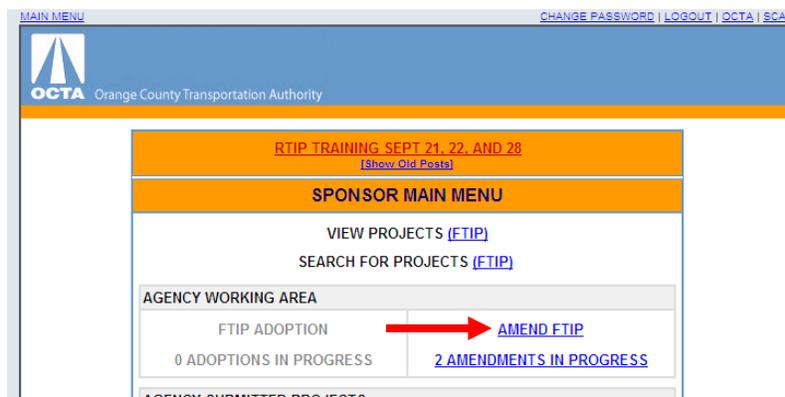
- Delay because additional right-of-way acquisition is necessary.

**Narrative**

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

Once you have completed the project form, please save or submit the project. Skip to the “SAVE OR SUBMIT PROJECT” section on page 17 of this guide for details.

**Modifying an Existing Project**



**Step 1 – Accessing Modify Project Menu**

- From the Main Menu, click “AMEND FTIP” under Agency Working Area. This is only available if there is an open FTIP.
- Click “MODIFY PROJECT ON CURRENT 13 TIP” under AMEND FTIP.

**Step 2 – Selecting a Project to Modify**

- To search for a full listing of projects, just click “SEARCH FOR PROJECT”.
- A Project Search Results page will list the project with “AMEND” located next to the project title.
- Click “AMEND”.

PROJECT ID		FTIP #	FTIP STATUS	PROJECT TITLE
<a href="#">ORA030605</a>	<a href="#">[AMEND]</a>	13-04	SCAG PENDING	I-405 FROM SR-73 TO I-605 ADD 1 MF LANE EAC IMPROVEMENTS

**Step 3 – Making Changes**

Please refer to “CREATING NEW PROJECTS” on page 4 of this guide for field descriptions.

Updating and making changes to a project is an important aspect of the FTIP 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 amendments changes to the FTIP:

1. Add a Fund Source.
2. Move/Delay/Advance Funds.
3. Delete Fund Sources.

### Add a Fund Source

**PROGRAMMING INFORMATION (\$000)** [\[HISTORICAL REVENUES\]](#) [\[GRAPH REVENUES\]](#)

EST. TOTAL PROJECT COST  
\$250

FISCAL YEAR	FUND TYPE (PROGRAMMED REVENUE SOURCE) - FUND HELP	PA&ED/PS&E	ROW	CON	TOTAL
09/10	CMAQ - Congestion Mitigation Air Quality	\$0	\$0	\$200	\$200
09/10	LTF - Local Transportation	\$0	\$0	\$26	\$26
10/11				\$30	\$30
	<b>FEDERAL</b>				\$0
	BR-LOCS - Bond (Local Bridge Seismic)				\$0
	CBIP - FHWA Corridors & Border Program				\$0
	CMAQ - Congestion Mitigation Air Quality				\$0
	HBRR-L - Bridge - Local				\$0
	HBRR-S - Bridge - State				\$0
	IBRC - Innovative Bridge	\$0	\$0	\$200	\$200
	IM -EAR - Interstate Maintenance	\$0	\$0	\$26	\$26
	NH - National Highway System				\$0
	NH-GRIP - National Highway System - Grandfather RIP	\$0	\$0	\$256	\$256

To add a Fund Source, locate the Programming Information section of the project page (Note: There is a fund help link available in the Programming Information box).

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

### Move / Delay / Advance fund sources

**PROGRAMMING INFORMATION (\$000)** [\[HISTORICAL REVENUES\]](#) [\[GRAPH REVENUES\]](#)

EST. TOTAL PROJECT COST  
\$250

FISCAL YEAR	FUND TYPE (PROGRAMMED REVENUE SOURCE) - FUND HELP	PA&ED/PS&E	ROW	CON	TOTAL
09/10	CMAQ - Congestion Mitigation Air Quality	\$0	\$0	\$200	\$200
09/10	LTF - Local Transportation	\$0	\$0	\$26	\$26
09/10					\$0
10/11					\$0
11/12					\$0
12/13					\$0
13/14					\$0
14/15					\$0
15/16					\$0
16/17					\$0
17/18	CMAQ - Congestion Mitigation Air Quality	\$0	\$0	\$200	\$200
18/19	LTF - Local Transportation	\$0	\$0	\$26	\$26
19/20					\$0
<b>GRAND TOTAL</b>		\$0	\$0	\$226	\$226

Update Subtotals

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.

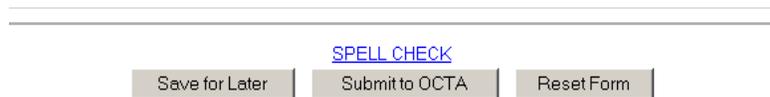
### Delete Fund Sources

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.

## Saving and Submitting a Project



There are two options after entering project information:

Save for Later	Saves project in “Amendments in Progress” page. This will allow you to edit and amend the project at a later time. THIS DOES NOT SUBMIT TO OCTA UNLESS YOU CLICK “SUBMIT TO OCTA”
Submit to OCTA	Submit the amended project directly to OCTA without saving.

### Saving For Later

Saving for later will allow the user to save the project and continue amending the project prior to formally submitting the amendment to OCTA.

- Click “SAVE FOR LATER” at the bottom of the page.
- OCFundTracker will alert you of any problems that have occurred on the page – make the changes, if necessary and click “SAVE FOR LATER”.
- If the save was successful, OCFundTracker forward you to the “AMENDMENTS IN PROGRESS” page.

Note: This does not submit the project to OCTA.

AMENDMENTS IN PROGRESS													EXPORT TO EXCEL		
SYSTEM	ROUTE	POSTMILES	AGENCY	TIP ID	LAST UPDATED DOC	PRIOR	CURRENT	CONFORMITY	MODELED #	CHANGE REASON	PROJECT TITLE	LPY	PCD		
Transit			(OCTA)	ORA990910	08-19 (7/16/2009)	\$0	\$5,647			NEW PROJECT	FTA 5317 NEW FREEDOMS LUMP SUM	2009	12/01/2011	[DELETE]	[SUBMIT TO OCTA]
			(OCTA)	ORA990910	08-19 (7/16/2009)	\$0	\$5,647			NEW PROJECT	FTA 5316 - JOB ACCESS				[SUBMIT TO OCTA]

Notice that the Main Menu shows “# PENDING AMENDMENTS”. You can open this section and remove a submittal if you have made an error or no longer need to submit the change.

## Editing a Saved Project

Saved projects can be accessed through the “AMENDMENTS IN PROGRESS” page. Editing will allow you to make changes to a project that was previously saved prior to submitting to OCTA.

- From the Main Menu, Click “AMENDMENTS IN PROGRESS”.
- Locate the project you are editing.
- Click on the TIP ID corresponding to your project, this will access the project in its previously saved state.

AMENDMENTS IN PROGRESS													EXPORT TO EXCEL		
SYSTEM	ROUTE	POSTMILES	AGENCY	TIP ID	LAST UPDATED DOC	PRIOR	CURRENT	CONFORMITY	MODELED #	CHANGE REASON	PROJECT TITLE	LPY	PCD		
Transit			(OCTA)	<a href="#">ORA990910</a>	08-19 (7/16/2009)	\$0	\$5,647			NEW PROJECT	FTA 5317 NEW FREEDOMS LUMP SUM	2009	12/01/2011	<a href="#">[DELETE]</a>	<a href="#">[SUBMIT TO OCTA]</a>
			(OCTA)	<a href="#">ORA990910</a>	08-19 (7/16/2009)	\$0	\$5,647			NEW PROJECT	FTA 5316 - JOB ACCESS				<a href="#">[SUBMIT TO OCTA]</a>

You may return to the “AMENDMENTS IN PROGRESS” page when you need to recall or edit a project that has not been submitted to OCTA.

## Deleting a Saved Project

If a saved project no longer needs to be submitted to OCTA, the project can be deleted through the “AMENDMENTS IN PROGRESS” page.

- From the Main Menu, click “AMENDMENTS IN PROGRESS”.
- Locate the project you wish to delete.
- Click “DELETE” for the corresponding project. This will remove any saved amendments to this project.

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.

## Submitting to OCTA

There are two methods to submitting a project. You can also directly submit this project from the project page. If your project was saved for later, the project will need to be submitted through the “AMENDMENTS IN PROGRESS” page.

Method 1: Submitting from the project page. This option is not recommended unless the project has been reviewed by your agency staff.

- From the project page, click “SUBMIT TO OCTA”.
- OCFundTracker will alert you of any problems that occurred on the page – make the changes if necessary and click “SUBMIT TO OCTA”.
- If the save was successful, OCFundTracker will indicate a successful submission. The project can now be viewed under “PENDING AMENDMENTS” under the Main Menu.
- Your project has now been submitted to OCTA for review.

Method 2: Submitting from the “AMENDMENTS IN PROGRESS” page.

- From the Main Menu, click “AMENDMENTS IN PROGRESS”.
- Locate the project you wish to submit.
- Click “SUBMIT TO OCTA”, The project will now be sent to OCTA for approval and review.

AMENDMENTS IN PROGRESS													EXPORT TO EXCEL		
SYSTEM	ROUTE	POSTMILES	AGENCY	TIP ID	LAST UPDATED DOC	PRIOR	CURRENT	CONFORMITY	MODELED #	CHANGE REASON	PROJECT TITLE	LPY	PCD		
Transit			(OCTA)	ORA990010	08-19 (7/16/2009)	\$0	\$5,647			NEW PROJECT	FTA 5317 NEW FREEDOMS LUMP SUM	2009	12/01/2011	<a href="#">[DELETE]</a>	<a href="#">[SUBMIT TO OCTA]</a>
			(OCTA)	ORA990000	08-19 (7/16/2009)	\$0	\$0			NEW PROJECT	FTA 5316 - JOB ACCESS	2009	12/01/2011	<a href="#">[DELETE]</a>	<a href="#">[SUBMIT TO OCTA]</a>

## 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.

<a href="#">VIEW PREVIOUS VERSIONS OF THIS PROJECT</a>				<a href="#">UPLOAD PROJECT DOCUMENTS</a>	
PROJECT ID:	ORA990907	VERSION:	10	TOTAL PROJECT COST	\$32,092,000.00
CTIPS ID:	n/a	FTIP:	08-11	OBLIGATED COST	\$0.00
PPND:	n/a	FTIP STATE APPROVED:	3/27/09		
EA NUMBER:	n/a	FTIP FEDERAL APPROVE DATE:	N/A		

### Step 1 – Access the Upload Documents Menu

- From the project amendment page, scroll to the top of the page to “UPLOAD PROJECT DOCUMENTS”.
- Click “UPLOAD PROJECT DOCUMENTS”.

Field Type	Selection / Fill In
Document Description	Type in the document description, such as “Council Resolution 03/25/2009.”
Document Type	This is very important – select the appropriate document type from the drop down menu.
Filename	Click “BROWSE” to find the file off your computer.

### Step 2 – Upload the Document

- Click “UPLOAD SELECTED DOCUMENT” to upload the document to the database. You can close this window and proceed with your project submittal.
- Once the document has been attached, it will be listed in the same window.

PROJECT ID:	ORA990907	VERSION:	10	TOTAL PROJECT COST	\$32,092,000.00
CTIPS ID:	n/a	FTIP:	08-11	OBLIGATED COST	\$0.00
PPND:	n/a	FTIP STATE APPROVED:	3/27/09		
EA NUMBER:	n/a	FTIP FEDERAL APPROVE DATE:	N/A		
LAST MODIFIED BY: Ben Ku (3/20/2009)		APPROVED BY: Ben Ku (3/20/2009)		<a href="#">HISTORY</a>	

**UPLOAD PROJECT DOCUMENTS**

ENTER A DESCRIPTION AND THEN SELECT THE DOCUMENT YOU WANT TO UPLOAD BY CLICKING ON THE "BROWSE" BUTTON.

DOCUMENT DESCRIPTION (OPTIONAL)	DOCUMENT TYPE
<input type="text"/>	<input type="text"/>
FILENAME	<input type="text"/> <input type="button" value="Browse..."/>

## Viewing Existing Projects

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

**VIEWING A PROJECT (READ-ONLY MODE)**  
 IF YOU WOULD LIKE TO MAKE CHANGES TO THIS PROJECT, PLEASE PROCEED THROUGH AN AMENDMENT.

There are two methods available to view existing projects.

View Project	View all projects submitted by your agency.
Search for Project	Search for a specific project using a Project ID, EA number, PPNO, or description.



### View Projects

- From the Main Menu, click "VIEW PROJECTS FTIP".

### Search for Projects

- From the Main Menu, click "SEARCH FOR PROJECTS FTIP".
- After filling in the required fields, a project listing will be generated.
- Note: Search criteria fields can be left blank.

## Reports

This section will go over the REPORTS function and how to run reports. Each report will report different information according to your selection. The selection criteria menu is similar to the 'SEARCH' function available on the OCFundTracker.

### Step 1 – Access the Reports Menu

- From the Main Menu, click "REPORTS".

### Step 2 – Selecting a Report

From this menu, select the appropriate report.

Report Type	Explanation
FTIP Amendment Report (PDF)	This report automatically creates a PDF listing of the projects submitted in a specific amendment. For Example: 13-01 will show all projects submitted in that amendment under your agency.
FTIP Amendment Change Report	This is a simple listing of changes to projects in a specific amendment. It lists changes such as cost decreases, cost increases, etc.

Report Type	Explanation
FTIP Project Report	This will show a report for one project that you specifically search.
FTIP Project Report (PDF)	This will show a report for one project that you specifically search in PDF format.

**Step 3 – Project Report Criteria**

- From the “FTIP REPORTS” menu, select an appropriate Report Type.
- Fill out the appropriate fields, this works the same way as the search functions, except there are more options.

Field Type	Selection / Fill In
Project ID	Each Project has a TIP ID associated project. IE “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.
FTIP Start – FTIP End	FTIP 13-XX and 13-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 FTIP document cycle. This process allows agencies to move projects from an outgoing FTIP cycle to a new FTIP adoption.



**Step 1 – Access the FTIP Adoption Menu**

- From the Main Menu, click “FTIP ADOPTION” (Note: This will only be available when an FTIP adoption is available).



**Step 2 – Create New Project or Carry Over Project**

- From the “FTIP ADOPTION” menu, click “CREATE NEW PROJECT” and follow the instructions on page 4 of this guide.
- To carry over a project from an existing FTIP document, click “10 FTIP PROJECTS”.

CARRY OVER SUMMARY	
Programmed 08 Projects	128
Carried Over to 10 FTIP	0
Completed	0
Deleted	0

CARRY OVER STATUS FROM 08 TO 10 FTIP							128 PROJECTS LISTED
PROJECT ID	FTIP	TITLE	SYSTEM	ROUTE	IMPLEMENTING AGENCY	TOTAL(2009-2013)	
5620	<a href="#">[CARRY-OVER]</a>	AT ORANGETHORPE AVE IN YORBA LINDA, IMPERIAL HWY GRADE SEPERATION AT ORANGETHROPE/ESPERANZA RD AND BSNF RR (DEMO ID#1215 RELATED TO ORA99080)	STATE HWY	90	CALTRANS	\$0	
ORA000195	<a href="#">[CARRY-OVER]</a>	ON SR-22 (I-405 TO SR55) ADD 2 HOV LANES/1 EA DIR (FRM 0 - 2) & 2 AUX LANES/1 EA DIR (FRM 0- 2) (I-5 TO BEACH) & OPERATING IMPROVMENTS (SEE COMMENTS) TCRP	STATE HWY	22	CALTRANS	\$0	
ORA001105	<a href="#">[CARRY-OVER]</a>	LUMP SUM AT VARIOUS LOCATIONS IN ORANGE COUNTY, MOBILITY PROJECTS (PROJECTS ARE CONSISTENT WITH 40 CFR PART 93.126,127,128, EXEMPT TABLES 2 & 3)	STATE HWY	999	CALTRANS	\$7,328	
ORA001108	<a href="#">[CARRY-OVER]</a>	LUMP SUM AT VARIOUS LOCATIONS IN ORANGE COUNTY, MANDATE PROJECTS (PROJECTS ARE CONSISTENT WITH 40 CFR PART 93.126,127,128, EXEMPT TABLES 2 & 3)	STATE HWY	999	CALTRANS	\$55,566	

**Step 3 –Carry Over Project**

- The Carry Over Status from Previous FTIP menu will allow you to see a full listing of your agencies projects.
- To carry over a project, click “CARRY OVER”.
- Save or Submit.

## Confirmation Letter Package

After amending and submitting new projects, the agency should submit a Confirmation Letter to the OCTA. The letter should include the amendment number, date of submittal, and number of projects. The agency is required to attach an amendment report (please see the “Reports” section on page 19 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. Back up documentation may include: funding approval letters, federal register listings, and/or project award listings from an administering agency.

The package should be sent to State and Federal Programming at [PProgramming@octa.net](mailto:PProgramming@octa.net) and mailed to:

Louis Zhao, Transportation Funding Analyst  
Orange County Transportation Authority  
600 South Main Street  
Orange, CA 92863-1584

## SECTION 2: References

### Administrative Edit

The following section contains information that cannot be accessed by agencies. Only OCTA staff can make changes to these sections.

ADMINISTRATIVE EDIT			
<u>PROGRAM SOURCE</u> 10-05 - FORMAL ▾	<u>TIP PROJECT ID</u> O293	<u>SCAG MODELING #</u> O293	<u>MODE NO</u> <u>MODELING</u> YES ▾
<u>LUMP SUM</u> No	<u>LUMP SUM NAME</u>	<u>CONFORMITY CATEGORY</u> NON-EXEMPT	
<a href="#">SHOW COMMENTS</a>			

These edits include:

- Conformity Categories
- Lump Sum / Lump Sum Name
- Project ID

Other fields are not utilized in Orange County.

For changes to these fields, Please contact Louis Zhao at [lzhao@octa.net](mailto:lzhao@octa.net), or call 714-560-5494.

### Program Source

The Program Source is the FTIP cycle and amendment in which the project is being amended. There are two types of amendments/change types: Administrative Modification and Formal Amendment. The lead agency must determine which type of program source is appropriate for each project change.

**Administrative Modification** – Are minor changes to the project that do not revise the scope of the project and does not exceed \$10 million or 40% of the total cost of the project. 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.

**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:

<b>15-02-ADMIN</b>
--------------------

Term	Description
15	2015 TIP cycle
02	2 <sup>nd</sup> Amendment of the 2015 FTIP
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:

<b>ORA130201</b>
------------------

Term	Description
ORA	Orange County
13	2013 TIP Cycle
02	Created in the 2 <sup>nd</sup> Amendment of the 2015 FTIP
01	Project Number

### SCAG Modeling #

SCAG Modeling #'s are generated if the project is regionally significant. These projects must be modeled for regional emissions analyses. SCAG will automatically determine whether your project requires modeling by the projects program codes (See below).

Please see Chapter III in the SCAG 2015 FTIP Guidelines for more modeling information.

Note: SCAG Modeling # is the same as SCAG Project #.

### 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

The OCTA does not utilize this function.

### Lump Sum / Lump Sum Name / Grouped Project

Lump Sums applies to lists of projects that do not need to be entered individually. Most projects will not be listed as a lump sum. Only SCAG and OCTA have the authority to create and modify lump sums. Example of lump sums include: Transportation Enhancement (TE) Projects (ORA990906 or ORA990907), Transportation Development Act (TDA) (ORA990906), and RSTP and ARRA Road Rehabilitation (ORA55013).

### 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 50 of the SCAG 2015 FTIP Guidelines.

Category	Description
Exempt	<p>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.</p> <p>Please note that this is not a comprehensive listing of Exempt projects.</p>
Non-Exempt	<p>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.</p> <p>Please note that this is not a comprehensive listing of Non-Exempt projects.</p>
Non-Federal / Non-Regional	<p>Highway or transit project that requires no federal funding or approval, but is 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.</p>
TCM	<p>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 FTIP.</p>

### 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 the above mentioned problems.

### Federal UZA Listing



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

---

## Common Fund Sources

### FEDERAL

---

HBRR-L - BRIDGE - LOCAL  
 DEMISTE - DEMO - ISTEPA  
 DEMOT21 - DEMO - TEA 21  
 DEMOSTL - DEMO-SAFETEA-LU  
 1112 - RECREATIONAL TRAILS  
 STPE-R - STP ENHANCE-RIP TEA  
 STPL-R - STP LOCAL - REGIONAL  
 5307 - FTA 5307 UZA FORMULAR  
 5309a - FTA 5309(a) GUIDEWY  
 5309c - FTA 5309(c) BUS  
 5310 - FTA 5310 ELD AND DISABI  
 5316 - FTA 5316 JOB ACCESS PROGRAM  
 5317 - FTA 5317 NEW FREEDOM PROGRAM  
 5337 – FTA 5337 State of Good Repair  
 5339 – FTA 5339 Alternatives Analysis

### LOCAL

---

AGENCY - AGENCY  
 CITY - CITY FUNDS  
 DEV FEE - DEVELOPER FEES  
 FEE - FEE  
 GEN - GENERAL FUNDS  
 LOC-AC - LOCAL ADVANCE CONSTRUCTION  
 LTF - LOCAL TRANS FUNDS  
 ORA-GMA - ORANGE M - GMA  
 ORA-IIP - ORANGE M - IIP  
 ORA-PAH - ORANGE M - MPAH  
 ORA-SIP - ORANGE M - SIGNALS  
 ORA-SSP - ORANGE M – SMARTST  
 ORA-TBK – ORANGE M TURNBACK / M2 FAIR SHARE  
 PVT - PRIVATE FUNDS  
 P-TAX - PROPERTY TAX  
 TDA - TDA

### STATE

---

HRCSA - HIGHWAY-RAILROAD CROSSING SAFETY ACCOUNT  
 P116 - PROP 116  
 PTA-RIP - PUBLIC TRANSIT ACCOUNT - RIP  
 PTA-IIP - PUBLIC TRANSIT ACCT - IIP  
 SHOPPAC - SHOPP - ADVANCE CONSTRUCTION  
 STCASHR - STATE CASH - RIP  
 STCASHS - STATE CASH- SHOPP  
 TCIF - TRADE CORRIDOR PROGRAM  
 TLSP - TRAFFIC LIGHT SYNCHRONIZATION PROGRAM

---