



## 2019 Bicycle Corridor Improvement Program

### ***Call for Projects***

#### Orange County Transportation Authority Guidelines and Procedures

#### **PURPOSE AND AUTHORITY**

The 2019 Bicycle Corridor Improvement Program (BCIP) Call for Projects (call) is funded using federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds authorized under the Fixing America's Surface Transportation (FAST) Act. The CMAQ program provides funding through annual appropriations to Orange County to be used for transportation-related projects that reduce traffic 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 May 8, 2017, the Board of Directors (Board) adopted the Capital Programming Guidelines which includes a ten percent set aside of CMAQ funds for bicycle and pedestrian projects through competitive calls for projects (calls).

The goals of the 2019 BCIP are to:

- Increase the number of biking and walking trips.
- Provide regional linkages to key destinations.
- Close bikeways corridor gaps.
- Promote mobility options by increasing safety.
- Implement projects with community support.
- Improve air quality across Orange County.

Applications are due Thursday, November 15<sup>th</sup>, 2018 by 4:00 p.m. See page 11 for submittal information.

#### **2019 BCIP GRANTS AND APPLICATION TYPES**

The 2019 BCIP call is funded using ten percent of OCTA's annual CMAQ apportionment, and prior BCIP project savings. The 2019 BCIP call will program funds in Fiscal Year (FY) 2019-2020 through 2023-2024. Currently the call is estimated to be approximately \$25 million.

Project applications are limited to either environmental or implementation phases. Projects with both environmental phases and implementation phases will not be considered for funding.

Eligible Environmental phases include:

- Environmental Documentation (in FY 2019-2020 only), and
- Preliminary Engineering (up to 35%)

Eligible Implementation phases include:

- Final Design, and
- Right-of-Way: Real Property acquisition and other right-of-way phase work, and
- Construction: Construction and construction management / engineering costs associated with conducting an eligible activity

Summary of Application Types

Application Type	Available Funds	Minimum Request	Maximum Request
Environmental	\$2 million	\$100,000	\$500,000
Implementation	\$23 million	\$200,000	\$4 million

Up to \$2 million will be awarded towards environmental phases of work. Up to \$23 million will be awarded towards implementation phases of work. Each environmental request is limited to a minimum of \$100,000 and a maximum of \$500,000 in CMAQ funds. Each implementation request is limited to a minimum of \$200,000 per phase of work and maximum of \$4 million in CMAQ funds. Projects requiring more than \$4 million can be segmented into smaller components and submitted as individual projects.

**LOCAL MATCH REQUIREMENT**

A minimum local match of 12 percent of each project phase cost is required.

The match may consist of local dollars, state dollars, non-transportation federal dollars, or private funding. Federal transportation funds are not an eligible match.

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

**Soft and In-Kind 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 or administrative costs. Soft-match or in-kind match are not eligible for the BCIP.

**ELIGIBLE APPLICANTS**

Eligible applicants are limited to the 35 local government agencies in Orange County. Eligible agencies must be able to receive federal funding through Caltrans 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. A resolution template is provided and must be used. Any changes in the resolution language will invalidate the application. Two or more eligible local agencies may participate together on a project by submitting a single application and indicating the designated lead agency. 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.

## **ELIGIBLE PROJECTS AND EXPENDITURES**

All projects must provide a measurable air quality benefit, comply with CMAQ requirements, and are subject to Caltrans review and approval.

If project eligibility is not clear, the local agency will be asked to provide additional information and an eligibility determination will be made by OCTA and/or Caltrans. Final approval is contingent upon Caltrans and FHWA eligibility determination. Examples of eligible projects include, but are not limited to the following:

- New bicycle (Class I, Class II, Class III, Class IV) facilities with all-weather pavement material
- Bicycle boulevard engineering treatments (signing & striping, mini-roundabouts, etc.)
- Bicycle racks, lockers, and parking
- Bicycle facility crossing treatments and associated traffic control devices necessary for the safety and functional operations of the facility
- Improvements on existing bikeways, including but not limited to enhanced separation from vehicular traffic
- Pedestrian improvements when constructed with bicycle facilities

Capital construction projects must be constructed on public right-of-way (ROW) or include a lease agreement with a minimum of 20 years from the property owner. License agreements or other agreements that allow for the removal of the proposed project before the 20 year minimum are not valid.

For implementation phase projects, the local agency must reasonably educate the community about the improvement for better awareness and understanding once the project is complete. Education regarding the project may include, but is not limited to, direct community engagement, workshops, signage, fact sheet distribution, advertisements, doorhangers, leaflets, and other public outreach methods. Education for new bikeway types is highly recommended to ensure public understanding and support of the new treatment. Local agencies are encouraged to include an outline of proposed education campaign methods within the grant application.

Only direct project costs are eligible for reimbursement (no in-kind match). The local agency may retain consultants after satisfying federal and state requirements for selecting

consultants (See Chapter 10 and Chapter 15 of the Caltrans Local Assistance Procedures Manual).

Maintenance and/or rehabilitation work, capital projects with a life of less than five years or one-time temporary improvements, and utility ROW costs are **not eligible**.

BCIP funds are **not to be used for** feasibility review, conceptual design, environmental compliance/mitigation, and/or developer obligations.

### **MINIMUM REQUIREMENTS AND EVALUATION CRITERIA (Screening Criteria)**

BCIP grant applications will be screened prior to scoring in order to determine project eligibility. Local agencies should consider the following elements when submitting their proposals. Each BCIP project nomination can receive a maximum of 100 points. (See the summary of point distribution on page 14).

#### **Pass / Fail Criteria**

- A. **Master Plan of Arterial Highways Consistency.** Projects located on the Master Plan of Arterial Highways (MPAH) network are subject to the consistency policies in Section 5 of OCTA's Guidance for the Administration of the MPAH. To maintain MPAH consistency, local agencies may propose to amend the MPAH as it relates to their BCIP proposals. Local agencies are encouraged to coordinate with OCTA's MPAH Program Administrator staff early as BCIP applications are being developed to identify and work to avoid potential conflicts arising later as part of project implementation. While resolution of any MPAH changes is not required prior to submittal of a BCIP application, early discussion with OCTA staff regarding potential classification changes to MPAH roadways is desired.

Local agencies that are contemplating MPAH amendments as part of their BCIP projects are encouraged to include supporting documentation in their BCIP applications that would satisfy requirements per the MPAH Guidance. This would include existing and future average daily traffic volumes as well as letters of support from agencies adjacent to the project limits (if any). Projects that are advanced to the OCTA Board for BCIP funding consideration and are also found to satisfy the MPAH amendment requirements will be considered for concurrent OCTA Board approval. Projects that are advanced to the OCTA Board for BCIP funding consideration and are not consistent with the MPAH or have MPAH amendments contingent on local agency General Plan updates will be placed on a Conditional Project List. These projects must meet the following conditions, and may be recommended for programming into later years:

1. Complete all NEPA requirements;
2. Complete the OCTA MPAH Amendment process; and
3. Complete a General Plan Amendment

Once these three conditions are met, the OCTA Board will be requested to consider awarding BCIP funds to projects on a semi-annual basis. Applicants are encouraged to coordinate early with OCTA staff if they have any questions about this process.

- B. **State and Federal Compliance.** Projects must comply with CMAQ, National Environmental Policy Act (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 Buy America Provisions in the FAST Act.
- C. **Financial Viability and Technical Capacity.** 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 and have the technical capacity to manage and administer the project. Additionally, the local agency must follow the federal procurement and federal contract administration requirements which will be included in the cooperative agreement signed by OCTA and the local agency.
- D. **Air Quality.** Projects must demonstrate a measurable improvement in air quality. Local agencies must provide air quality quantifications with their application using established methodology. The forecasted air quality benefits must be attached to the application. OCTA recommends using the California Air Resource Board South Coast Methods Program software. 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 local agency.

The California Air Resources Board South Coast Methods Program software can be found here: <http://www.arb.ca.gov/planning/tsaq/eval/eval.htm>.

### **Scored Criteria**

- E. **Local Match.** A minimum 12 percent local match is required for all phases of work. Agencies overmatching will receive additional points. Additional information is provided in the Local Match Requirement section.
- F. **Coordination.** Proposed projects must be in an adopted or substantially completed draft plan. Examples of plans that demonstrate coordination include, but are not limited to, OCTA Commuter Bikeway Strategic Plan, OCTA Regional Bikeway Studies, local agency pedestrian and/or bicycle plan, Complete Streets Plan, and Safe Routes to Schools Plans. Agencies are encouraged to include projects identified through public engagement and planning activities (walk audits, community design charrettes, master planning, etc.).

Additional consideration will be given to projects prioritized as part of a multi-jurisdictional collaborative strategy or similar effort such as collaboration between multiple agencies or projects that address gaps at agency boundaries.

- G. **Need.** Projects should link to the transportation network, key land use destinations and close gaps or overcome barriers.

Forecast demand will be measured utilizing the Bikeway Priority Index Ranking (BPIR) after application submittal. The BPIR is an internal OCTA model that analyzes multiple factors to forecast propensity for use of a bikeway facility. 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 3.

Connectivity to the land use and transportation network, including transit, pedestrian, and other bicycle facilities is essential to providing greater transportation choices. Applicants are encouraged to identify how the network connectivity is improved or enhanced through implementation of the project. While the BPIR calculations are provided by the OCTA modeling, the connectivity section provides an opportunity for the applicant to identify key local or regional connections provided by the project.

Facility continuity will be evaluated based on how well the project closes a gap on the network. Projects will be scored based on ability to overcome key barriers or close gaps on the network. Bicycle projects that also include improvements to pedestrian mobility are encouraged.

- H. **Project Readiness.** Points will be given to construction projects that can or will meet federal ready-to-list requirements for construction. This includes completion of NEPA and California Environmental Quality Act (CEQA) requirements, and ROW certification. NEPA, CEQA, and the ROW certification must be completed before the Authorization to Proceed (E-76) request for construction will be approved. For more information on the E-76 submittal, please see the Caltrans Local Assistance Procedures Manual.
- I. **Safety Enhancements.** Projects should reduce the number and/or rate of active transportation fatalities and injuries including the identification of safety hazards for vulnerable users. Agencies are required explain how the project will mitigate documented bicycle or pedestrian collisions and improve safety in the project area. Applications should include bicycle and pedestrian collision history, maps, and images to support your claim. Applicants are encouraged to use the UC Berkeley SafeTREC TIMS tool which was specifically designed for the state-managed Active Transportation Program (ATP) funding opportunity. Applicants with access to alternative collision data tools and training can utilize their choice of methods/tools.

For applications using the TIMS ATP tool, attach a collision heat-map, project area collision map, and collision summaries.

Additionally, points are given to projects that provide engineering design treatments beyond those required for the project or considered standard operating procedure. Additional treatments or countermeasures should be identified that better improve the operations and reduce exposure to active transportation users. Examples of complimentary treatments might include those treatments identified by the FHWA through the Interim Approval listing such as bicycle boxes, or treatments that better serve users such as bicycle channels constructed on stairs to avoid need to carry a bicycle up or down stairs.

- J. **Public Participation, Community Outreach and Support.** The project should receive input and support from members of the public, stakeholders, and local agencies. Outreach activities and public meetings should be listed with appropriate supporting documentation. 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 internal agency departments (police department, fire department, etc.) or individual members of the public will not factor into scoring but can be included for consideration.

Evaluation Criteria and Point Distribution for both Environmental phase and implementation phase projects is provided in APPENDIX 1

## PROVISIONS OF USE

### CMAQ

The BCIP and the funding in this call is subject to the FAST Act, a future extension, or passage of a new federal transportation authorization act. The FAST Act is currently funded through federal fiscal year (FFY) 2019-2020. Projects awarded CMAQ funding through the call for projects will follow the FHWA process. For projects awarded funding, the process is as follows:

- Projects must be programmed in the Federal Transportation Improvement Program (FTIP). The local agency should consult with OCTA staff regarding modifications and amendments to the FTIP needed for the project. Once a project is programmed in the FTIP, the agency may proceed with the E-76 request. Please note, Programming staff may program the funds in a later year in the FTIP than what was submitted in the BCIP application. If this is the case, OCTA will request Caltrans for the Expedited Project Selection Procedures to allow the project to be obligated in the appropriate year. For additional information, see the Federal Transportation Improvement Program section.
- Execute the Cooperative Agreement between OCTA and the local agency.

- Environmental documentation (preliminary environmental study) should be submitted to Caltrans by November 1<sup>st</sup> of the program FY. Agencies should target the November 1<sup>st</sup> date or risk losing project funding.
- Air quality analysis must be submitted as part of the application and to Caltrans.
- The E-76 request must be submitted to Caltrans District 12 and copied to OCTA by February 1<sup>st</sup> of the program FY. Draft E-76 must be provided to OCTA prior to submittal. The E-76 Finance Letter must include “pro-rata” ratios and not “lump-sum.”
- Once E-76 is approved the local agency has nine months to award a contract.
- Invoices for BCIP are submitted to and paid by Caltrans.
- Following contract award, an invoice must be submitted to Caltrans at least once every six months or the project may risk losing its funds.
- Local agency must submit semi-annual progress reports to OCTA by the 30<sup>th</sup> day of March and September, for the prior six months. An example of the required report is provided in Appendix 5. (Note: OCTA may require additional information for compliance with the federal performance measures.)
- If ROW is funded, the agency must award a construction contract by the tenth FY following the year of the ROW authorization to proceed or risk repayment of the funds to FHWA.

## STANDBY LIST

A standby list will be created for projects that are not awarded through the initial round of funding. The 2019 BCIP standby list projects will be ranked by score. Project cost savings and cancellations made available in the 2019 BCIP call or prior calls may be awarded to the next highest project, contingent on eligibility review and Board of Directors approval.

The 2019 BCIP standby list will expire after the approval of any future BCIP call.

## TIMELY USE OF FUNDS

BCIP projects funded through FHWA must be obligated by May 1<sup>st</sup> of the programmed FY. If OCTA has not received proof of submittal of the E-76 to Caltrans by February 1<sup>st</sup> of the programmed FY, or it is determined that the project cannot proceed, or has not received an approved time extension, the funding for the project will be **cancelled**.

Projects with environmental or preliminary engineering phases of work must advance to ROW and/or construction within the tenth FY in which the funds are authorized or risk repayment of federal funds to FHWA.

**Time Extensions.** Time extensions will be considered for only the implementation phases on a case-by-case basis and are contingent on OCTA Board approval. No extensions will be granted to projects awarded funds for environmental phases. An agency may request a one-time, one fiscal year time extension for implementation phase funding in letter format. All requests must include an explanation of the issues and actions the agency has taken to correct the issues.



## SCOPE CHANGES AND COST SAVINGS

**Scope Changes.** Scope reductions will only be considered on a case by case basis. Scope change requests should be submitted in letter format. The local agency must provide an explanation of the scope change, justification for the change and documentation showing it would not affect the scoring of the project. OCTA will complete a thorough evaluation of the scope change and impact to the project score prior to making a recommendation. If a scope change reduces the project score below projects on the standby list, the project may be recommended for cancellation or the request may be denied.

**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.

## FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM

The FTIP is the primary programming and implementation process for projects identified in the Regional Transportation Plan (RTP). All projects in the FTIP are consistent with SCAG's approved RTP/Sustainable Communities Strategy (SCS). The FTIP is a financially constrained document that covers a minimum of four years with updates every two years, and is amended periodically to reflect changes in funding, scope, or schedule. Projects included in the FTIP are federally or state funded, or are considered regionally significant.

**Transportation Control Measures (TCMS).** TCMs are specific transportation projects and programs that improve air quality. These projects and programs provide multiple benefits, including emissions reduction and mobility/accessibility improvements. Non-motorized TCM-types include new or expanded bicycle facilities that are over 1 mile and new or expanded pedestrian facilities that are more than 1/4 mile. For a specific list of projects consistent with TCM-type categories, please refer to the list on SCAG's 2017 FTIP Guidelines here: <http://ftip.scag.ca.gov/Documents/Final2017FTIPGuidelines.pdf>.

TCM projects are considered committed once funds have been programmed for right-of-way acquisition or for post-design implementation in the first two years of the FTIP. A committed TCM must be operational or implemented by the completion date committed in the FTIP. Local agencies must notify OCTA when a TCM project cannot be delivered or will be significantly delayed. All committed TCMs must be implemented on schedule or substituted to avoid a conformity lapse at the expense of the local agency. Projects that are committed Transportation Control Measures in the FTIP and are cancelled will require the local agency to provide a substitution project that provides the same air quality benefits at the expense of the local agency.

In order to maintain maximum flexibility, OCTA may program the BCIP funds in a later year in the FTIP than what was approved. If this is the case, as needed, OCTA will request Caltrans for the Expedited Project Selection Procedures to allow the project to be obligated in the appropriate year approved by the OCTA Board of Directors. ***The FTIP may not***

*indicate the projects approved program year. For approved projects, agencies may refer to executed cooperative agreement and OCTA Board Approval of Projects for project information.*

## **2019 ACTIVE TRANSPORTATION PROGRAM**

Agencies may opt to submit applications through the State 2019 Active Transportation Program (ATP) and the 2019 BCIP call. However, if the same project is submitted to both programs, and is recommended for funding by both programs, the agency must accept the ATP funds in lieu of the BCIP funds. This allows maximizing external funding sources consistent with OCTA's Capital Programming Policies and increases the number of projects that can be delivered in Orange County.

## **INVOICES AND REIMBURSEMENTS**

The BCIP uses federal CMAQ program funds that are reimbursable 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 "pro-rata" match rate proposed in the original grant application.

## **SEMI-ANNUAL AND FINAL REPORTS**

The local agency must submit semi-annual progress reports to OCTA by the 30<sup>th</sup> day of March and September, for the prior 6 months. An example of the required report is provided in Appendix 5. OCTA may require additional information for compliance with the federal performance measures.

Once a project is complete, the local agency must submit a final report package 90 days following Caltrans issuance of final payment. The final report package should include at minimum:

- Signed OCTA Final Report Form
- A copy of *all* invoices and final expenditure reports
- Project Notice of Completion
- Before and After Photos of the Project Site

## **IMPLEMENTATION TIMELINE**

Applications must be received by OCTA no later than 4:00 p.m. on Thursday, November 15<sup>th</sup>, 2018.

After the applications are reviewed by OCTA for overall compliance, an advisory panel will review and rank projects. A recommended priority list of projects is scheduled to be forwarded to the OCTA Board for approval in March 2019.

The estimated timeline for the BCIP listed below is subject to change.

Board of Directors Approval of Guidelines / Call Open	September 24, 2018
Application Due Date	Thursday, November 15 <sup>th</sup> , 2018
Evaluation Panel Application Review	November 16 <sup>th</sup> , 2018 – January 25 <sup>th</sup> , 2019
Regional Planning and Highways Committee Approval of Projects	March 6, 2019
Board Approval of Projects	March 24, 2019

**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.

The application submittal must include the following form:

- One unbound original paper copy in 8 ½ x 11. Parts 1 through 5 must be no more than 20 pages long. Exhibits are not limited in size.
- One electronic copy submitted online. See page 12 for more information.

The application must include:

- A. Cover Letter
- B. Table of Contents (page-numbered)
- C. Application:
  - Part 1: General project information (including description (including length), scope, and schedule.)
  - Part 2: Funding<sup>1</sup>
  - Part 3: Evaluation criteria
  - Part 4: Cooperative Agreement concurrence
- D. Exhibits:
  - Environmental documentation
  - Photos of the existing project site
  - Project design or concept drawings
  - Precise maps showing the proposed site(s) for the project and an Electronic GIS shape file
  - ROW map and lease agreement or purchase agreement (if applicable)
  - Master Plan of Arterial Highways supporting documentation, if appropriate
  - Bicycle and Pedestrians Safety Enhancements Supporting Documentation
  - Air Quality Calculations / Justification
  - Draft Required BCIP Agency Resolution (See Appendix 4 – Final approved resolution must be provided no later than November 30, 2018)
  - Letters of Support

<sup>1</sup> Please note the fiscal year requested in the application is the assumed program year, unless otherwise stated.

## SUBMITTAL INFORMATION AND CONTACTS

Base Applications will be available at:

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

Applications are due Thursday, November 15<sup>th</sup>, 2018 by 4:00 p.m. Completed applications and questions regarding these procedures and criteria should be directed to Louis Zhao of OCTA at:

**Mail:**

Louis Zhao  
Section Manager, Discretionary Funding Programs  
Orange County Transportation Authority  
550 S. Main Street  
Orange, CA 92863-1584

**Drop Off:**

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

**Electronic Submittal:**

Electronic submittals must be made through the new OCTA's State and Federal Calls for Projects database. Please contact Denise Arriaga at [darriaga@octa.net](mailto:darriaga@octa.net) or (714) 560- 5489 to set-up agency access.

Directions for uploading applications will be available online upon access to electronic submittal site.

Questions regarding the BCIP, bicycle and pedestrian planning, and MPAH can be directed to:

**BCIP Program Manager**

Louis Zhao  
Section Manager, Discretionary Funding Programs  
Email: [lzhao@octa.net](mailto:lzhao@octa.net)  
Tel: (714) 560-5494

**State and Federal Calls for Projects Database Administrator**

Denise Arriaga  
Associate Transportation Funding Analyst  
Email: [darriaga@octa.net](mailto:darriaga@octa.net)  
Tel: (714) 560-5489

**Active Transportation Coordinator**

Paul Martin

Active Transportation Coordinator

Email: [pmartin@octa.net](mailto:pmartin@octa.net)

Tel: (714) 560-5386

**Master Plan of Arterial Highways Program Administrator**

Gregory Nord

Section Manager, Long-Range Planning and Corridor Studies

Email: [gnord@octa.net](mailto:gnord@octa.net)

Tel: (714) 560-5885

**APPENDICES:**

- 1) Evaluation Criteria Point Distribution
- 2) Existing Bikeways Map
- 3) Bikeways Priority Index Ranking Criteria
- 4) BCIP Agency Resolution
- 5) Semi-Annual Report Form

## APPENDIX 1: Evaluation Criteria Point Distribution

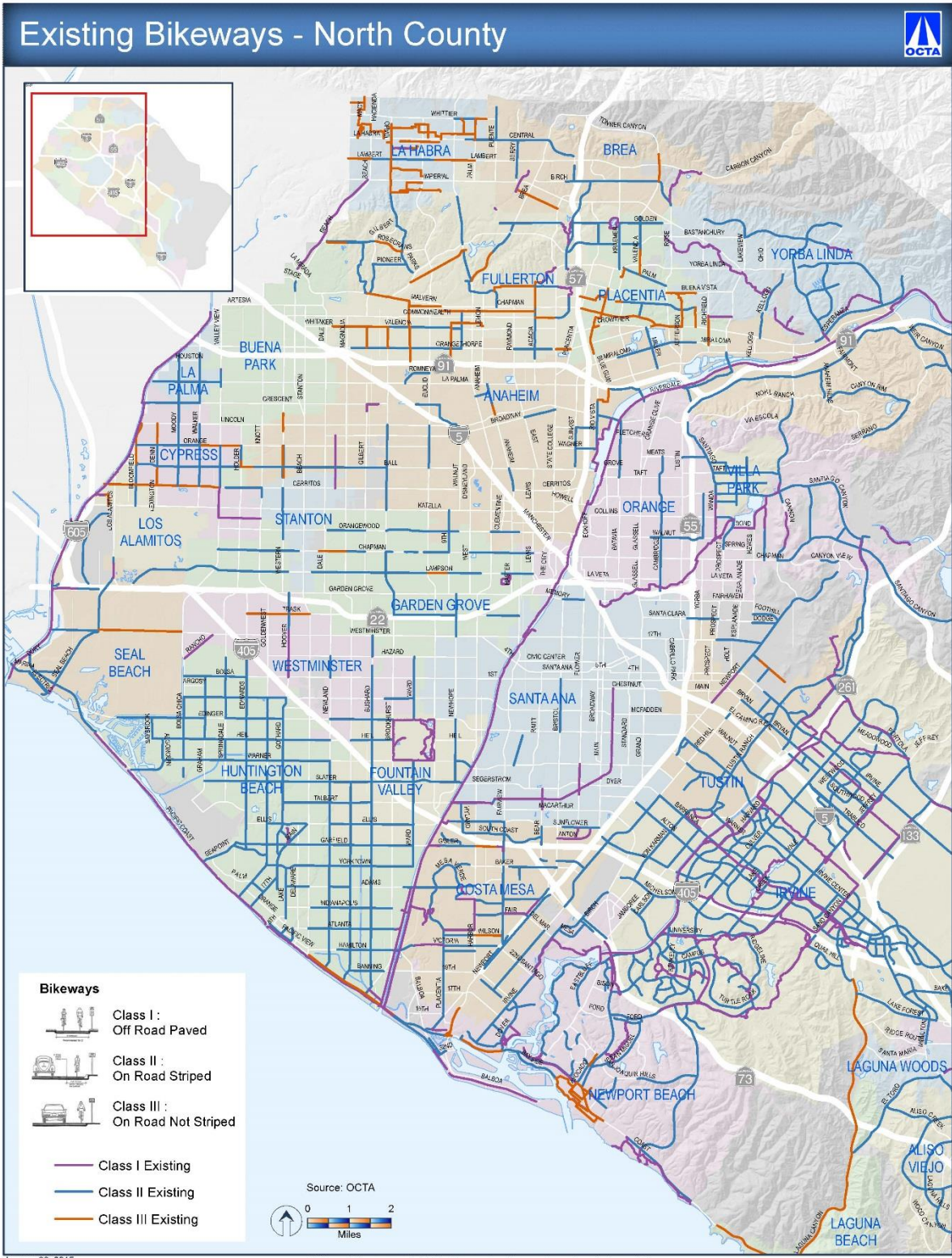
### Environmental Phase Projects

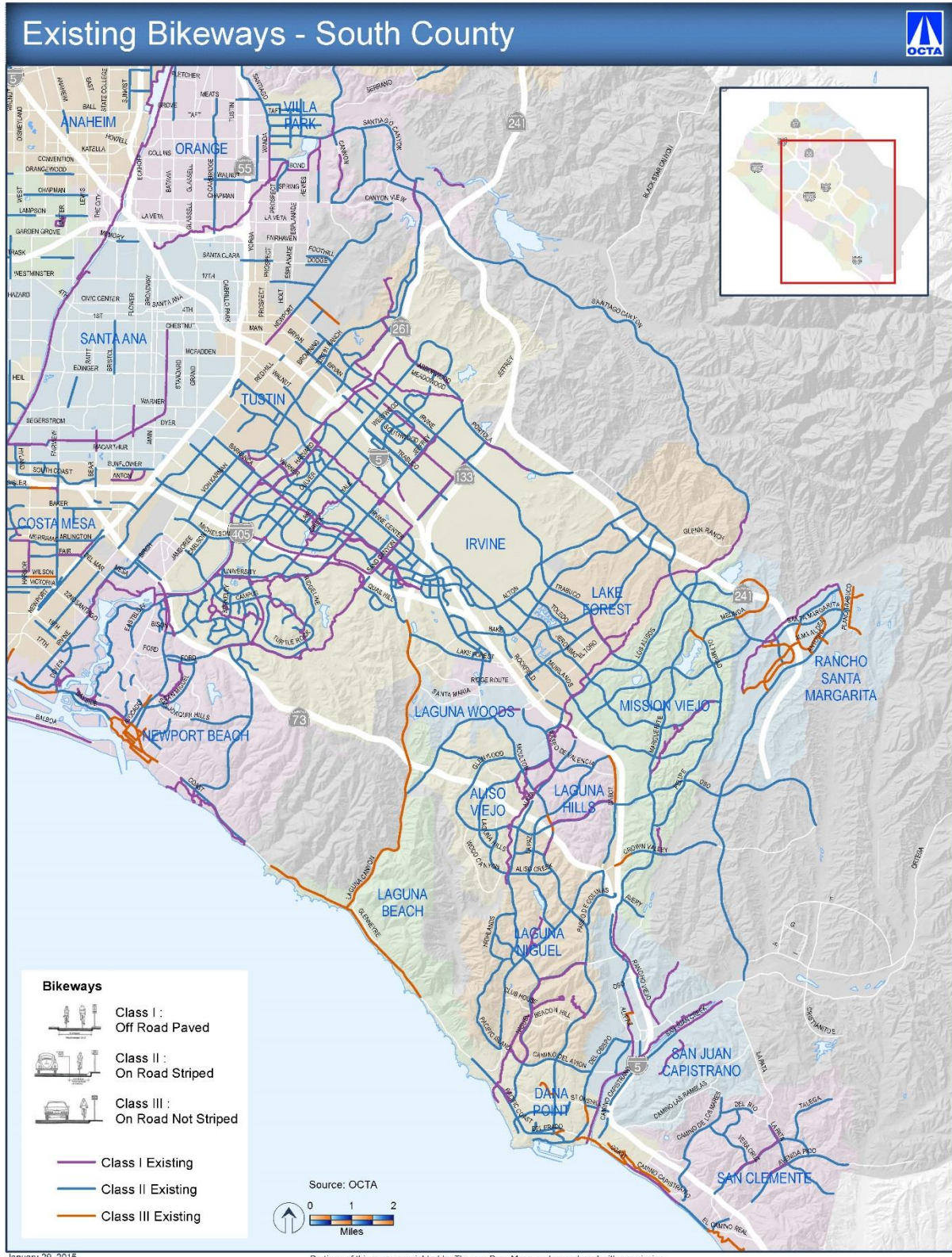
<b>Weighted Criteria</b>	<b>Maximum Points</b>
Matching Funds	30
Coordination	15
Need	25
Project Readiness	5
Safety Enhancements	15
Public Participation and Agency Support	10
<b>Total</b>	<b>100</b>

### Implementation Projects

<b>Weighted Criteria</b>	<b>Maximum Points</b>
Matching Funds	15
Coordination	15
Need	25
Project Readiness	20
Safety Enhancements	15
Public Participation and Agency Support	10
<b>Total</b>	<b>100</b>

# APPENDIX 2: EXISTING BIKEWAYS MAP







### APPENDIX 3: BIKEWAYS PRIORITY INDEX RANKING CRITERIA

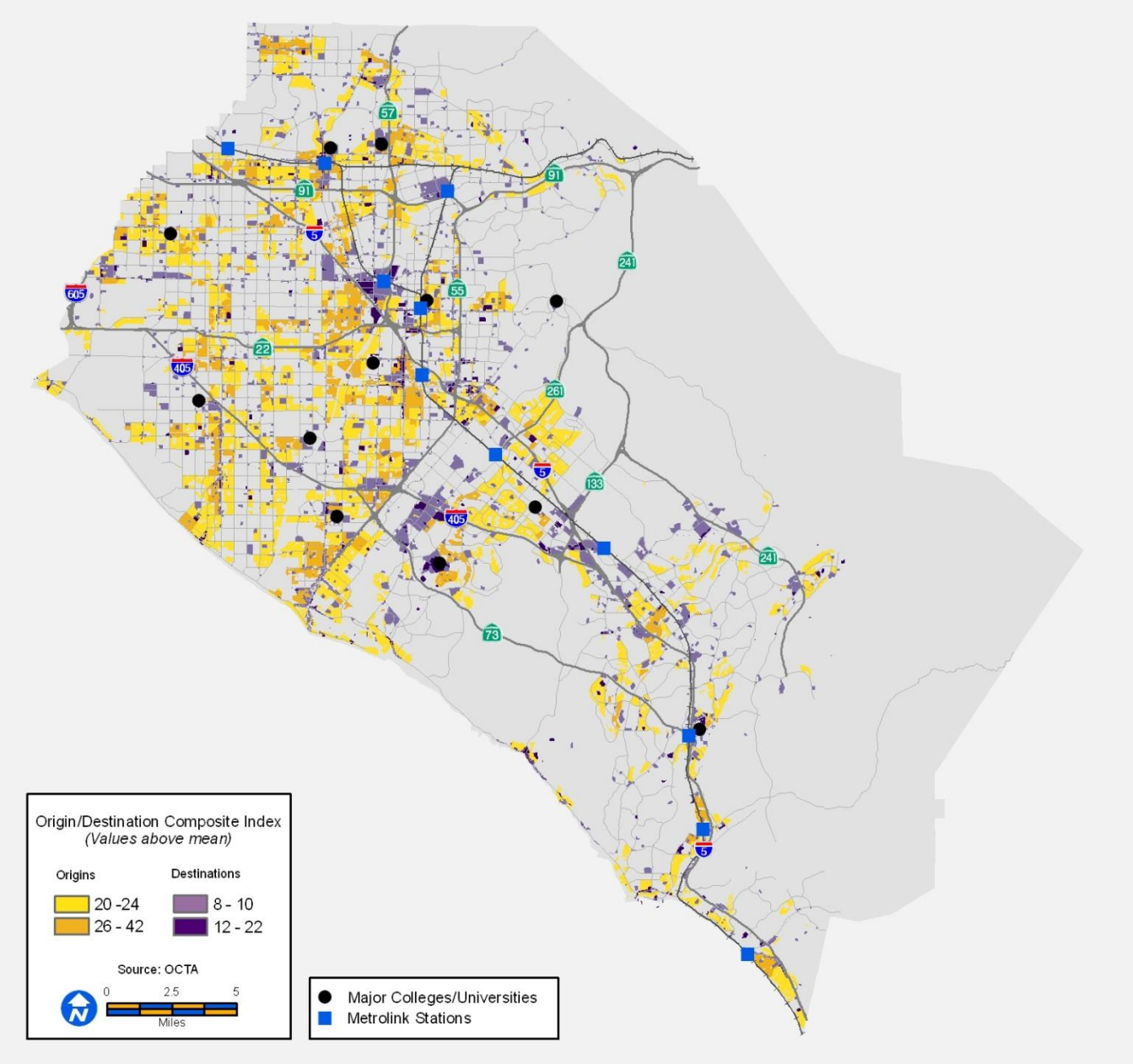
The following is a list of criteria used to evaluate projects in the Bikeways Priority Index Ranking (BPIR). The BPIR sums criteria from origins and destinations. Origins include major residential areas with high population or high density. Destinations include major areas of employment and activity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

#### ORIGINS

FACTOR	MAX VALUE
Population Density (Base)	10
Population Growth (2035)	8
Population Density Less Than 18 Years Old (United States Census American Community Survey [ACS])	8
Land-Use Mix	8
Bicycle to Work (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 4: REQUIRED BCIP AGENCY RESOLUTION

**REQUIRED AGENCY RESOLUTION REQUESTING FUNDS FOR APPROVED PROJECT RESOLUTION MUST BE RECEIVED BY OCTA NO LATER THAN **DECEMBER 31, 2018.****

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL/BOARD OF DIRECTORS OF THE CITY/COUNTY OF \_\_\_\_\_ AUTHORIZING APPLICATION FOR FUNDS FOR THE BICYCLE CORRIDOR IMPROVEMENT PROGRAM FUNDED WITH CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT PROGRAM FUNDING UNDER THE FIXING AMERICA'S SURFACE TRANSPORTATION FEDERAL TRANSPORTATION ACT FOR (NAME OF PROPOSAL) PROJECT.

WHEREAS, the United State Congress enacted the Fixing America's Surface Transportation (FAST) Federal Transportation Act on December 4, 2015, which makes Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds available to the Orange County Transportation Authority (OCTA); and

WHEREAS, OCTA has established the procedures and criteria for reviewing proposals; and

WHEREAS, (AGENCY) possesses authority to nominate bicycle projects funded using Congestion Mitigation and Air Quality Improvement Program funding and to finance, acquire, and construct the proposed project; and

WHEREAS, by formal action the (GOVERNING BODY) authorizes the nomination of (NAME OF PROPOSAL), including all understanding and assurances contained therein, and authorizes the person identified as the official representative of the (AGENCY) to act in connection with the nomination and to provide such additional information as may be required; and

WHEREAS, the (AGENCY) will maintain and operate the property acquired, developed, rehabilitated, or restored for the life of the resultant facility(ies) or activity; and

WHEREAS, with the approval of the California Department of Transportation (Caltrans) and/or OCTA, the (AGENCY) or its successors in interest in the property may transfer the responsibility to maintain and operate the property; and

WHEREAS, the (AGENCY) will give Caltrans and/or OCTA's representatives access to and the right to examine all records, books, papers or documents related to the bicycle project; and

WHEREAS, the (AGENCY) will cause project work to commence within six months following notification from the State or OCTA that funds have been authorized to proceed by the Federal Highway Administration or Federal Transit Administration and that the project will be carried to completion with reasonable diligence; and

WHEREAS, the (AGENCY) commits (MATCH DOLLAR VALUE) of (MATCHING FUND SOURCE) and will provide (PERCENT LOCAL AGENCY MATCH) of the total project cost as match to the requested (REQUESTED CMAQ DOLLAR VALUE) in OCTA CMAQ funds for a total project cost estimated to be (TOTAL PROJECT COST)

WHEREAS, the (AGENCY) may elect to commit additional funds to the (PROJECT) to fund an expanded scope which provides additional quantifiable benefits. The (AGENCY) is required to notify OCTA to grant approval prior to commencing on the additional scope; and

WHEREAS, the (AGENCY) will comply where applicable with provisions of the California Environmental Quality Act, the National Environmental Policy Act, the American with Disabilities Act, Federal Title VI, Buy America provision, and any other federal, state, and/or local laws, rules and/or regulations; and

WHEREAS, the (AGENCY)'s (GOVERNING BODY) authorizes the execution of any necessary cooperative agreements between the (AGENCY) and OCTA to facilitate the delivery of the project; and

WHEREAS, (AGENCY) will amend the agency Capital Improvement Program (CIP) to include the project if selected for funding; and

NOW, THEREFORE, BE IT RESOLVED that the City/County of \_\_\_\_\_, hereby authorizes (NAME OF AGENCY REPRESENTATIVE) as the official representative of the (AGENCY) to apply for the Congestion Mitigation and Air Quality Improvement Program funding under the Fixing America's Surface Transportation Act for (NAME OF PROPOSAL).

BE IT FURTHER RESOLVED, that the City/County of \_\_\_\_\_ agrees to fund its share of the project costs and any additional costs over the identified programmed amount.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Mayor

Printed (Name and Title) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Clerk Recorder

Printed (Name and Title) \_\_\_\_\_

**APPENDIX 5: SEMI-ANNUAL REPORT FORM**

Project Title: \_\_\_\_\_

Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Schedule	Original Completion Date	Current / Estimated Completion Date
Draft Environmental Document		
Final Environmental Document		
Start Design / Engineering		
Complete Design / Engineering		
Start Right-of-Way Acquisition		
Right-of-Way Certification		
Submit Request for Authorization for Construction (E-76)		
Ready to Advertise		
Award Construction		
Project Completion (open for use)		

Funding Table:

Environmental/Preliminary Engineering (\$000's)

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

Final Design (\$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:

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Status:

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Issues and Resolution:

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OCTA Authorized Funding History:

Date	Title	Action/ Brief Description
<i>Ex. March 25, 2019</i>	<i>OCTA Board Report 2019 BCIP Funding Recommendations</i>	<i>Approved \$100,000 in CMAQ and an associated \$50,000 in local match</i>

Name/Title:

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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