



AGENDA

Transportation 2020 Committee Meeting

Committee Members

To be appointed

Orange County Transportation Authority Headquarters

600 South Main Street, First Floor - Room 154

Orange, California

Monday, January 18, 2010, at 8:30 a.m.

Any person with a disability who requires a modification or accommodation in order to participate in this meeting should contact the OCTA Clerk of the Board, telephone (714) 560-5676, no less than two (2) business days prior to this meeting to enable OCTA to make reasonable arrangements to assure accessibility to this meeting.

Agenda descriptions are intended to give members of the public a general summary of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Committee may take any action which it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.

All documents relative to the items referenced in this agenda are available for public inspection at www.octa.net or through the Clerk of the Board's office at the OCTA Headquarters, 600 South Main Street, Orange, California.

Call to Order

Pledge of Allegiance

1. Public Comments

Special Calendar

2. Committee Meeting Days and Time

The Committee Chair will hold a discussion regarding the days and times for meetings of this Committee. The previous schedule has been the third Monday of each month at 8:30 a.m.

Consent Calendar (Item 3)

All items on the Consent Calendar are to be approved in one motion unless a Committee Member or a member of the public requests separate action or discussion on a specific item.

3. Approval of Minutes

Of the November 16, 2009, Transportation 2020 Committee meeting.



AGENDA

Transportation 2020 Committee Meeting

Regular Calendar

4. Measure M2 Eligibility Local Agency Guidelines and Requirements
Monica Salazar/Kia Mortazavi

Overview

On November 7, 2006, Orange County voters approved Measure M2, the one-half cent transportation retail sales tax. The approval resulted in a 30-year extension of the original program with a new slate of projects, programs, and requirements. The transition from the original Measure M to Measure M2 requires an inventory of new eligibility requirements. Consistent with existing policy, an eligibility manual has been prepared to assist local jurisdictions to understand and comply with the requirements necessary to maintain eligibility to receive Measure M funds for the first three quarters of fiscal year 2010-11, and Measure M2 funds effective April 1, 2011.

Recommendation

Approve Measure M2 Eligibility Guidelines for implementation.

5. Measure M2 Comprehensive Transportation Program Guidelines
Roger M. Lopez/Kia Mortazavi

Overview

Measure M2 allocates net revenues for the development of various competitive programs which will provide funding for local streets and roads projects including the countywide Regional Capacity Program and the Regional Traffic Signal Synchronization Program. Measure M2 also includes competitive transit programs such as Transit Extensions to Metrolink, Metrolink Gateways, and Community Based Circulators. Staff has worked with the members of the Technical Advisory Committee to develop a comprehensive set of guidelines for the local streets and roads competitive programs. The Measure M2 Comprehensive Transportation Program guidelines are being presented for review and approval.

Recommendations

- A. Provide comments to staff on the draft guidelines for the Measure M2 Comprehensive Transportation Program.
- B. Direct staff to return in March with a final version of the guidelines for the Measure M2 Comprehensive Transportation Program.



AGENDA

Transportation 2020 Committee Meeting

Discussion Items

6. **Go Local Fixed-Guideway Update**
Kelly Long/Darrell Johnson

As part of the Go Local Program, the cities of Anaheim and Santa Ana are underway with the development of two fixed-guideway transit systems. An overview of the status of both projects is provided for review.

7. **Chief Executive Officer's Report**

8. **Committee Members' Reports**

9. **Closed Session**

There is no Closed Session scheduled.

10. **Adjournment**

The next regularly scheduled meeting of this Committee will be held a date and time to be determined under discussion of Item 2 (above) and held at the OCTA Headquarters.



MINUTES

Transportation 2020 Committee Meeting

Committee Members Present

*Curt Pringle, Chairman
Jerry Amante
Arthur C. Brown
Peter Buffa
Carolyn Cavecche
Richard Dixon*

Staff Present

*Will Kempton, Chief Executive Officer
James S. Kenan, Deputy Chief Executive Officer
Wendy Knowles, Clerk of the Board
Allison Cheshire, Deputy Clerk of the Board
Kennard R. Smart, Jr., General Counsel
OCTA Staff and members of the General Public*

Committee Members Absent

Bill Campbell, Vice Chairman

Call to Order

The November 16, 2009, regular meeting of the Transportation 2020 Committee was called to order by Committee Chairman Pringle at 8:33 a.m.

Pledge of Allegiance

Director Cavecche led in the pledge.

1. Public Comments

No public comments were received.

Special Calendar

There were no Special Calendar items.

Consent Calendar (Items 2 through 4)

2. Approval of Minutes

A motion was made by Director Brown, seconded by Director Amante, and declared passed by those present, to approve minutes of the October 12, 2009, meeting.

Director Buffa was not present to vote on this item.



MINUTES

Transportation 2020 Committee Meeting

3. Renewed Measure M Environmental Mitigation Program Memorandum of Agreement and Planning Agreement

A motion was made by Director Brown, seconded by Director Amante, and declared passed by those present, to:

- A. Authorize the Chief Executive Officer to negotiate and execute Memorandum of Agreement No. C-9-0278 with the United States Fish and Wildlife Service, the California Department of Fish and Game, and the California Department of Transportation to authorize the conservation planning efforts.
- B. Authorize the Chief Executive Officer to negotiate and execute Planning Agreement No. C-9-0279 with the California Department of Transportation, the California Department of Fish and Game, and the United States Fish and Wildlife Service to authorize the conservation planning efforts.

Director Buffa was not present to vote on this item.

4. Renewed Measure M Progress Report for July 2009 through September 2009

A motion was made by Director Brown, seconded by Director Amante, and declared passed by those present, to receive and file as an information item.

Director Buffa was not present to vote on this item.

Regular Calendar

5. Renewed Measure M Early Action Plan Review

Andrew Oftelie, Department Manager of Financial Planning and Analysis, provided an overview of amendments needed to the Renewed Measure M (M2) Early Action Plan due to the effects of current revenue projections.

Committee Chairman Pringle inquired into the eligibility requirements for local agencies in regard to receiving M2 funds.

Mr. Oftelie responded that there have been issues related to Measure M, and the Board has given direction to amend the Ordinance related to street and roads guidelines in M2 to address those issues in the future. Staff suggests addressing those issues within the eligibility guidelines, which will direct local agencies in M2.



5. (Continued)

Mr. Oftelie reported that the plan to increase Metrolink service will also need to be adjusted based on the current revenue stream. The grade crossing projects are all on track.

Darrell Johnson, Executive Director of Rail Programs, commented that the original target for scaling up of the Metrolink service was late 2009/early 2010.

Committee Chairman Pringle suggested retaining the target numbers for increasing Metrolink service and push out the timeline based on funding.

A motion was made by Director Buffa, seconded by Director Amante, and declared passed by those present, to:

- A. Direct staff to initiate the process to amend the Measure M Expenditure Plan to remove \$22 million intended for Renewed Measure M improvements on the Orange Freeway (State Route 57) project.
- B. Amend the Renewed Measure M Plan of Finance to allocate an additional \$22 million of Tax-Exempt Commercial Paper for the Orange Freeway (State Route 57) project.
- C. Direct staff to include clarifying language in the Renewed Measure M Eligibility Guidelines to address recent audit findings in lieu of amending the Local Transportation Authority Ordinance No. 3.
- D. Direct staff to return with an action plan on Measure M streets and roads project delivery before allocating Renewed Measure M funds to local jurisdictions.
- E. Revise the Metrolink Service Expansion Program to reduce the number of weekday trains from 76 per weekday to 56 per weekday as part of the Renewed Measure M Early Action Plan, with full build-out of 76 trains per weekday to be implemented commensurate with future ridership demand and available funding.
- F. Direct staff to revisit the conceptual engineering schedules and evaluate financial capacity to advance freeway projects.



6. Renewed Measure M Freeway Environmental Mitigation Program Update - Property Acquisition/Restoration/Management Criteria Matrices

Monte Ward, Principal, M. Ward & Associates, provided an update on the Freeway Environmental Mitigation Program and the project evaluation tools. The evaluation tools were developed based on policy discussions with this Committee.

Committee Chairman Pringle suggested including information pertaining to an acre by acre evaluation and the true cost to bring property in line with purchase.

No action was taken on this receive and file item.

7. Modifications of Roles and Responsibilities with City of Anaheim for Environmental Clearance of the Anaheim Regional Transportation Intermodal Center

Darrell Johnson, Executive Director of Rail Programs, provided a status of the Anaheim Regional Transportation Intermodal Center (ARTIC) project. Challenges have come up in the past several months that require a change to how the project is delivered and the roles & responsibilities between OCTA and City of Anaheim. There are four complex, large-scale projects within the area of the ARTIC in various stages of environmental clearance which all need to be planned and developed in a cohesive manner. Staffs from OCTA and the City of Anaheim suggest it would be more efficient if the environmental clearance lead agency status be assigned to the City of Anaheim.

Committee Chairman Pringle commented that the Environmental Impact Report being conducted on the Platinum Triangle is completely paid for by the City of Anaheim. One of the elements within the project would increase the density and capacity on the OCTA owned property.

Director Buffa expressed concern over the number of parties involved and the need for a final arbiter.

Mr. Johnson commented that staff is working toward a final arbiter. Staff has had conversation with the California High Speed Rail Authority regarding the operating plan and the necessity of a final arbiter.

Director Amante pointed out that the increase in the complexity of the environmental analysis is due to the need for all components of the project to work together, and Mr. Johnson concurred.

Committee Chairman Pringle commented that it is important to point out that high-speed rail is paying for the high-speed rail environmental clearance.



MINUTES

Transportation 2020 Committee Meeting

7. (Continued)

A motion was made by Director Brown, seconded by Director Buffa, and declared passed by those present, to:

- A. Authorize the transfer of California Environmental Quality Act Lead Agency designation from the Orange County Transportation Authority to the City of Anaheim for environmental clearance of Phase 1 of the Anaheim Regional Transportation Intermodal Center.
- B. Authorize the Chief Executive Officer to execute Cooperative Agreement No. C-9-0821 between the Orange County Transportation Authority and the City of Anaheim to modify roles and responsibilities for environmental clearance of Phase 1 of the Anaheim Regional Transportation Intermodal Center and to permit the transfer of \$3,645,307 from the Orange County Transportation Authority to the City of Anaheim to lead completion of the environmental clearance.
- C. Authorize the Chief Executive Officer to execute Agreement No. C-9-0802 between the Orange County Transportation Authority and the City of Anaheim for assignment of all rights and responsibilities of Agreement No. C-9-0230 between the Orange County Transportation Authority and ICF International (formerly known as Jones and Stokes Associates, Inc.) for support in completing the environmental clearance.

Discussion Items

8. Chief Executive Officer's Report

Chief Executive Officer, Will Kempton, reported on upcoming events and meetings.

9. Committee Members' Reports

Committee Chairman Pringle reported that he will be touring the Personal Rapid Transit System at London Heathrow airport and the high-speed train system in Germany later this month.

10. Closed Session

A Closed Session was not conducted at this meeting.



MINUTES

Transportation 2020 Committee Meeting

11. Adjournment

The meeting adjourned at 9:20 a.m. The next regularly scheduled meeting of this Committee will be held at 8:30 a.m. on **Monday, January 18, 2010**, at the OCTA Headquarters.

ATTEST


Allison Cheshire
Deputy Clerk of the Board

Curt Pringle
Committee Chairman



January 18, 2010

To: Transportation 2020 Committee

From: Will Kempton, Chief Executive Officer 

Subject: Measure M2 Local Agency Eligibility Guidelines and Requirements

Overview

On November 7, 2006, Orange County voters approved Measure M2, the one-half cent transportation retail sales tax. The approval resulted in a 30-year extension of the original program with a new slate of projects, programs, and requirements. The transition from the original Measure M to Measure M2 requires an inventory of new eligibility requirements. Consistent with existing policy, an eligibility manual has been prepared to assist local jurisdictions to understand and comply with the requirements necessary to maintain eligibility to receive Measure M funds for the first three quarters of fiscal year 2010-11, and Measure M2 funds effective April 1, 2011.

Recommendation

Approve Measure M2 Eligibility Guidelines for implementation.

Background

The Measure M (M1) Ordinance contains specific language indicating what is required from local agencies to be eligible to receive funding. Eligibility documentation is submitted by local agencies to the Orange County Transportation Authority (OCTA) by June 30 of each year. This documentation is reviewed by staff and evaluated to ensure compliance with M1 eligibility requirements. The documents are also presented to the Technical Advisory Committee (TAC) and the Taxpayers Oversight Committee (TOC) for concurrence. The final determination of local agency eligibility is made by the OCTA Board of Directors (Board).

With the passage of Measure M2 (M2) local agencies must continue to demonstrate eligibility prior to receipt of funding. The eligibility requirements included in the M2 Ordinance have, in many ways, been enhanced over the

previous requirements, including some new requirements. In an effort to create a smooth transition between M1 and M2, staff has developed a new Local Agency Preparation Manual (Attachment A). A summary table showing a comparison between the M1 and M2 eligibility requirements is provided in Attachment B. This manual outlines the annual M2 eligibility requirements. Local agencies will be required to meet the June 30, 2010, submittal requirements for both M1 and M2 eligibility during the transition period beginning in fiscal year (FY) 2010-11.

Discussion

The M2 Local Agency Preparation Manual was submitted to the TAC for review and comment and was subsequently approved on September 23, 2009. In order for a local jurisdiction to receive M2 fair share and competitive program funds, requirements as outlined in the manual must be met. Conditions specific to the eligibility process are defined in Attachment C per Ordinance No. 3. The M2 eligibility requirements that were either enhanced or are new in the M2 Ordinance are summarized below.

Requirements That Have Been Enhanced

- 1) Local jurisdictions must adopt a general plan circulation element consistent with the Master Plan of Arterial Highways depicting planned roadways and related policies within the city limits. This has been enhanced under M2 to include traffic signal synchronization street routes.
- 2) As with M1, local jurisdictions must adopt and update annually a capital improvement program document. This has been enhanced under M2 as the document must now include all capital transportation projects funded by net revenues, including projects required to demonstrate compliance with the signal synchronization and pavement management requirements.
- 3) Local jurisdictions must adopt and update a pavement management plan every two years. This requirement is enhanced under M2 as all agencies must now use a common format as part of the countywide pavement management effort. The submittal must also include a six-year plan for road maintenance and rehabilitation (including projects and funding) and projected pavement condition.

- 4) Local jurisdictions will be required to submit a project final report within six months following project completion. This report includes an accounting of M2 funds, any other funding sources, and the improvements that were delivered. The enhancement under M2 is that the final report must indicate not only M2 competitive funds, but also any M2 local fair share funds used.
- 5) Local jurisdictions shall agree and certify to expend all M2 local fair share revenues received within three years of receipt. Revenues received by local agencies through the M2 local fair share program, including any interest earned, shall be expended or encumbered within three years. Under M2, the requirements were enhanced to include the possibility of a time extension on the use of funds. This may be granted but is limited to a total of five years. Expired funds and related revenues must be returned to OCTA and shall be redistributed within the same source program. Any funding allocated through the competitive programs must be expended or encumbered by the end of the FY for which the net revenues are programmed. One time extension up to 24 months may be granted with TAC and Board approval.

In addition to the time requirements, the use of local fair share revenues for bonding (including debt service) is now limited to 25 percent of the local agency's annual local fair share revenues consistent with provisions of Article 19 of the California Constitution.

- 6) As with M1, local jurisdictions must continue to satisfy the maintenance of effort (MOE) requirements with an annual certification of MOE expenditures by each jurisdiction's finance director. The MOE benchmark has been modified under M2 and will be adjusted in 2014, with further adjustments every three years thereafter. The adjustments will be based upon the California Department of Transportation's construction cost index for the preceding three-year period.

New Requirements Established for M2

- 1) Local jurisdictions must comply with the conditions and requirements of the Orange County Congestion Management Program. The Congestion Management Program has as its goal the support of regional mobility and air quality objectives. Each jurisdiction must comply with certain conditions and requirements of the Congestion Management Program pursuant to the provisions of Government Code Section 65089 to be considered eligible for both gas tax revenues and M2 funding.

- 2) Local jurisdictions must participate in traffic forums on an annual basis. Traffic forums, as defined in the ordinance, can be described as a group of eligible jurisdictions working together to facilitate the planning of traffic signal synchronization among the respective jurisdictions. The forums will be further defined as part of the OCTA Traffic Signal Synchronization Master Plan, which is currently under development and planned for subsequent committee review and approval.
- 3) Local jurisdictions must adopt and maintain a local Traffic Signal Synchronization Plan. Each city's plan will identify traffic signal synchronization street routes and intersections and how corresponding projects may be synchronized with any adjoining jurisdictions. Each plan will be for a three-year period of time and will show cost, available funding and the phasing of capital, operations, and maintenance. The local plan must be consistent with OCTA's Traffic Signal Synchronization Master Plan.
- 4) Local jurisdictions must adopt and provide an annual expenditure report to OCTA to account for M2 funds, developer/traffic impact fees, and funds expended by the jurisdiction to satisfy MOE requirements. The report is required within six months of each jurisdiction's fiscal year end. The report will include all M2 net revenue, fund balances and interest earned, and will identify expenditures by activity type and funding source.

Eligibility documents submitted by the local agencies will be subject to a verification process administered by OCTA staff. In addition, the TOC will be responsible for review of select documentation including a local agency's CMP, Mitigation Fee Program, expenditure report, local Traffic Signal Synchronization Plan, and Pavement Management Plan.

The M2 eligibility process will begin in the first quarter of FY 2010-11 and continue on an annual basis. During the transition period between M1 and M2 eligibility, it is understood that some M2 requirements will not be available in the first quarter of FY 2010-11. After the review of the available documentation, local agencies will be found conditionally eligible until these outstanding M2 requirements are met at later dates. These items specifically are a conforming general plan, local Traffic Signal Synchronization Plan (due April 1, 2011), and the first M2 expenditure report (due December 31, 2011). Staff expects to return to the Board with the conditional eligibility findings in fall 2010.

Summary

Staff has developed a Local Agency Preparation Manual to facilitate a smooth transition between M1 and M2 eligibility. The manual helps to identify annual eligibility requirements as specified in the M2 Ordinance and to assist local agencies in preparing eligibility documentation. The Local Agency Preparation Manual is presented for Board review and approval.

Attachments

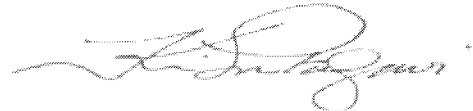
- A. Draft Renewed Measure M Eligibility Guidelines - Local Agency Preparation Manual - Fiscal Year 2010-11
- B. Measure M and Measure M2 - Eligibility Element Comparison Per Enabling Ordinance
- C. Orange County Local Transportation Authority - Ordinance No. 3 - July 24, 2006 - Section B-7 through B-10

Prepared by:



for
Monica Salazar
Transportation Funding Analyst
(714) 560-5905

Approved by:



Kia Mortazavi
Executive Director, Development
(714) 560-5741



DRAFT

Renewed Measure M Eligibility Guidelines

**Local Agency Preparation Manual
Fiscal Year 2010-11**

TABLE OF CONTENTS

Renewed Measure M - Eligibility Guidelines

<u>Section</u>	<u>Page</u>
CHAPTER 1- ELIGIBILITY OVERVIEW	
1.1 Introduction/Background.....	1
1.2 Ordinance Comparison	1
1.3 Eligibility for Net Revenues	2
1.4 Compliance Components	7
1.5 Taxpayers Oversight Committee	9
1.6 Non-compliance Consequences	9
1.7 Appeals Process	10
CHAPTER 2 – GUIDANCE	
2.1 Policy Items	11
2.2 Administrative Items	15
2.3 Financial Items.....	16
CHAPTER 3 – SUBMITTAL PROCESS	
3.1 Local Fair Share Program	25
3.2 Submittal Documentation Summary.....	25
3.3 Maintenance of Effort (MOE) Certification Process.....	27
3.4 Master Plan of Arterial Highways (MPAH).....	28
3.5 Additional Information	33
TABLES/EXHIBITS	
Table 1-1: Eligibility Element Comparison	3
Table 1-2: Eligibility Element Comparison	5
Table 2-1: MOE Benchmark	21
Table 2-2: Local Jurisdiction Compliance Submittal Schedule	23
Table 3-1: MPAH Centerline Miles	31
APPENDICES	
A. Ordinance No. 3, adopted July 24, 2006.....	A-1
B. Eligibility for New Cities.....	B-1
C. CMP Checklist.....	C-1
D. Eligibility Checklist	D-1
E. Sample Resolution for MPAH Consistency	E-1
F. Pavement Management Program Certification (and doc requirements).....	F-1
G. Sample Expenditure Report Template	G-1
H. Project Final Report Template for "Net Revenue" Projects (capital only?)	H-1
I. MOE Certification.....	I-1
J. Local Fair Share Revenue Projections.....	J-1
K. Arterial Highway Mileage Change Report (for fair share formulas).....	K-1
L. Acronyms	L-1



This Page Intentionally Left Blank



CHAPTER 1 - ELIGIBILITY OVERVIEW

1.1 Introduction/Background

In order to meet expected growth in Orange County over the next 30 years, continued investment in the County's infrastructure will be required. To meet these needs, additional projects were identified which could be funded through an extension of the Measure M program. Voters approved Renewed Measure M on November 7, 2006. Ordinance No. 3 outlines all programs and requirements and is included as Appendix A.

Renewed Measure M is a 30-year, multi-billion dollar program extension of the original Measure M (1991-2011) with a new slate of projects and programs planned. These include improvements to the Orange County freeway system and streets & road network throughout the County, additional expansion of the Metrolink system, more transit services for seniors and the disabled as well as funding for the cleanup of roadway storm water runoff.

Renewed Measure M extends Orange County's self-help legacy toward financing infrastructure. A seamless transition from the original Measure M to the new slate of projects requires careful consideration of the Ordinance and inventory of new requirements. Consistent with the first ordinance, an eligibility manual has been prepared to assist local jurisdictions to understand the requirements necessary to maintain their eligibility to receive Renewed Measure M funds.

Renewed Measure M Net Revenues are generated from the transactions and use tax plus any interest or other earnings – after allowable deductions. Net Revenues may be allocated to local jurisdictions for a variety of programs identified in Ordinance No. 3 included in this guidance manual as Appendix A. Compliance with the eligibility requirements established in Ordinance No. 3 must be established and maintained in order for local jurisdictions to receive Net Revenues.

This Eligibility Manual identifies annual eligibility requirements as specified in Ordinance No. 3, Attachment B, Section III. Policies and procedures are presented to enable and facilitate annual eligibility for local agency participation. Guidelines for newly incorporated cities are outlined in Appendix B.

1.2 Ordinance Comparison

With the passage of Renewed Measure M, several eligibility requirements applicable to the previous program will no longer be used. Prominent features of the current program that are being discontinued include preparation of Growth Management Program (GMP), a development phasing & monitoring program, and a balanced housing options and job opportunities component of the General Plan. Although these planning tools are no longer elements of the eligibility process, local jurisdictions are encouraged



to consider these elements as sound planning principles for consideration. A comparison of eligibility element changes is shown on Tables 1-1 and 1-2.

1.3 Eligibility for Net Revenues

Every year, OCTA determines if a local jurisdiction is eligible to receive Renewed Measure M Fair Share and competitive program funds. A local jurisdiction must satisfy certain requirements as outlined in Ordinance No. 3. Specifically, a jurisdiction must:

- Comply with the conditions and requirements of the Orange County Congestion Management Program (CMP) *[New]*
- Establish a policy which requires new development to pay its fair share of transportation-related improvements associated with their new development
- Adopt a General Plan Circulation Element consistent with the MPAH, including designated traffic signal synchronization street routes *[Enhanced]*
- Adopt and update a Capital Improvement Program (CIP) *[Modified]*
- Participate in traffic forums *[New]*
- Adopt and maintain a Local Traffic Signal Synchronization Plan *[New]*
- Adopt and update biennially a Pavement Management Plan (PMP) *[Enhanced]*
- Adopt and provide an annual Expenditure Report to the Authority *[New]*
- Provide the Authority with a Project Final Report within six months following completion of a project funded with Net Revenues *[Enhanced]*
- Agree to expend all Local Fair Share revenues received through Renewed Measure M within three years of receipt
- Satisfy Maintenance of Effort (MOE) requirements *[Enhanced]*
- Agree that Net Revenues shall not be used to supplant developer funding
- Consider, as part of the Eligible Jurisdiction's General Plan, land use and planning strategies that accommodate transit and non-motorized transportation



Table 1.1
Eligibility Element Comparison
Per Enabling Ordinance

	Existing Measure M Guidelines		Measure M2 (M2) Guidelines	
Growth Management Program (GMP)	• Adopt GMP		•	NOT REQUIRED
	• Submit every five years			
Congestion Management Program (CMP)	•	N/A		• Comply with Orange County's CMP
Capital Improvement Program (CIP)	• Seven-year CIP with annual renewal			• Seven-year CIP with annual renewal
				• Includes all projects funded with M2 net revenues
Mitigation Fee Program	• Development Mitigation Monitoring Program			• Have a clearly defined Mitigation Fee Program
	• Component of GMP			
General Plan Circulation Element	• Circulation element consistent with the MPAH			• Circulation element consistent with the MPAH
				• Include traffic signal synchronization street routes consistent with the OCTA Signal Synchronization Master Plan
Traffic Forums	• Participate in inter-jurisdictional planning forms (GMA)			• Participate in forums to facilitate the planning of traffic signal synchronization programs and projects
				• Participate in forums to discuss regional traffic routes and traffic patterns, inter-jurisdictional efforts
Local Traffic Signal Synchronization Plan (TSSP)				
	•	N/A		• Adopt and maintain a local TSSP
Pavement Management Plan (PMP)				• Conform to the Signal Synchronization Master Plan
	• Adopt and fund a local PMP			• Three-year plan showing cost, available funding and phasing of capital, operations, and maintenance
Expenditure Report	• Update biennially			• Adopt PMP using common format
				• Six-year capital plan updated every two years
Project Final Report				• Report projected improvements resulting from program
	•	N/A		• Report required within six months of end of fiscal year (FY)
				• Report to include all net revenue, fund balances, and interest earned
	•			• Identify expenditures by type, program/project
				• Final report for all projects funded with net revenues
	•			• Reports to be submitted within six months of completion

Key

- No impact
- Consistent with Prior Program
- Substantial Changes

MPAH - Master Plan of Arterial Highways
OCTA - Orange County Transportation Authority
CCI - Construction Cost Index



This Page Intentionally Left Blank



TABLE 1-2
Eligibility Element Comparison Continued

	Existing Measure M Guidelines	Renewed Measure M Guidelines
Time Limits for Use of Revenues	<ul style="list-style-type: none"> Agree to expend all net tax revenues received through Measure M within three years of receipt 	<ul style="list-style-type: none"> Net Revenues shall be expended or encumbered within three years. An extension may be granted with five year limit
		<ul style="list-style-type: none"> Net Revenues for RCP and/or Regional Traffic Signal Synchronization must be encumbered by end of fiscal year programmed
		<ul style="list-style-type: none"> Requests for extension may be granted for up to 24 months. OCTA may grant one or more extensions
	<ul style="list-style-type: none"> Failure to expend funds in timely manner will make jurisdiction ineligible to receive additional funds until reinstated 	<ul style="list-style-type: none"> Expired funds, and related revenues must be returned to the Authority for use in same source program.
Maintenance of Effort (MOE)	<ul style="list-style-type: none"> Benchmark based upon average FY1985/86 through 1989/90 	<ul style="list-style-type: none"> Must meet or exceed MOE local discretionary funds pursuant to current Ordinance No. 2 for FY 2010-2011
	<ul style="list-style-type: none"> Annual certification that MOE has been satisfied 	<ul style="list-style-type: none"> Annual certification that MOE requirement have been satisfied
		<ul style="list-style-type: none"> Adjust benchmark in 2014 and every three years thereafter based upon CCI for preceding three-years
Land Use and Planning Strategies	<ul style="list-style-type: none"> Planning standards for fire, police, library, flood control, parks and open space, and other services and public facilities (GMP) 	<ul style="list-style-type: none"> CCI adjustment cannot exceed growth rate in General Fund revenues during update period
		<ul style="list-style-type: none"> Consider in Jurisdiction's General Plan, land use planning strategies that accommodate transit and non-motorized transportation
Certification of Funds	<ul style="list-style-type: none"> Certify Measure M has not supplanted existing or developer funds 	<ul style="list-style-type: none"> Certification that no Measure M funds have been used to supplant existing commitments or any developer funding which has been or will be committed for any transportation projects.
Development phasing and monitoring program	<ul style="list-style-type: none"> Development phasing and monitoring program 	<ul style="list-style-type: none"> Not Required
Traffic LOS Standards	<ul style="list-style-type: none"> Summarize Traffic level of service standards 	<ul style="list-style-type: none"> Included in CMP
		<ul style="list-style-type: none"> May be included in the Regional Traffic Signal Synchronization Plan
Balanced housing options and job opportunities	<ul style="list-style-type: none"> Balanced housing options and job opportunities 	<ul style="list-style-type: none"> Not Required
Transportation demand management ordinance	<ul style="list-style-type: none"> Adoption of a transportation demand management ordinance 	<ul style="list-style-type: none"> Included in CMP

Key

No impact

Consistent with Prior Program

Substantial Changes



This Page Intentionally Left Blank

1.4 Compliance Components

Eligibility determinations are made on an annual basis based upon satisfactory submittal of specific elements outlined in Ordinance No. 3. Some components are required on an annual basis while others are satisfied on a periodic basis.

A summary of each eligibility component is presented below. The Authority and/or its representatives perform an administrative review of the data to determine eligibility for Renewed Measure M funds.

These components are segregated in Chapter 2 and Chapter 3 as Policy, Administrative, and Financial in nature. Policy items require periodic updates through Council action or City compliance. Financial items are items which require a set schedule of financial data reporting. Administrative items are the items which require day-to-day implementation and on-going planning.

1. Congestion Management Program (Policy)

Orange County's Congestion Management Program (CMP) is a countywide program established in 1992 to support regional mobility and air quality objectives through the effective use of transportation funds, coordinated land use, and development planning practices. Required elements of the County's CMP include traffic level of service (LOS) standards, performance measures, travel demand assessment methods and strategies, land use analysis programs, and Capital Improvement Programs.

2. Mitigation Fee Program (Policy)

Locally established fee program which collects mitigation fees used to mitigate effects of new development on transportation infrastructure. Appropriate mitigation measures, including payment of fees, construction of improvements, or any combination thereof, will be determined through an established and documented process by each jurisdiction.

3. Circulation Element (Policy)

An element of an eligible jurisdiction's General Plan depicting planned roadways and related policies consistent with the MPAH, including designated traffic signal synchronization street routes.

4. Capital Improvement Program (Financial)

A Capital Improvement Program (CIP) is a multi-year plan which identifies funding for the implementation of capital improvement projects or programs. Improvement and programs identified in the CIP are those which are identified in the jurisdiction's CMP and will improve air quality and increase capacity to the transportation system.



5. Traffic Forums (Administrative)

Traffic forums are annual working group sessions which include the Authority and eligible jurisdictions and provide a venue for discussion regarding the traffic signal synchronization and traffic circulation between participating jurisdictions.

6. Local Traffic Synchronization (Policy)

The Local Traffic Synchronization Plan is a local program consistent with the Traffic Signal Synchronization Master Plan (TSSMP) which provides a three-year plan identifying traffic signal synchronization, street routes and traffic signals to be improved in eligible jurisdictions. The plan will outline the costs associated with the identified improvements, funding and phasing of capital, and the operations and maintenance of the street routes and traffic signals. Inter-jurisdictional planning of traffic signal synchronization is also a component of the local plan.

7. Pavement Management Plan (Policy)

A Pavement Management Plan (PMP) is a plan to manage the preservation, rehabilitation, and maintenance of paved roads by analyzing pavement life cycles, assessing overall system performance costs, and determining alternative strategies and costs necessary to improve paved roads. Eligible jurisdictions must adopt and update their PMP's biennially. MicroPaver or an approved equivalent software management tool will be used for countywide consistency.

8. Expenditure Report (Financial)

The expenditure report is a detailed financial report submitted by each jurisdiction used to track financial activity as it relates to Renewed Measure M and other improvement funds. The report will account for receipt, interest earned, and use of Measure M and other funds as outlined in Ordinance No. 3. This report is used to validate eligible use of funds and must be submitted within six months of the end of jurisdiction's fiscal year.

9. Project Final Report (Financial)

A project final report is to be completed following the completion of a facility for which Measure M funds were used. The final report will describe the improvements that were performed, the construction schedule for the improvements, and the financial status as a result of these improvements.

10. Timely Expenditure of Funds (Policy)

The timely expenditure of funds is a policy which must be adopted by each jurisdiction to ensure all funds received from net revenues are expended and accounted for within an appropriate amount of time as decided by the Authority.

11. Maintenance of Effort Certification (Financial)

The Maintenance of Effort (MOE) Certification is a financial document which provides annual certification of Maintenance, Construction and Administrative/Other expenditures and how they compare to the annual MOE Benchmark Requirements for the fiscal year. This form is submitted to the Authority as part of the annual eligibility process.



12. No Supplanting of Developer Commitments (Policy)

Eligible jurisdictions must ensure Measure M monies do not supplant existing or future developer funding committed for any transportation project. Development must be required to continue paying their fair share for new transportation improvements that are necessary because of the new traffic their projects create.

13. Transit/Non-motorized Transportation in General Plan (Policy)

Jurisdictions must outline strategies within the jurisdiction's General Plan to incorporate transit projects, as well as non-motorized transportation plan and programs.

1.5 Taxpayers Oversight Committee

Renewed Measure M established a Taxpayers Oversight Committee (TOC). The TOC is an independent citizens' committee established for the purpose of overseeing compliance with the Ordinance and ensuring safeguards are in place to protect the integrity of the overall program. TOC responsibilities include:

- Approval of any amendment to the Renewed Measure M proposed by the Authority which changes the funding categories, programs or discrete projects identified for improvements in the Funding Plan
- Review of select documentation establishing eligibility by a jurisdiction including a jurisdiction's Congestion Management Plan, Mitigation Fee Program, Expenditure Report, Local Traffic Signal Synchronization Plan, and Pavement Management Plan
- Verification that the Authority is proceeding in accordance with the Renewed Measure M Plan and is meeting the performance standards outlined in the Renewed Measure M Ordinance

1.6 Non-Compliance Consequences

Renewed Measure M follows a legacy of successful public funding investment in transportation throughout Orange County. The eligibility process includes a review of required compliance components to ensure that programs and funding guidelines are met as defined by Ordinance No. 3. Article XIX of the California Constitution provides guidance regarding the use of tax revenues for transportation purposes and provides a useful definition of eligible transportation planning/implementation activities.

OCTA routinely conducts an audit of local jurisdiction annual eligibility materials and financial records. Full cooperation is expected in order to complete the process in a timely manner.



A finding of non-compliance may be made if either of the following conditions exists:

- Use of Renewed Measure M funding for non-transportation activities
- Failure to meet eligibility requirements

If a determination is made that a local jurisdiction has used Renewed Measure M funds for non-transportation purposes, misspent funds must be fully repaid and the jurisdiction will be deemed ineligible to receive Net Revenues for a period of five (5) years. A finding of ineligibility is determined by the OCTA Board of Directors and is typically applied for deliberate actions rather than administrative errors.

Failure to adhere to eligibility compliance components may result in suspension of funds until such time as satisfactory compliance is achieved. The Authority, in consultation with the Taxpayers Oversight Committee, will determine if a redistribution of deferred funding is warranted.

1.7 Appeals Process

Eligibility review and determination is a multi-step process which relies upon an objective review of information by the Technical Advisory Committee, Taxpayers Oversight Committee with final determination made by the OCTA Board of Directors. An appeal of findings may be filed with the Board of Directors for re-consideration.



CHAPTER 2 - GUIDANCE

The annual eligibility process relies upon a variety of reporting methods to verify local jurisdiction compliance. Most methods leverage tools routinely used in the public planning process while others require certification forms or specialized reports. Templates, forms, and report formats are described in this chapter and included as appendices to the eligibility manual. The requirements presented in this section have been segregated into three separate categories based upon purpose and process. The table below summarizes certification frequency and documentation requirements.

Compliance category	Frequency	Documentation
<i>Policy Items</i>		
Congestion Management Program	Odd numbered year (2011, 2013, etc.)	Checklist item, CIP
Mitigation Fee Program	Annually (June 30 th)	Checklist item, copy of program
MPAH Consistency (Circulation Element)	Annually (June 30 th)	Resolution and Exhibit
Timely Expenditure of Funds	Annually (June 30 th)	Checklist, Master agreement
No Supplanting Existing Commitments	Annually (June 30 th)	Checklist item
Transit/Non-motorized Transportation in General Plan	Annually (June 30 th)	Checklist item, GP excerpt for updates
<i>Administrative Items</i>		
Traffic Forums	Annually (June 30 th)	Checklist item
Local Traffic Synchronization Plan	Every three years	Copy of plan
<i>Financial Items</i>		
Capital Improvement Program	Annually (June 30 th)	Electronic, hardcopy
Pavement Management Plan	Every two years	Certification form, report
Expenditure Report	Annually (December 31 st)	Report six months after end of fiscal year
Project Final Report	Within 6 months of project completion	Report
Maintenance of Effort	Annually (June 30 th)	Certification form, budget excerpt

2.1 Policy Items

Congestion Management Program

With the passage of Proposition 111 Gas Tax increase in June 1990, responsible urbanized areas of California were required to adopt a Congestion Management Plan (CMP). OCTA was designated as the County's Congestion Management Agency (CMA), and as such, is responsible for the development, monitoring, and biennial updating of Orange County's CMP.

The goals of Orange County's CMP are to support regional mobility and air quality objectives by reducing traffic congestion; provide a mechanism for coordinating land use and development decisions that support the regional economy; and determine gas tax eligibility.



Each jurisdiction must comply with the following conditions and requirements of the Orange County Congestion Management Program (CMP) pursuant to the provisions of the Government Code Section 65089 to be considered eligible for both gas tax revenues and Renewed Measure M funding:

- Level of Service – Highways and roadways designated by OCTA must operate at an established level of service (LOS) of no less than LOS “E” (unless the LOS from the baseline CMP dataset was lower)
- Travel Demand – Jurisdictions must promote alternative transportation methods to improve balance between jobs and housing, and other strategies. Methods and strategies may include, but are not limited to, carpools, transit, bicycles, and park-and-ride lots, flexible work hours, telecommuting, parking management programs, and parking cash-out programs. This is accomplished through the development and adoption of a Transportation Demand Management ordinance by each jurisdiction
- Land Use Analysis – Analyze the impacts of land use decisions on the transportation system, using the previously described performance measure. The analysis must also include the cost estimate associated with mitigating those impacts
- Modeling and Data Consistency – In association with Southern California Association of Governments (SCAG) and local governments, OCTA will develop a uniform database on traffic impact for use in a countywide transportation computer model
- Adoption of a Transportation Demand Management (TDM) Ordinance consistent with Rule 2202 of the South Coast Air Quality Management District (SCAQMD)
- Capital Improvement Program (CIP) – Use performance measure to determine effective projects that mitigate impacts identified in the land use analysis program through an adopted six-year CIP

Verification Method

The CMP checklist, as shown in Appendix C, must be completed every odd numbered year (2011, 2013, 2015, etc.) to demonstrate compliance with CMP requirements. If a deficient intersection is identified, the jurisdiction must include a project in their CIP to address the issue or develop a deficiency plan.

Mitigation Fee Program

Each eligible jurisdiction must assess traffic impacts of new development and require new development to pay a fair share of necessary transportation improvements



attributable to the new development. To insure eligibility, each jurisdiction must have a clearly defined mitigation program.

Verification Method

The initial Renewed Measure M eligibility submittal should include a copy of nexus study improvement list, current fee schedule, and adopted ordinance. Where mitigation measures, including fair share contributions and construction of direct impact improvements are used in lieu of AB1600 Nexus Study fee programs, each jurisdiction should provide a Council-approved policy outlining steps for determining and assessing mitigation measures. For each following annual eligibility submittal, jurisdictions must include only a copy of their current mitigation impact fee schedule. At such time that a jurisdiction updates their mitigation program and/or nexus study, they must submit their updated program and revised fee schedule or process methodology for the following review cycle.

Circulation Element

Each jurisdiction must adopt and maintain a Circulation Element within their adopted General Plan depicting planned roadways and related policies within the City limits. The Circulation Elements must also be consistent with the MPAH, including designated traffic signal synchronization street routes.

Verification Method

To establish eligibility for Renewed Measure M, each jurisdiction must document within the agency submittal checklist (Appendix D) that it confirms its Circulation Element is consistent with the MPAH, including designated traffic signal synchronization street routes. For the FY 2010-11 eligibility cycle, jurisdictions which have not updated their Circulation Element to include traffic signal synchronization street routes by June 30, 2010, may be found conditionally eligible provided that they submit a conforming Circulation Element by April 1, 2011 (start date for Renewed Measure M). Each jurisdiction also must submit a copy of their most current Circulation Element with each eligibility review cycle. In addition, the MPAH Resolution identified in Appendix E must be adopted by the legislative body and submitted on a biennial basis.

Timely Expenditure of Funds

Certify that the receipt and use of all Measure M funds received will adhere to the time limits for use as outlined in the ordinance.

Competitive Programs

- Agree that Net Revenues for Regional Capacity Program (RCP) projects and/or Regional Traffic Signal Synchronization Program projects shall be expended or encumbered by end of fiscal year for which Net Revenues are programmed
- Requests for extension may be granted for up to 24 months
- OCTA may grant one extension up to 24 months

Local Fair Share

- Net Revenues received by local agency through the local fair share program shall be expended or encumbered within three years. An extension may be granted but is limited to a total of five years
- Expired funds and related revenues must be returned to the Authority. These funds shall be returned for redistribution within the same source program
- Use of Local Fair Share revenues for bonding (including debt service) shall be limited to 25% of the jurisdiction's annual Local Fair Share revenues as defined in Article 19 Motor Vehicle Revenues, Section 5 of the California Constitution

Interest Derived from Net Revenues

- Account for interest from competitive funding program and Local Fair Share proceeds in separate account
- Expend local Renewed Measure M interest proceeds on transportation activities consistent with Local Fair Share eligible activities
- Expend interest revenues within 3 years of receipt
- Interest may be accumulated for substantive project where necessary, with prior OCTA approval, provided account balance does not exceed aggregate local fair share payments received in preceding three (3) years of reporting period
- All interest accumulated at the conclusion of Renewed Measure M is to be expended within three years of program sunset date (2041)

Verification Method

To establish eligibility for Renewed Measure M, each jurisdiction must document within the agency submittal checklist (Appendix D) confirmation that the jurisdiction observed the timely use of net revenues as outlined in the ordinance. Net Revenue and Interest balances are reported on the annual Expenditure Report.

No Supplanting of Developer Commitments

Renewed Measure M funding shall not be used to supplant existing or future development funding commitments for transportation projects. Development must be required to continue paying their fair share for new transportation improvements that are necessary because of the new traffic their projects create.

- Development must continue to pay their fair share for needed infrastructure improvements and transportation projects
- Net revenues must not supplant development funding or contributions which have been previously committed to transportation projects through payment of fees in a defined program, fair share contribution, community facilities district (CFD) financing, or other dedicated contribution to a specific transportation improvement
- Standard checklist item



Verification Method

To establish eligibility for Renewed Measure M, each jurisdiction must document within the agency submittal checklist (Appendix D) that there has been no supplanting of developer commitments for transportation projects as outlined in the ordinance.

Consider, as part of the Eligible Jurisdiction’s General Plan, land use planning strategies that accommodate transit and non-motorized transportation

Multi-modal options are vital to a comprehensive transportation network. General plans must include policies and language that demonstrate a thoughtful approach toward land use planning that encourages and facilitates mobility options.

Verification Method

To establish eligibility for Renewed Measure M, each jurisdiction must document within the agency submittal checklist (Appendix D) that it includes, as part of its General Plan, land use planning strategies that accommodate transit and non-motorized transportation. For the initial submittal cycle, a copy of the jurisdiction’s General Plan must also be provided. Clear compliance must be demonstrated. For the FY 2010-11 eligibility cycle, jurisdictions which have not adequately addressed this requirement by June 30, 2010, may be found conditionally eligible provided that they submit a conforming General Plan reference by April 1, 2011 (start date for Renewed Measure M).

2.2 Administrative Items

Traffic Forums

Each jurisdiction must participate in Traffic Forums on an annual basis to ensure eligibility. Traffic forums, as defined in the Ordinance, can be described as a group of eligible jurisdictions working together to facilitate the planning of traffic signal synchronization among the respective jurisdictions. The forum will include an Executive Committee and a technical/policy committee.

Forum will be established through cooperative agreement between each jurisdiction, Caltrans, and OCTA with the participation of the County of Orange and the Orange County Division of League of Cities. The Forum(s) will provide a group setting for cities to participate in the planning of traffic signal synchronization programs and projects as well as to discuss regional traffic routes, traffic patterns, and inter-jurisdictional coordination efforts.

Verification Method

To establish eligibility for Renewed Measure M, each jurisdiction must document within the agency submittal checklist (Appendix D) evidence of its annual participation in traffic forums.



Local Traffic Signal Synchronization Plan

Each jurisdiction will be required to adopt and maintain a Local Traffic Signal Synchronization Plan consistent with specific requirements in Ordinance No. 3. Each City's Traffic Signal Synchronization Plan will identify traffic signal synchronization street routes and traffic signals and how they may be synchronized with traffic signals on the street routes of adjoining jurisdictions. Each plan will include a three-year plan showing cost, available funding and phasing of capital, operations and maintenance (performance report is an element of the competitive funding program).

A local match reduction of ten percent (10%) of eligible Regional Capacity Program application cost will be permitted if the jurisdiction's implements, maintains and operates a local plan consistent with the regional plan.

Verification Method

To establish eligibility, cities must ensure that their local plan is conformance with the Traffic Signal Synchronization Master Plan (TSSMP). Local plans may exceed the regional plan where appropriate. A copy of the plan, if other than the TSSMP, must be submitted every three years beginning in June 2010. For the FY 2010-11 eligibility cycle, jurisdictions which have not adequately addressed this requirement by June 30, 2010, may be found conditionally eligible provided that they submit a conforming Plan by April 1, 2011 (start date for Renewed Measure M). Subsequent submittals must include a copy of the performance audit. A Council resolution attesting to the adoption, implementation and ongoing use of the plan will be required.

2.3 Financial Items

Capital Improvement Program

The Renewed Measure M Ordinance specifies that each jurisdiction a Capital Improvement Program (CIP). For purposes of eligibility, annual seven-year CIP updates are required to enable timely review of eligible use of funds. The CIP shall include all capital transportation projects, including but not limited to, projects funded by Net Revenues and shall include transportation projects required to demonstrate compliance with signal synchronization and pavement management requirements. If Renewed Measure M funds are needed for a project not reflected on the current CIP, an amended CIP should be adopted with contract award. The revised CIP should be submitted to OCTA in hard copy form.

Each eligible jurisdiction must include in their CIP projects which are needed to meet and maintain the adopted Traffic Level of Service and Performance Standards. It shall also include all projects proposed to receive Measure M funding. Cities are encouraged, but not required, to include all projects regardless of Measure M funding participation.



Verification Method

To establish eligibility, each jurisdiction must submit an electronic and hard copy of its CIP. A Smart CIP has been developed and is supplied in database format. Below is a brief description of information necessary to complete the Smart CIP.

- *Agency* – Name of the jurisdiction preparing the CIP
- *Type of Work* – Brief description of the nature of the work (i.e., traffic signals, road maintenance, road widening, etc.)
- *Project Name* – Name of the project as worded on the CTFP project application (if applicable)
- *Project Limits/Location* – Geographic project limits
- *Type of Work Description* – Additional description expanding upon the Type of Work
- *Description* – More detailed description of the project. Required if project is “other”
- *Funding Source* – Source of funding for the project. Local matching funds should also be indicated under this column, (i.e. 70 percent M2 Capital and 30 percent local). Must add up to 100 percent
- *Explain Other/Unfunded* – Explain funding source not listed in the drop down selection
- *Project Phase* – Phase of project development, beginning with **E**-planning (environmental, engineering), **R**-right of way, and **C**-construction
- *Escalation* – Costs for right of way and construction phases will be escalated at a rate equal to the annual State Department of Finance Construction Cost Index. The escalation rates are cumulative and are capitalized into the project cost
- *Estimated Cost* – Estimated current costs for the three project phases. The cost for each phase should be indicated under the fiscal year in which the phase will be implemented. Escalated costs are calculated automatically

Verification Method

The Authority provides an electronic database called the Smart CIP used countywide for reporting Council-approved CIP information. The Smart CIP includes all projects submitted in the previous eligibility cycle. New projects should be added to the database and old projects should be removed. In addition, the funding schedule,



source, and cost data for ongoing projects should be reviewed and updated for accuracy.

Pavement Management Plan

Each jurisdiction must adopt and update biennially a Pavement Management Plan (PMP) consistent with the specific requirements outlined in Ordinance No. 3, and issue, using a common format approved by the Authority, a report every two years regarding status of road pavement conditions and implementation of the PMP including the following elements:

- Current status of pavement roads
- A six-year plan for road maintenance and rehabilitation, including projects and funding
- Projected pavement conditions resulting from improvements
- Alternative strategies and costs necessary to improve road pavement conditions

The Regional Capacity Program (RCP) identified in Renewed Measure as Project O includes an incentive for successful PMP implementation. A local match reduction of ten percent (10%) of eligible competitive program application cost will be permitted if the jurisdiction meets either of the following criteria:

- Has measurable improvement of paved road conditions during the previous reporting period as determined through the countywide pavement management rating standards, or
- Has road pavement conditions during the previous reporting period which are within the highest twenty percent (20%) of the pavement condition index used by the regional program.

Verification Method

To establish eligibility, each jurisdiction must complete and submit a copy of the Local Pavement Management Plan Certification to OCTA during the eligibility review cycle every two years. A copy of the Pavement Management Plan Certification is included as Appendix F. The jurisdiction must also provide OCTA with a brief overview of their PMP highlighting different issues that have developed between review cycles and provide additional information regarding the projects funded through the program. MicroPaver or an approved equivalent software management tool will be used for countywide consistency.



Expenditure Report

Each jurisdiction must adopt an annual Expenditure Report to account for Measure M funds, developer/traffic impact fees, and funds expended by the jurisdiction that satisfy the Maintenance of Effort requirements.

- Report required within six months of jurisdiction's end of fiscal year
- Report to include all Net Revenue, fund balances, and interest earned
- Expenditures shall be identified by activity type (capital, operations, administration, etc.) and funding source for each program/project

Verification Method

The expenditure report signed by the City Finance Director will be prepared in a format determined in consultation with the Authority Internal Audit department. The report may replicate existing financial templates used by the jurisdiction for public reporting purposes. A sample template is provided as Appendix G.

Project Final Report

Each jurisdiction must provide Authority with a Project Final Report within six months following completion of a capital project funded with Net Revenues. Final report formats follow the template used by the Comprehensive Transportation Programs (CTP).

Verification Method

To establish eligibility, a jurisdiction must submit a copy of the CTP Project Final Report for each capital project utilizing Net Revenues, which is included as Appendix H. Each Final Report must be individually submitted to OCTA within six months of the completion of a project funded by Net Revenues, regardless of the eligibility review cycle. For the purposes of reporting non-project work (maintenance, repair, and other non-project related costs) funded by Renewed M local fair share funds, the annual Expenditure Report shall satisfy reporting requirements. If local fair share funds are used for projects, the local agency shall also include a list of those funds and/or other Renewed Measure M funds in the Project Final Report.

Maintenance of Effort

Each jurisdiction must provide annual certification to Authority that the Maintenance of Effort (MOE) requirements of Section 6 of Ordinance No. 3 have been satisfied.

- Net Revenues to supplement existing funds used for transportation improvements
- Must meet or exceed MOE local discretionary funds pursuant to current Ordinance No. 2 for FY 2010-2011
- Adjust benchmark in 2014 and every three years thereafter based upon Caltrans' Construction Cost Index (CCI) for preceding three-years



- CCI adjustment cannot exceed growth rate in General Fund revenues during update period

Verification Method

An MOE reporting form must be completed, signed by the jurisdiction's Finance Director and submitted on an annual basis. The form is included in this preparation manual as Appendix I. In addition, excerpts from the jurisdiction's budget showing referenced MOE expenditures and dedication of General Funds should be included in the submittal.



TABLE 2-1
Maintenance of Effort Benchmark
by Local Jurisdiction

Revised November 8, 2001

Jurisdiction	MOE Benchmark
Aliso Viejo	\$ 400,000
Anaheim	\$ 7,496,000
Brea	\$ 703,000
Buena Park	\$ 3,526,282
Costa Mesa	\$ 5,980,000
Cypress	\$ 2,670,215
Dana Point	\$ 942,000
Fountain Valley	\$ 1,149,000
Fullerton	\$ 3,083,000
Garden Grove	\$ 2,732,000
Huntington Beach	\$ 4,510,000
Irvine	\$ 5,112,000
La Habra	\$ 1,297,000
La Palma	\$ 156,000
Laguna Beach	\$ 1,358,000
Laguna Hills	\$ 268,106
Laguna Niguel	\$ 691,000
Laguna Woods	\$ 77,769
Lake Forest	\$ 140,000
Los Alamitos	\$ 136,000
Mission Viejo	\$ 2,150,000
Newport Beach	\$ 8,229,000
Orange	\$ 2,205,000
Placentia	\$ 546,000
Rancho Santa Margarita	\$ 350,000
San Clemente	\$ 951,000
San Juan Capistrano	\$ 353,000
Santa Ana	\$ 6,753,031
Seal Beach	\$ 505,000
Stanton	\$ 172,000
Tustin	\$ 1,119,535
Villa Park	\$ 263,000
Westminster	\$ 1,284,000
Yorba Linda	\$ 1,933,000
<i>Annual Total Orange County</i>	<i>\$ 69,240,938</i>

General Fund Discretionary Expenditures for Maintenance, Construction and other Categories



This Page Intentionally Left Blank

TABLE 2-2
Local Jurisdiction Periodic Component Submittal Schedule

	Updated PMP	CMP	MPAH Consistency	Project Reports	Local Signal Plan	
Aliso Viejo	June 2010	J	J	WITHIN 6 MONTHS OF PROJECT COMPLETION	C	
Anaheim	June 2011					Y
Brea	June 2011					
Buena Park	June 2010	U				
Costa Mesa	June 2010		U			
County of Orange	June 2010				N	
Cypress	June 2011	N				
Dana Point	June 2011		E			
Fountain Valley	June 2010				E	
Fullerton	June 2010	E				
Garden Grove	June 2011		2			
Huntington Beach	June 2010				2	
Irvine	June 2011	0				
Laguna Beach	June 2010		0			
Laguna Hills	June 2010				0	
Laguna Niguel	June 2010	1				
Laguna Woods	June 2010		1			
Lake Forest	June 2011				0	
La Habra	June 2011	0				
La Palma	June 2010		1			
Los Alamitos	June 2011				1	
Mission Viejo	June 2010	0				
Newport Beach	June 2011		0			
Orange	June 2010				1	
Placentia	June 2010	1				
Rancho Santa	June 2010		0			
San Clemente	June 2011				0	
San Juan Capistrano	June 2011	0				
Santa Ana	June 2010		0			
Seal Beach	June 2010				0	
Stanton	June 2011	0				
Tustin	June 2011		0			
Villa Park	June 2010				0	
Westminster	June 2010	0				
Yorba Linda	June 2010		0			

This Page Intentionally Left Blank

CHAPTER 3 - SUBMITTAL PROCESS

3.1 Local Fair Share Program

The Local Fair Share Program is a formula-based allocation provided to eligible jurisdictions for use on allowable transportation planning and implementation activities. It is funded through an eighteen (18) percent allocation from Net Revenues and is distributed to eligible jurisdictions on a formula basis as determined by the following:

- Fifty (50) percent divided between eligible jurisdictions based upon the ratio of the jurisdiction's population to the County's total population, each from the previous calendar year
- Twenty-five (25) percent divided between eligible jurisdictions based upon the ratio of the jurisdiction's existing MPAH centerline miles to the total MPAH centerline miles within the County as determined annually by the Authority
- Twenty-five (25) percent divided between eligible jurisdictions based upon the ratio of the jurisdiction's total taxable sales to the total taxable sales for the County, each from the previous calendar year

Revenue projections are updated annually based upon a blended economic forecast developed by Chapman University, California State University (CSUF), and University of California, Los Angeles (UCLA). The resulting revenue estimates are used for programming of competitive funds and as a guide for local jurisdiction planning within the respective CIPs.

Local Fair Share revenue estimates for the current eligibility review cycle are included as Appendix J.

3.2 Submittal Documentation Summary

In addition to the Eligibility Checklist included as Appendix D, each jurisdiction must submit the following documentation for review during each eligibility review cycle (unless noted otherwise). These submittal requirements were discussed in greater detail in Chapter 2 of this manual.

Policy Items

- Congestion Management Program – The Congestion Management Plan is updated by the Authority every two years. The Renewed Measure M CIP should include CMP related improvements. In addition, a separate CMP checklist will be submitted (Appendix C).



- Mitigation Fee Program – Each jurisdiction must submit a copy of their mitigation fee nexus studies, impact fee schedule, process methodology (where applicable) and Board approved Ordinance or Resolution during the first cycles of Renewed Measure M. Updated fee schedules must be submitted on an annual basis along with updated nexus studies as necessary.
- Circulation Element – Each jurisdiction must document within the agency submittal checklist that their Circulation Element is consistent with the MPAH, including designated traffic signal synchronization street routes. Each jurisdiction must also submit a copy of their approved Circulation Element annually.
- Timely Use of Net Revenues – To establish eligibility, each jurisdiction must document within the agency submittal checklist their compliance with timely use of net revenues throughout the year.
- No Supplanting of Developer Commitments – Each jurisdiction must document within the agency submittal checklist there has been no supplanting of developer commitments for transportation projects as outlined in the Ordinance.
- Consider, as part of the Eligible Jurisdiction's General Plan, land use planning strategies that accommodate transit and non-motorized transportation - Each jurisdiction must document within the agency submittal checklist that land use planning strategies for the jurisdiction accommodate transit and non-motorized transportation.

Administrative Items

- Traffic Forums – Each jurisdiction must document within the agency submittal checklist their annual participation in the regional traffic forums.
- Local Traffic Synchronization Plan – A copy of the Local Traffic Signal Synchronization Plan, including status and performance results, shall be submitted every three (3) years beginning in Fiscal Year 2010/11.

Financial Items

- Capital Improvement Program – Each jurisdiction must submit an electronic and hard copy of the CIP.
- Pavement Management Program – Each jurisdiction must submit biennially a copy of the Pavement Management Program Certification form in addition to a brief overview providing additional information about the program.
- Expenditure Report – Each jurisdiction must submit an expenditure report providing a full accounting of Net Revenues balances and expenditures, developer/traffic impact fees, interest, and funds expended to satisfy MOE requirements.



- Project Final Report – To maintain eligibility, each jurisdiction must submit a project final report to OCTA for each individual capital project funded through Net Revenues within six (6) months of completion of the project.
- Maintenance of Effort – Each jurisdiction must complete the Maintenance of Effort Certification Form during each eligibility cycle and submit supporting budget documentation to substantiate planned relevant General Fund expenditures.

3.3 MOE Certification Process

Renewed Measure M funds may be used to supplement, not replace, existing local revenues being used for transportation improvements and programs. A local jurisdiction cannot redirect monies currently being used for transportation purposes to other uses and replace the redirected funds with Renewed Measure M revenues.

Each jurisdiction is required to maintain a minimum level of local streets and roads expenditures to conform to the MOE requirement. The minimum level of expenditures is based upon an average of General Fund expenditures for local street maintenance and construction over the period from Fiscal Year 1985-86 through Fiscal Year 1989-90. The expenditure information was obtained from the Orange County Transportation Commission's (OCTC) Annual Report data collection sheets.

The established benchmark is reported in constant dollars and is not adjusted for inflation. The MOE benchmark in Renewed Measure M, beginning April 2011, will be adjusted in 2014 and every three years thereafter as described in Chapter 2 and shown on Table 2-1. Annexation of land into an existing jurisdiction does not affect the MOE.

New Cities

Measure M requires the development of a method to apply the MOE to new cities without five years of streets and roads data, including cities incorporated during the thirty years the tax is in effect.

The approved method uses the following formula to calculate the MOE for new cities:

$$\begin{array}{lcl}
 \text{Total MOE benchmark for the county} & & \\
 \hline
 \text{Total county population} & = & \text{per capita expenditure} \\
 \\
 \text{Per capita expenditure x city population} & = & \text{MOE benchmark for the city}
 \end{array}$$



New cities unable to meet this requirement may use the appeals process to establish a benchmark number that more accurately reflects network needs. A phase-in period of two years has been established for new cities to achieve the approved MOE expenditure requirement.

Appeals Process

New cities may appeal the formula benchmark determination above where there is a dispute regarding the city population. The Authority shall use the most recent Census or figures provide from the State of California Department of Finance. Appeals will be submitted first to the Technical Advisory Committee and then to the OCTA Board of Directors for final determination.

Compliance

Each fiscal year, local jurisdictions must submit an MOE Reporting Form signed by the Finance Director stating they plan to spend the MOE benchmark on transportation improvements (Appendix I). Jurisdictions must also submit budget documents supporting these expenditures.

3.4 Master Plan of Arterial Highways

The Orange County Division of the League of California Cities endorsed a definition of, and a process for, determining consistency of each jurisdiction's Traffic Circulation Element with the MPAH. Through a cooperative process, OCTA, the City Engineers Association, the City Managers Association, and the County of Orange developed criteria for determining consistency with the MPAH.

MPAH Consistency Policies

- The agency's Circulation Element is to have a planned carrying capacity equivalent to the MPAH for all MPAH links within its jurisdiction. Planned carrying capacity is the number of through lanes on each arterial highway.
- Agencies will not be found inconsistent with the MPAH as a result of existing capacity limitations on arterials not yet constructed to the ultimate capacity shown on the MPAH.
- Every two years, each local agency must submit a resolution attesting that no unilateral reduction in lanes has been made on any MPAH arterial.
- The local agency will be ineligible to participate in Renewed Measure M programs if a roadway on the MPAH has been unilaterally removed from or downgraded on their Circulation Element and/or does not meet the capacity criteria. Eligibility will be reinstated upon completion of a cooperative study that resolves the



inconsistency. Additionally, the local agency can re-establish eligibility upon restoring its Circulation Element to its previous state of consistency.

- A local agency is inconsistent with the MPAH as of the date the governing body takes unilateral action reducing the number of existing and/or planned through lanes on an MPAH arterial built to its ultimate configuration to less than the ultimate capacity shown on the MPAH. "Unilateral action" means physical action such as striping, signing, physical restriction and/or programmatic change in the Circulation Element.
- A local agency may be permitted to reduce existing through lanes if prior to taking this action, it can demonstrate to the OCTA TAC that such action is temporary and can be justified for operational reasons. The local agency must enter into a binding agreement to restore capacity upon demand by OCTA. The OCTA TAC may recommend that the local agency remain eligible on a conditional basis. If it is found to be ineligible, it may regain eligibility upon physical restoration of the arterial to the original state that is consistent with the MPAH.
- The local agency must adopt a General Plan Circulation Element that does not preclude implementation of the MPAH.
- If a local agency requests a change to the MPAH and enters into a cooperative study to analyze the request, it may be considered conditionally consistent. No change shall be made to its Circulation Element until after the cooperative study is completed and agreement is reached on the proposed amendment.

Program Eligibility

To be eligible for Renewed Measure M funds, the local agency must adopt a General Plan Circulation Element that is consistent with the MPAH. Furthermore, they shall take no unilateral action to preclude implementation of the MPAH.

MPAH Consistency Review Procedures

On June 30th of every year, beginning in 2010, the local jurisdiction shall submit to the OCTA Manager of Planning and Programming the following:

- Resolution adopted by the governing body of the local jurisdiction (Appendix E);
- The Arterial Highway Mileage Change Report (Appendix K). Changes in actual (built) MPAH centerline miles since the previous MPAH Consistency Review are to be reported to the nearest 0.01 mile, excluding State highways. Data should be current as of April 30th of the reporting year. Table 3-1 lists the current MPAH centerline miles by jurisdiction. The base mileage for each jurisdiction is calculated from the current Thomas Brothers database for Orange County.



- A copy of the current Circulation Element showing all arterial highways and their individual arterial designations. Any proposed changes and/or requests for changes to the MPAH should also be included.

TABLE 3-1
Master Plan of Arterial Highways Centerline Miles

Jurisdiction	2007 City Maintained Centerline Miles	2007 State Arterial Highway Centerline Miles	Total 2007 Centerline Miles
Aliso Viejo	14.88	0	14.88
Anaheim	148.46	2.01	150.47
Brea	20.58	8.88	29.46
Buena Park	32.71	4.28	36.98
Costa Mesa	49.30	1.01	50.31
County of Orange	51.65	20.99	72.64
Cypress	24.83	0	24.83
Dana Point	15.72	4.44	20.16
Fountain Valley	35.32	0	35.32
Fullerton	62.22	1.36	63.58
Garden Grove	63.72	0.42	64.14
Huntington Beach	92.81	13.14	105.95
Irvine	131.51	1.57	133.07
La Habra	17.13	4.76	21.88
La Palma	7.20	0	7.20
Laguna Beach *	2.83	11.15	13.98
Laguna Hills	19.03	0	19.03
Laguna Niguel	35.90	0	35.90
Laguna Woods	6.11	0	6.11
Lake Forest	36.78	0	36.78
Los Alamitos	6.24	0	6.24
Mission Viejo	43.47	0	43.47
Newport Beach	48.50	6.75	55.25
Orange	85.24	0	85.24
Placentia	24.88	0.48	25.36
Rancho Santa Margarita	18.19	0	18.19
San Clemente	23.59	0	23.59
San Juan Capistrano	18.89	1.99	20.88
Santa Ana	100.01	0	100.01
Seal Beach	12.24	2.46	14.70
Stanton	9.65	2.80	12.45
Tustin	35.85	0	35.85
Villa Park	3.48	0	3.48
Westminster	35.84	2.55	38.39
Yorba Linda	28.80	1.85	30.65
TOTAL	1363.56	92.89	1456.42

* Laguna Beach credited with State Highway mileage by agreement of the TAC. Actual city maintained mileage = 2.71 miles



This Page Intentionally Left Blank



Re-establishing Program Eligibility

If a Circulation Element is found to be inconsistent with the MPAH and determined ineligible for Measure M funds, the local agency may re-establish eligibility by requesting to undertake a cooperative study with OCTA. The study will be designed to do the following:

- Ascertain the regional transportation system need
- Make provisions to meet those needs in the local jurisdiction's General Plan
- Re-establish consistency with the MPAH

Any changes to local jurisdiction's General Plan or the MPAH shall be mutually acceptable to the jurisdiction and OCTA. Until such a study has been completed and an agreement reached on the proposed amendment, the jurisdiction shall be ineligible to receive Measure M competitive funds.

3.5 For Additional Information

The OCTA Renewed Measure M Eligibility Guidelines Manual has been developed to assist jurisdictions located throughout Orange County understand and continue to implement all eligibility requirements to receive Renewed Measure M funding. This manual provides general summary information regarding all eligibility requirements as well as a comprehensive summary of all responsibilities and actions for which a local jurisdiction must follow to continue their eligibility.

Please contact the following OCTA staff when seeking additional information or clarification regarding any of the Renewed Measure M eligibility guidelines:

Monica Salazar
Transportation Analyst
(714) 560-5905
mgiron@octa.net



This Page Intentionally Left Blank



Appendix A

Orange County Local Transportation Authority
Ordinance No. 3
July 24, 2006

Available upon request from the
Clerk of the Board Office

APPENDIX B

ELIGIBILITY FOR NEW CITIES

This Page Intentionally Left Blank

Eligibility for New Cities

Eligibility for Fair Share Funds - New Cities

At the time of incorporation, a new city may adopt current practices previously established by the County of Orange which have already established eligibility under the current Measure M. As new cities mature, they will adopt their own general plan and growth strategies. To provide for this transition period, the OCTA Board of Directors has previously adopted the following new city eligibility process for Fair Share funds:

- A new city may, at its discretion, adopt the approved PMP of the predecessor governing body as its own, providing these policies are fully enforced
- Prior to incorporation, the proposed new city must work with OCTA and the Local Agency Formation Commission (LAFCO) to identify the variables used in the Measure M Fair Share funds calculation (population, taxable sales, and MPAH mileage). Preliminary data must be identified prior to the date of incorporation
- The new city will begin accruing Measure M Fair Share funds as of the date of incorporation
- The OCTA will reserve the accrued funds for the new city, pending the determination of eligibility by the OCTA Board within one year of the date of incorporation
- In order for the new city to receive the reserved accrued funds, OCTA must receive all necessary elements of the Measure M eligibility package, complete the necessary review and approval of the package, and the OCTA Board determine the new city eligible to receive Measure M funds within one year of the date of incorporation. OCTA recommends the city submit its eligibility package within six months of incorporation to allow sufficient time for OCTA review and approval processes
- Upon determination of eligibility by the OCTA Board within one year of incorporation, the new city will receive its first Fair Share payment including the reserved accrued funds, on the first regular payment cycle following the eligibility determination
- The first fair share payment will be adjusted to reflect final Fair Share calculation (population, taxable sales, and MPAH miles) as determined through the new city eligibility process
- In the event a new city is determined to be ineligible to receive Fair Share funds by the OCTA Board, the reserved accrued funds and interest on the funds, shall

be distributed to the eligible jurisdictions on a pro-rata basis, until such time that the new city attains eligibility

- Such new city will begin to accrue funds as of the first day of the first regular accrual period following its determination of eligibility by the OCTA Board and receive its first Fair Share payment on the corresponding regular payment cycle

Eligibility for Competitive Funds-New Cities

In addition to the new city eligibility process for Fair Share funds, the OCTA Board has adopted the following process for eligibility for competitive funds:

- A new city may apply for competitive funding upon the date of incorporation, however, may not be awarded competitive funding until the new city has been determined eligible to receive Fair Share funds by OCTA Board, as described above
- A new city must include an adopted PMP that is consistent with countywide pavement condition assessment standards (Arterial Highway Rehabilitation Program), a General Plan Circulation Element consistent with the MPAH, and a City Council resolution attesting that no unilateral reduction in lanes have been made on any MPAH arterials in its Measure M eligibility package for review and approval by the OCTA Board
- Applications for competitive funding by new cities will be considered until such time in the process of the competitive funding program that projects are ranked for award. If the new city has not been determined eligible by the OCTA Board by the time projects are ranked for award, any application by the new city for competitive funding will be withdrawn from further consideration. OCTA staff will work with the new city to revise the schedule specific to its time of incorporation in relation to the current competitive funding program process

APPENDIX C

CMP CHECKLIST

This Page Intentionally Left Blank

<p align="center">CMP MONITORING CHECKLIST CAPITAL IMPROVEMENT PROGRAM</p>

Responsibility: Cities, County, Caltrans, transit operators

2009 CMP CHECKLIST

		YES	NO
1.	Did you submit a seven-year Capital Improvement Program (CIP) to OCTA by June 30, 2009?	<input type="checkbox"/>	<input type="checkbox"/>
a.	Does it include projects that will maintain or improve the traffic LOS on the CMPHS or adjacent facilities which benefit the CMPHS?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Are maintenance, rehabilitation, and reconstruction projects excluded for CMP purposes?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Was the CIP Development Program, distributed with the Measure M eligibility package, used to prepare the CMP CIP?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Have projects included as part of a deficiency plan been identified as such in the CIP?	<input type="checkbox"/>	<input type="checkbox"/>

<p style="text-align: center;">CMP MONITORING CHECKLIST DEFICIENCY PLANS</p>

Responsibility: Cities, County

2009 CMP CHECKLIST

YES NO*

- | | | | |
|----|--|--|--------------------------|
| 1. | After adjustments, were any locations on the CMPHS identified as failing to meet the LOS standard through the data collection and calculation process? | <input type="checkbox"/> | <input type="checkbox"/> |
| a. | If so, which? | <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div> | |

NOTE: Only those agencies which answered question #1 affirmatively need to answer the remaining questions.

- | | | | |
|----|--|--------------------------|--------------------------|
| 2. | Will the deficiencies at these locations be corrected by improvements scheduled for completion during the next 18 months? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Has a deficiency plan or a schedule for preparing a deficiency plan been submitted to OCTA? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Does the deficiency plan fulfill the statutory requirements: | | |
| a. | include an analysis of the causes of the deficiency? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | include a list of improvements necessary to maintain minimum LOS standards on the CMPHS and the estimated costs of the improvements? | <input type="checkbox"/> | <input type="checkbox"/> |

		YES	NO*
c.	include a list of improvements, programs, or actions, and estimates of their costs, that will improve LOS on the CMPHS and improve air quality?	<input type="checkbox"/>	<input type="checkbox"/>
1)	do the improvements, programs, or actions meet the criteria established by SCAQMD (see the CMP Preparation Manual)?	<input type="checkbox"/>	<input type="checkbox"/>
d.	include an action plan and implementation schedule?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are the capital improvements identified in the deficiency plan programmed in your seven-year CMP CIP?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Does the deficiency plan include a monitoring program that will ensure its implementation?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Does the deficiency plan include a process to allow some level of development to proceed pending correction of the deficiency?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Has necessary inter-jurisdictional coordination occurred?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Please describe any innovative programs included in the deficiency plan:		

* Submitting jurisdiction is encouraged to provide a brief explanation of those questions answered "No."

CMP MONITORING CHECKLIST LAND USE COORDINATION

Responsibility: Cities, County

2009 CMP CHECKLIST

CMP Traffic Impact Analysis:

YES NO*

- | | | | |
|----|--|--------------------------|--------------------------|
| 1. | Have you changed the CMP traffic impact analysis (TIA) process you selected for the 2007 CMP? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | If you answered "Yes" to the above question, have you submitted documentation of the revised TIA approach and methodology used to OCTA? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Was your CMP TIA process applied to applicable development projects filed and approved by the local jurisdiction between July 1, 2007 and June 30, 2009? | <input type="checkbox"/> | <input type="checkbox"/> |
| a. | How many approved development projects were required to conduct a CMP TIA? | | |
| b. | Did the TIA process identify whether any CMPHS links/intersections would exceed their established LOS standard as a result of project related traffic? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | If so, which CMPHS links/intersections? | | |
| | _____ | | |
| | _____ | | |
| | _____ | | |
| d. | Which, if any, of these impacted CMPHS links/intersections are located outside the boundaries of your jurisdiction? | | |
| | _____ | | |
| | _____ | | |
| | _____ | | |

	YES	NO*
e. Did your agency participate in inter-jurisdictional discussions with other affected jurisdictions to develop a mitigation strategy for each impacted link/intersection?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did you use, or do you anticipate using, a local model for your traffic impact analysis on any projects initiated between July 1, 2007 and June 30, 2009?	<input type="checkbox"/>	<input type="checkbox"/>
5. If you answered "Yes" to the above question, did you follow the modeling consistency process outlined in Attachment 1?	<input type="checkbox"/>	<input type="checkbox"/>

* Submitting jurisdiction is encouraged to provide a brief explanation of those questions answered "No" (with the exception of questions 1 and 4).

CMP MONITORING CHECKLIST LEVEL OF SERVICE

Responsibility: Cities, County

2009 CMP CHECKLIST

	YES	NO*
1. In your jurisdiction, are all of the intersections on the CMPHS operating at LOS E (or the baseline level, if worse than E) or better?	<input type="checkbox"/>	<input type="checkbox"/>
a. If not, have the impacts of traffic which are categorically exempt under the CMP legislation (interregional travel, traffic generated by the provision of low and very low income housing, construction rehabilitation or maintenance of facilities that impact the system, freeway ramp metering, or traffic signal coordination) been factored out of the LOS traffic counts?	<input type="checkbox"/>	<input type="checkbox"/>
2. After adjustments have been included, which intersections, if any, are operating below LOS E (or the baseline level, if worse than E)?	<input type="checkbox"/>	<input type="checkbox"/>

3. Will the LOS at those intersections be improved by mitigation measures which will be implemented in the next 18 months or improvements programmed in the first year of any FY 2009/2010 funding program (i.e., local agency CIP, CMP CIP, Measure M CIP)?	<input type="checkbox"/>	<input type="checkbox"/>
a. If not, has a deficiency plan been developed for each intersection which will be operating below LOS E (or the baseline level, if worse than E)?	<input type="checkbox"/>	<input type="checkbox"/>

* Submitting jurisdiction is encouraged to provide a brief explanation of those questions answered "No."

<p style="text-align: center;">CMP MONITORING CHECKLIST TDM ORDINANCE</p>
--

Responsibility: Cities, County

2009 CMP CHECKLIST

YES NO

1. Have you made revisions to the TDM ordinance used to satisfy the TDM requirements of the last CMP reporting cycle (i.e. 2007)?

☐ ☐

- a. If so, please attach a copy of the revised ordinance and adopting resolution.

2. Have you applied your TDM ordinance to development projects?

☐ ☐

- a. If not, please provide a brief explanation.

APPENDIX D

ELIGIBILITY CHECKLIST

This Page Intentionally Left Blank

MEASURE M ELIGIBILITY CHECKLIST FOR FY 2010-11

Responsibility: Cities, County

FY 2010-11 MEASURE M CHECKLIST

YES NO

Capital Improvement Program

- | | | | |
|----|--|--------------------------|--------------------------|
| 1. | Did you submit your draft Measure M seven-year Capital Improvement Program (CIP) for FY 2010-11 through FY 2016-17 to OCTA by June 30, 2010? | <input type="checkbox"/> | <input type="checkbox"/> |
| a. | Did you utilize the required CIP development software? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | Have you indicated what percentage of funding will come from each source for each of the projects? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | Have you listed projects in current year (2010) dollars? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. | Did you include all projects that are partially, fully or potentially funded by Measure M? | <input type="checkbox"/> | <input type="checkbox"/> |
| e. | Have you established an estimated target date prior to August 13, 2010 for submitting your final, adopted Measure M seven-year CIP to OCTA? | <input type="checkbox"/> | <input type="checkbox"/> |

Maintenance of Effort

- | | | | |
|----|---|--------------------------|--------------------------|
| 2. | Did you submit your Maintenance of Effort certification and supporting budget documentation to OCTA by June 30, 2010? | <input type="checkbox"/> | <input type="checkbox"/> |
| a. | Did you use the Maintenance of Effort Reporting Form included in the GMP Preparation Manual for FY 2010-11? | <input type="checkbox"/> | <input type="checkbox"/> |

Pavement Management Program

- | | | | |
|----|---|--------------------------|--------------------------|
| 3. | Did you submit a Pavement Management Program (PMP) Update to OCTA in 2009? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | If you answered "no" to question #3, did you submit a PMP Update to OCTA for FY 2010-11 by June 30, 2010? | <input type="checkbox"/> | <input type="checkbox"/> |
| a. | Did you use the current PMP Certification form? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | Is the PMP consistent with the AHRP standards? | <input type="checkbox"/> | <input type="checkbox"/> |

Resolution of Master Plan of Arterial Highway (MPAH) Consistency

- | | | | |
|----|--|--------------------------|--------------------------|
| 5. | Did you submit a resolution demonstrating consistency with the MPAH in 2009? | <input type="checkbox"/> | <input type="checkbox"/> |
|----|--|--------------------------|--------------------------|

- a. If not, did you submit an MPAH consistency resolution to OCTA for FY 2010-11 by June 30, 2010?
6. Have you enclosed a figure representing your most current circulation element? ☐ ☐
7. Does your circulation element include designated traffic signal synchronization street routes? ☐ ☐

Mitigation Fee Program

8. Does your jurisdiction currently have a defined development impact mitigation fee program in place? ☐ ☐
- a. If you answered yes to #7, have you included a copy of your current impact fee schedule? ☐ ☐
 - b. If you answered yes to #7, have you provided OCTA with a copy of your mitigation fee nexus study? ☐ ☐

Time Limits For Use of Net Revenues

9. Has your jurisdiction observed the time limits for the use of net revenues over the last year per the requirements outlined in the ordinance? ☐ ☐

Supplanting of Developer's Commitments

10. Has your jurisdiction insured they have not supplanted developer commitments for transportation projects and funding with Measure M funds? ☐ ☐

Planning Strategies

11. Does your jurisdiction consider as part of its General Plan, land use planning strategies that accommodate transit and non-motorized transportation? ☐ ☐

Traffic Forums

12. Did representatives of your jurisdiction participate in the regional traffic forum(s)? ☐ ☐

Congestion Management Program

13. Has your jurisdiction completed the required CMP checklist? ☐ ☐

Submitted by:

Name (Print)	Signature	Title
Jurisdiction	Phone Number	Date

APPENDIX E

SAMPLE RESOLUTION FOR MPAH CONSISTENCY

[SAMPLE MPAH RESOLUTION]

A RESOLUTION OF THE CITY COUNCIL/BOARD OF SUPERVISORS OF THE CITY/COUNTY OF _____ CONCERNING THE STATUS OF THE CIRCULATION ELEMENT FOR THE CITY OF _____

WHEREAS, the City/County of _____ desired to maintain and improve the streets within its jurisdiction, including those arterials contained in the Master Plan of Arterial Highways (MPAH) and

WHEREAS, the City/County of _____ had endorsed a definition of and process for, determining consistency of the City's/County's Traffic Circulation Plan with the MPAH, and

WHEREAS, the City/County has adopted a General Plan Circulation Element which does not preclude implementation of the MPAH within its jurisdiction, and

WHEREAS, the City/County is required to adopt a resolution every year informing the Orange County Transportation Authority (OCTA) that the City/County's Circulation Element is in conformance with the MPAH and whether any changes to any arterial highways of said Circulation Element have been adopted by the City/County during Fiscal Years 20XX-XX and 20XX-XX, and

WHEREAS, the City/County is required to send every year to the OCTA all recommended changes to the City/County Circulation Element and the MPAH for the purposes of re-qualifying for participation in the Combined Transportation Funding Programs.

NOW, THEREFORE, BE IT RESOLVED that the City/County of _____, does hereby inform OCTA that:

- a) The arterial highway portion of the City/County Circulation Element of the City/County is in conformance with the MPAH.
- b) The City/County attests that no unilateral reduction in through lanes has been made on any MPAH arterials during the Fiscal Years 20XX-XX and 20XX-XX.
- c) The City/County has adopted a uniform setback ordinance providing for the preservation of rights-of-way consistent with the MPAH arterial highway classification.
- d) The City/County has adopted provisions for the limitation of access to arterial highways in order to protect the integrity of the system.

This Page Intentionally Left Blank

APPENDIX F

PAVEMENT MANAGEMENT PROGRAM (PMP) CERTIFICATION

Date_____

RENEWED MEASURE M
LOCAL PAVEMENT MANAGEMENT PLAN CERTIFICATION

The City/County of _____ certifies their Pavement Management Plan is in conformance with the criteria stated in the Orange County Local Transportation Authority Ordinance No. 3. This resolution requires that a Local Pavement Management Plan be in place and maintained to qualify for allocation of revenues generated from Measure M.

The system was developed by _____* and contains, at a minimum, the following elements:

- Inventory of MPAH and local routes reviewed and updated biennially. The last update of the inventory was completed _____, _____.
- Assessment of pavement condition for all routes in the system, updated biennially. The last review of pavement condition was completed _____, _____.
- Percentage of all sections of pavement needing:
Rehabilitation_____ Replacement_____
- Budget needs for rehabilitation or replacement of deficient sections of pavement for:
Current biennial period_____ Following biennial period_____
- The local Pavement Management Plan is consistent with countywide pavement condition assessment standards as described in the Arterial Highway Rehabilitation Program (AHRP).

* A copy of the Local Pavement Management Plan must be submitted with the certification statement.

A copy of this certification is being provided to the Orange County Transportation Authority.

Submitted by:

Local Jurisdiction

Name (Print)

Signed

Title

This Page Intentionally Left Blank

APPENDIX G

**SAMPLE EXPENDITURE REPORT
TEMPLATE**

EXPENDITURE REPORT TEMPLATE TO BE DEVELOPED

This Page Intentionally Left Blank

APPENDIX H

PROJECT FINAL REPORT TEMPLATE FOR “NET REVENUE” PROJECTS

*Project final report template to follow Regional Capacity
Program requirements*

This Page Intentionally Left Blank

APPENDIX I

MAINTENANCE OF EFFORT (MOE)
REPORTING FORM

*Funding sources include federal, state, redevelopment, and bond financing.

This Page Intentionally Left Blank

APPENDIX J

**LOCAL FAIR SHARE REVENUE
PROJECTIONS**

This Page Intentionally Left Blank

MEASURE M LOCAL FAIR SHARE PROGRAM*
FORECAST ESTIMATES FOR FY 2010-11 THRU FY 2015-16

Agency	FY 2010-11 (Apr. - Jun.) City Apportionment	FY 2011-12 City Apportionment	FY 2012-13 City Apportionment	FY 2013-14 City Apportionment	FY 2014-15 City Apportionment	FY 2015-16 City Apportionment	Total FY 2011 - FY 2016 City Apportionment
Aliso Viejo	\$ 106,280	\$ 435,087	\$ 458,217	\$ 483,119	\$ 507,706	\$ 532,319	\$ 2,522,728
Anaheim	990,857	4,056,355	4,271,993	4,504,162	4,733,391	4,962,854	23,519,612
Brea	157,734	645,729	680,056	717,015	753,506	790,034	3,744,075
Buena Park	237,000	970,226	1,021,804	1,077,336	1,132,164	1,187,049	5,625,578
Costa Mesa	417,216	1,707,992	1,798,790	1,896,549	1,993,069	2,089,688	9,903,304
Cypress	159,532	653,089	687,808	725,188	762,095	799,039	3,786,751
Dana Point	96,630	395,582	416,611	439,252	461,607	483,985	2,293,666
Fountain Valley	184,715	756,183	796,382	839,662	882,395	925,171	4,384,508
Fullerton	373,849	1,530,457	1,611,817	1,699,414	1,785,901	1,872,477	8,873,915
Garden Grove	434,066	1,776,973	1,871,438	1,973,144	2,073,563	2,174,084	10,303,268
Huntington Beach	554,176	2,268,679	2,389,283	2,519,133	2,647,338	2,775,675	13,154,284
Irvine	695,889	2,848,822	3,000,267	3,163,322	3,324,311	3,485,466	16,518,076
Laguna Beach	75,945	310,901	327,429	345,223	362,793	380,380	1,802,671
Laguna Hills	107,999	442,123	465,627	490,932	515,917	540,927	2,563,525
Laguna Niguel	199,972	818,643	862,163	909,019	955,281	1,001,591	4,746,668
Laguna Woods	41,154	168,476	177,433	187,075	196,596	206,127	976,861
La Habra	154,371	631,963	665,558	701,729	737,442	773,191	3,664,255
Lake Forest	228,995	937,455	987,291	1,040,947	1,093,923	1,146,954	5,435,565
La Palma	54,694	223,907	235,810	248,625	261,279	273,945	1,298,260
Los Alamitos	38,488	157,560	165,936	174,954	183,858	192,771	913,568
Mission Viejo	283,793	1,161,789	1,223,551	1,290,047	1,355,700	1,421,422	6,736,302
Newport Beach	301,416	1,233,931	1,299,527	1,370,152	1,439,883	1,509,685	7,154,593
Orange	471,327	1,929,513	2,032,087	2,142,525	2,251,563	2,360,714	11,187,730
Placentia	138,616	567,465	597,632	630,111	662,179	694,280	3,290,282
Rancho Santa Margarita	126,106	516,251	543,695	573,243	602,417	631,621	2,993,332
San Clemente	161,186	659,859	694,937	732,705	769,994	807,322	3,826,003
San Juan Capistrano	115,741	473,819	499,008	526,127	552,903	579,707	2,747,305
Santa Ana	849,674	3,478,382	3,663,295	3,862,383	4,058,950	4,255,718	20,168,403
Seal Beach	70,410	288,242	303,565	320,063	336,352	352,658	1,671,291
Stanton	88,682	363,047	382,347	403,126	423,642	444,179	2,105,023
Tustin	238,240	975,302	1,027,149	1,082,971	1,138,087	1,193,258	5,655,007
Villa Park	15,586	63,805	67,197	70,849	74,455	78,064	369,957
Westminster	259,666	1,063,016	1,119,527	1,180,370	1,240,442	1,300,575	6,163,596
Yorba Linda	169,314	693,137	729,984	769,657	808,826	848,036	4,018,955
County Unincorporated	508,175	2,080,358	2,190,951	2,310,022	2,427,585	2,545,269	12,062,361
Total County:	\$9,107,493	\$37,284,118	\$39,266,164	\$41,400,153	\$43,507,114	\$45,616,234	\$216,181,277

* - The Population, MPAH Mileage, and Taxable Sales Criteria used in the Turnback allocation model change annually. Also the Measure M Sales Tax Forecast is updated each year; therefore, these figures are very preliminary.

- Forecast from FY 2010-11 (Apr. - Jun.) through FY 2015-16 is a very preliminary estimate based on forecasted nominal revenues as of January 1, 2010.

APPENDIX K

**ARTERIAL HIGHWAY MILEAGE
CHANGE REPORT**

DRAFT – 12/23/09

This Page Intentionally Left Blank

APPENDIX L

ACRONYMS

Acronyms

AHRP	– Arterial Highway Rehabilitation Program
CEQA	– California Environmental Quality Act
CIP	– Capital Improvement Program
CMP	– Congestion Management Program
COC	– Citizen’s Oversight Committee
CTFP	– Combined Transportation Funding Program
GMA	– Growth Management Area
GME	– Growth Management Element
GMP	– Growth Management Program
LAFCO	– Local Agency Formation Commission
LOS	– Level of Service
LTA	– Local Transportation Authority
MOE	– Maintenance of Effort
MPAH	– Master Plan of Arterial Highways
OCCOG	– Orange County Council of Governments
TAC	– Technical Advisory Committee
TDM	– Traffic Demand Model
TOC	– Taxpayers Oversight Committee
TSC	– Technical Steering Committee
SCAQMD	– South Coast Air Quality Management District

DRAFT – 12/23/09




This Page Intentionally Left Blank

**Measure M and Measure M2
Eligibility Element Comparison
Per Enabling Ordinance**

ATTACHMENT B

Existing Measure M Guidelines		Measure M2 (M2) Guidelines
Growth Management Program (GMP)	• Adopt GMP	• NOT REQUIRED
	• Submit every five years	
Congestion Management Program (CMP)	• N/A	• Comply with Orange County's CMP
Capital Improvement Program (CIP)	• Seven-year CIP with annual renewal	• Seven-year CIP with biennial renewal
		• Includes all projects funded with M2 net revenues
Mitigation Fee Program	• Development Mitigation Monitoring Program	• Have a clearly defined Mitigation Fee Program
	• Component of GMP	
General Plan Circulation Element	• Circulation element consistent with the MPAH	• Circulation element consistent with the MPAH
		• Include traffic signal synchronization street routes consistent with the OCTA Signal Synchronization Master Plan
Traffic Forums	• Participate in inter-jurisdictional planning forms (GMA)	• Participate in forums to facilitate the planning of traffic signal synchronization programs and projects
		• Participate in forums to discuss regional traffic routes and traffic patterns, inter-jurisdictional efforts
Local Traffic Signal Synchronization Plan (TSSP)	• N/A	• Adopt and maintain a local TSSP
		• Conform to the Signal Synchronization Master Plan
		• Three-year plan showing cost, available funding and phasing of capital, operations, and maintenance
Pavement Management Plan (PMP)	• Adopt and fund a local PMP	• Adopt PMP using common format
	• Update biennially	• Six-year capital plan updated every two years
		• Report projected improvements resulting from program
Expenditure Report	• N/A	• Report required within six months of end of fiscal year (FY)
		• Report to include all net revenue, fund balances, and interest earned
		• Identify expenditures by type, program/project
Project Final Report	• Required under OCTA funding program procedures	• Final report for all projects funded with net revenues
		• Reports to be submitted within six months of completion

Key

-  No impact
-  Consistent with Prior Program
-  Substantial Changes

MPAH - Master Plan of Arterial Highways
OCTA - Orange County Transportation Authority
CCI - Construction Cost Index

**Measure M and Measure M2
Eligibility Element Comparison
Per Enabling Ordinance**

	Existing Measure M Guidelines	Measure M2 (M2) Guidelines
Time Limits for Use of Revenues	<ul style="list-style-type: none"> Agree to expend all net tax revenues received through Measure M within three years of receipt 	<ul style="list-style-type: none"> Net revenues shall be expended or encumbered within three years. An extension may be granted with five year limit
		<ul style="list-style-type: none"> Net revenues for M2 grants must be encumbered by end of fiscal year programmed
		<ul style="list-style-type: none"> Requests for extension may be granted for up to 24 months
	<ul style="list-style-type: none"> Failure to expend funds in timely manner will make jurisdiction ineligible to receive additional funds until reinstated 	<ul style="list-style-type: none"> Expired funds and related revenues must be returned to OCTA for use in same source program.
Maintenance of Effort (MOE)	<ul style="list-style-type: none"> Benchmark based upon average FY1985/86 through 1989/90 	<ul style="list-style-type: none"> Must meet or exceed MOE local discretionary funds pursuant to current Ordinance No. 2 for FY 2010-2011 and per Ordinance No. 3 starting April 1, 2011
	<ul style="list-style-type: none"> Annual certification that MOE has been satisfied 	<ul style="list-style-type: none"> Annual certification that MOE requirement have been satisfied
		<ul style="list-style-type: none"> Adjust benchmark in 2014 and every three years thereafter based upon CCI for preceding three-years
		<ul style="list-style-type: none"> CCI adjustment cannot exceed growth rate in general fund revenues during update period
Land Use and Planning Strategies	<ul style="list-style-type: none"> Planning standards for fire, police, library, flood control, parks and open space, and other services and public facilities (GMP) 	<ul style="list-style-type: none"> Consider in jurisdiction's general plan, land use planning strategies that accommodate transit and non-motorized transportation
Certification of Funds	<ul style="list-style-type: none"> Certify Measure M has not supplanted existing or developer funds 	<ul style="list-style-type: none"> Certification that no M2 funds have been used to supplant existing commitments or any developer funding which has been or will be committed for any transportation projects
Development Phasing and Monitoring Program	<ul style="list-style-type: none"> Development phasing and monitoring program 	N/A
Traffic Level of Service (LOS) Standards	<ul style="list-style-type: none"> Summarize traffic LOS standards 	<ul style="list-style-type: none"> Included in CMP
		<ul style="list-style-type: none"> May be included in the regional TSSP
Balanced Housing Options and Job Opportunities	<ul style="list-style-type: none"> Balanced housing options and job opportunities 	N/A
Transportation Demand Management (TDM) Ordinance	<ul style="list-style-type: none"> Adoption of a TDM Ordinance 	<ul style="list-style-type: none"> Included in CMP

Key

- No impact
- Consistent with Prior Program
- Substantial Changes

ORANGE COUNTY LOCAL TRANSPORTATION AUTHORITY

ORDINANCE NO. 3

JULY 24, 2006

Pages B-7 through B-10

Orange County Local Transportation Authority
550 South Main Street
P.O. Box 14184
Orange, CA 92863-1584
Tel: (714) 560-6282

1 III. REQUIREMENTS FOR ELIGIBLE JURISDICTIONS.

2 A. In order to be eligible to receive Net Revenues, a jurisdiction shall
3 satisfy and continue to satisfy the following requirements.

4 1. Congestion Management Program. Comply with the conditions
5 and requirements of the Orange County Congestion Management Program (CMP)
6 pursuant to the provisions of Government Code Section 65089.

7 2. Mitigation Fee Program. Assess traffic impacts of new
8 development and require new development to pay a fair share of necessary transportation
9 improvements attributable to the new development.

10 3. Circulation Element. Adopt and maintain a Circulation Element
11 of the jurisdiction's General Plan consistent with the MPAH.

12 4. Capital Improvement Program. Adopt and update biennially a
13 six-year Capital Improvement Program (CIP). The CIP shall include all capital
14 transportation projects, including projects funded by Net Revenues, and shall include
15 transportation projects required to demonstrate compliance with signal synchronization and
16 pavement management requirements.

17 5. Traffic Forums.

18 Participate in Traffic Forums to facilitate the planning of traffic
19 signal synchronization programs and projects. Eligible Jurisdictions and Caltrans, in
20 participation with the County of Orange and the Orange County Division of League of
21 Cities, will establish the boundaries for Traffic Forums. The following will be considered
22 when establishing boundaries:

- 23 a. Regional traffic routes and traffic patterns;
24 b. Inter-jurisdictional coordination efforts; and
25 c. Total number of Traffic Forums.

26 6. Local Traffic Signal Synchronization Plan. Adopt and maintain a
27 Local Traffic Signal Synchronization Plan which shall identify traffic signal synchronization
28 street routes and traffic signals; include a three-year plan showing costs, available funding

1 and phasing of capital, operations and maintenance of the street routes and traffic signals;
2 and include information on how the street routes and traffic signals may be synchronized
3 with traffic signals on the street routes in adjoining jurisdictions. The Local Traffic Signal
4 Synchronization Plan shall be consistent with the Traffic Signal Synchronization Master
5 Plan.

6 7. Pavement Management Plan. Adopt and update biennially a
7 Pavement Management Plan, and issue, using a common format approved by the
8 Authority, a report every two years regarding the status of road pavement conditions and
9 implementation of the Pavement Management Plan.

10 a. Authority, in consultation with the Eligible Jurisdictions,
11 shall define a countywide management method to inventory, analyze and evaluate road
12 pavement conditions, and a common method to measure improvement of road pavement
13 conditions.

14 b. The Pavement Management Plan shall be based on:
15 either the Authority's countywide pavement management method or a comparable
16 management method approved by the Authority, and the Authority's method to measure
17 improvement of road pavement conditions.

18 c. The Pavement Management Plan shall include:
19 (i) Current status of pavement on roads;
20 (ii) A six-year plan for road maintenance and
21 rehabilitation, including projects and funding;
22 (iii) The projected road pavement conditions resulting
23 from the maintenance and rehabilitation plan; and
24 (iv) Alternative strategies and costs necessary to
25 improve road pavement conditions.

26 8. Expenditure Report. Adopt an annual Expenditure Report to
27 account for Net Revenues, developer/traffic impact fees, and funds expended by the
28 Eligible Jurisdiction which satisfy the Maintenance of Effort requirements. The Expenditure

1 Report shall be submitted by the end of six (6) months following the end of the jurisdiction's
2 fiscal year and include the following:

- 3 a. All Net Revenue fund balances and interest earned.
- 4 b. Expenditures identified by type (i.e., capital, operations,
5 administration, etc.), and program or project.

6 9. Project Final Report. Provide Authority with a Project Final
7 Report within six months following completion of a project funded with Net Revenues.

8 10. Time Limits for Use of Net Revenues.

9 a. Agree that Net Revenues for Regional Capacity Program
10 projects and Regional Traffic Signal Synchronization Program projects shall be expended
11 or encumbered no later than the end of the fiscal year for which the Net Revenues are
12 programmed. A request for extension of the encumbrance deadline for no more than
13 twenty-four months may be submitted to the Authority no less than ninety days prior to the
14 deadline. The Authority may approve one or more requests for extension of the
15 encumbrance deadline.

16 b. Agree that Net Revenues allocated for any program or
17 project, other than a Regional Capacity Program project or a Regional Traffic Signal
18 Synchronization Program project, shall be expended or encumbered within three years of
19 receipt. The Authority may grant an extension to the three-year limit, but extensions shall
20 not be granted beyond a total of five years from the date of the initial funding allocation.

21 c. In the event the time limits for use of Net Revenues are
22 not satisfied then any retained Net Revenues that were allocated to an Eligible Jurisdiction
23 and interest earned thereon shall be returned to the Authority and these Net Revenues and
24 interest earned thereon shall be available for allocation to any project within the same
25 source program.

26 11. Maintenance of Effort. Annual certification that the Maintenance
27 of Effort requirements of Section 6 of the Ordinance have been satisfied.

28 12. No Supplanting of Funds. Agree that Net Revenues shall not be

1 used to supplant developer funding which has been or will be committed for any
2 transportation project.

3 13. Consider, as part of the Eligible Jurisdiction's General Plan, land
4 use planning strategies that accommodate transit and non-motorized transportation.

5 B. Determination of Non-Eligibility

6 A determination of non-eligibility of a jurisdiction shall be made only
7 after a hearing has been conducted and a determination has been made by the Authority's
8 Board of Directors that the jurisdiction is not an Eligible Jurisdiction as provided
9 hereinabove.

10 IV. ALLOCATION OF NET REVENUES; GENERAL PROVISIONS.

11 A. Subject to the provisions of the Ordinance, including Section II above,
12 use of the Revenues shall be as follows:

13 1. First, the Authority shall pay the State Board of Equalization for
14 the services and functions;

15 2. Second, the Authority shall pay the administration expenses of
16 the Authority;

17 3. Third, the Authority shall satisfy the annual allocation
18 requirement of two percent (2%) of Revenues for Environmental Cleanup; and

19 4. Fourth, the Authority shall satisfy the debt service requirements
20 of all bonds issued pursuant to the Ordinance that are not satisfied out of separate
21 allocations.

22 B. After providing for the use of Revenues described in Section A above,
23 and subject to the averaging provisions of Section D below, the Authority shall allocate the
24 Net Revenues as follows:

25 1. Forty-three percent (43%) for Freeway Projects;

26 2. Thirty-two percent (32%) for Street and Road Projects; and

27 3. Twenty-five percent (25%) for Transit Projects.

28 C. The allocation of thirty-two percent (32%) of the Net Revenues for



January 18, 2010

To: Transportation 2020 Committee
From: Will Kempton, Chief Executive Officer *Will Kempton*
Subject: Measure M2 Comprehensive Transportation Program Guidelines

Overview

Measure M2 allocates net revenues for the development of various competitive programs which will provide funding for local streets and roads projects including the countywide Regional Capacity Program and the Regional Traffic Signal Synchronization Program. Measure M2 also includes competitive transit programs such as Transit Extensions to Metrolink, Metrolink Gateways, and Community Based Circulators. Staff has worked with the members of the Technical Advisory Committee to develop a comprehensive set of guidelines for the local streets and roads competitive programs. The Measure M2 Comprehensive Transportation Program guidelines are being presented for review and approval.

Recommendations

- A. Provide comments to staff on the draft guidelines for the Measure M2 Comprehensive Transportation Program.
- B. Direct staff to return in March with a final version of the guidelines for the Measure M2 Comprehensive Transportation Program.

Background

Measure M2 (M2) includes a number of competitive programs that provide funding for transit as well as local streets and roads projects. The framework and guidelines for the competitive transit programs will be developed under the guidance of the Transportation 2020 Committee (T2020). The focus of the Technical Advisory Committee (TAC) has been the Regional Capacity Program (RCP). The RCP, in combination with matching funds, provides a significant funding source for improvements to the Orange County Master Plan of Arterial Highways (MPAH). The program also provides for intersection improvements and other projects to help improve street operations and reduce

congestion. The program allocates funds through a competitive process and targets projects that improve traffic by considering factors such as degree of congestion relief, cost effectiveness, project readiness, and other measures of effectiveness. The Comprehensive Transportation Program (CTP) will provide the procedures the Orange County Transportation Authority (OCTA) uses to administer the RCP as well as the competitive transit programs, giving guidelines on scoring and selection criteria, requirements for the receipt of funds, and procedures for project reporting.

Discussion

The CTP procedures manual is meant to provide guidelines and procedures necessary for Orange County agencies to apply for transportation funding for any of the M2 competitive programs. Each program has a specific objective, funding source and set of project selection criteria detailed in separate chapters contained within the manual. Non-Measure M programs may be added, modified, or deleted over time to reflect legislative action and funding availability. The CTP manual contains guidelines governing the programs below:

Local Streets and Roads Programs

RCP – This program replaces a number of current Measure M (M1) local and regional streets and roads competitive programs and will provide a more flexible mechanism for improvements to the MPAH network throughout Orange County. The RCP is made up of four individual program categories:

- The arterial capacity enhancements improvement category provides funding for MPAH widening projects. This component closely resembles the MPAH program from M1. The primary objective of this improvement category is to complete the MPAH network through gap closures and the construction of missing segments and to relieve congestion by adding capacity where needed.
- The intersection capacity enhancements improvement category provides funding for operational and capacity improvements at intersecting MPAH roadways. This component closely resembles the Intersection Improvement Program from M1. This category helps to improve MPAH capacity and throughput by providing additional turn and through lanes at major intersections.

- The freeway arterial/streets transition improvement category focuses upon street to freeway interchanges. This component is similar to Regional Interchange Program from M1.
- The rail Grade Separation Program category addresses vehicle delays and safety issues related to at-grade freight rail crossings along the MPAH network. Currently, seven Trade Corridors Improvement Fund projects identified by the California Transportation Commission are slated to receive funding with the local component currently allocated from this category of the RCP. Calls for projects for grade separations are not anticipated in the near term but may be introduced during future funding cycles of M2.

With the RCP, local agencies will be subject to similar requirements that preceded in M1 and must abide by additional policies established in accordance with the M2 Ordinance. Significant differences to note include:

- Local agencies must provide a dollar-for-dollar match (50 percent) to qualify for funding but can earn lower match requirements if priority is given to other key objectives such as better road maintenance and regional signal synchronization.
- Implementing agencies are limited to a one-time delay of up to 24 months per project. Agencies shall justify this request, receive city council (or in the case of Orange County, the Board of Supervisors) concurrence, and seek approval of OCTA, the Technical Steering Committee (TSC), and the TAC as part of the semi-annual review process, with final approval provided by the OCTA Board of Directors. Delay requests have been identified as a significant issue in the current program. The M2 Ordinance mandate of a one-time delay, as well as the additional guideline requirements of seeking the various approvals for delays, will promote more timely delivery of projects.
- OCTA will now issue an annual call for projects (call) and will program projects for a three-year period based upon a current estimate of available funds. Previous practice was to issue a call every two to three years with a five-year programming cycle. However, what has become evident over the course of the current program is that the majority of project delays and delivery issues have come from allocations programmed in years four and five. With an annual call and a shorter programming cycle, agencies will be in a position to apply for

project funding as needed, and potentially avoid the issues that often came with projects programmed into years four and five.

- OCTA will now use a sequential funding approach. This creates a two step process for an agency to receive complete project funding. Step One, also known as the planning phase, includes funding requests for planning/environmental, engineering, and right-of-way (ROW) engineering activities. Step Two, also known as the implementation phase, includes ROW acquisition and construction activities. Projects must complete the planning phase before an agency requests implementation phase funding during a call for projects. A “fast track” option will be available for agencies that can demonstrate full funding is necessary for the timely implementation of the project; however, if an agency uses this option, no delay requests will be granted for the project.

This method will also help improve the timely delivery of projects. As an agency progresses from the early planning stages through to final design, costs estimates and implementation schedules can be updated based on the most accurate project information available. This will reduce agency funding shortfalls that have occurred in the past as a result of construction allocations being based on preliminary estimates.

- There is no established funding cap for the specific improvement categories. Funding availability by category will be reviewed during each call as project applications are reviewed and ranked. This will allow the projects that are submitted to determine the distribution of available funding. This ensures project funding will go where it is needed most.
- A lead agency may request to transfer 100 percent of savings between the phases within a project with approval from the TAC and Board of Directors (Board). However, agencies may only use savings as an aid for unanticipated cost overruns.
- The initial payment will constitute 75 percent of the contract award or programmed amount, whichever is less. OCTA will release the remaining balance, approximately 25 percent of CTP funds, when the project is complete and OCTA accepts the final report.

TAC Approval

Staff has spent considerable time working with both the TSC and TAC in creating the program guidelines. Agencies were given ample opportunity to provide written comments directly to staff and to comment during TAC discussions. On December 8, 2009, the completed CTP guidelines were presented to the TAC for final review and approval. Approval was given with one exception. The TAC requested that staff convey the desire that the initial/final payment distribution remain at the previous ratio of 90 percent for initial payments and 10 percent for final payments. As can be expected, local agencies favored the larger initial payment.

As part of the development of the guidelines, staff performed an analysis of the net impact the 75/25 payment ratio would have on the local agency cash flows. The M2 Ordinance requires a 50 percent match but allows for a match rate reduction based on meeting certain eligibility requirements. This can lower the required match rate to as little as 25 percent. When the new program match rates are factored in, the 75 percent initial payment under M2 is equivalent to a 90 percent initial payment under M1.

Delinquent final reports have been identified as an issue by both OCTA's internal audit and the Taxpayer's Oversight Committee. Staff believes that a larger 25 percent being held for the final payment serves as greater impetus for the timely submission of final reports. Therefore, staff recommends that the payment distribution ratio for the CTP guidelines be approved at 75 percent for initial payments and 25 percent for final payments.

Other CTP Programs

Regional Traffic Signal Synchronization Program - this program includes competitive capital funding for the coordination of traffic signals across jurisdictional boundaries in addition to operational and maintenance funding. Program funding guidelines and project selection criteria are currently being developed with the T2020 and Board. This program is included in the CTP guidelines as a placeholder until the program framework and selection criteria are complete. At that time, the Board-approved program guidelines will be incorporated in the CTP manual and a call will be scheduled.

Transit Extensions to Metrolink - this program establishes a competitive process to enable local jurisdictions to enhance regional transit capabilities through creation of new connections to the existing Metrolink system. Program funding guidelines and project selection criteria are currently being developed with the T2020 and Board. This program is included in the CTP guidelines as a placeholder until the program framework and selection criteria are complete. At that time, the Board-approved program guidelines will be incorporated in the CTP manual.

Metrolink Gateways - this program establishes a competitive process for local jurisdictions to convert existing Metrolink stations into regional gateways for enhanced operations related to high-speed rail service. The selection criteria and program guidelines were approved by the Board in January 2009. A call was issued and the Board approved funding allocations in March 2009. The program guidelines are being included in the CTP manual should any future calls for projects be issued.

Community Based Circulators - this program establishes a competitive process for local jurisdictions to develop bus transit services such as community based circulators, shuttles, and bus trolleys that complement regional bus and rail services, and to meet needs in areas not adequately served by regional transit. Program funding guidelines and project selection criteria are currently being developed with the T2020 and Board. This program is included in the CTP guidelines as a placeholder until the program framework and selection criteria are complete. At that time, the Board-approved program guidelines will be incorporated in the CTP manual.

Next Steps

Staff is presenting the draft CTP guidelines for review and comment. Based on the direction of the T2020, staff will return in March with revised guidelines for final review and approval. At that time, staff will also present detailed revenue estimates for the first three year programming cycle and will request for authorization to issue the first annual M2 RCP call for projects

Summary

M2 provides for intersection and arterial improvements to enhance transit and street operations and to reduce congestion. The CTP will serve as the mechanism OCTA uses to administer the transit as well as the local streets and roads funding programs. The CTP guidelines are being presented for

committee review and comment. Staff will return in March with the finalized version of the guidelines incorporating the committees direction.

Attachment

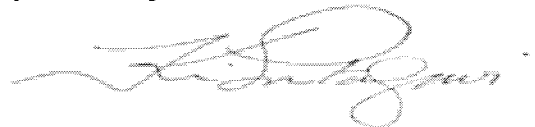
- A. Renewed Measure M – Draft Comprehensive Transportation Program Guidelines Manual – Fiscal Year 2010-11

Prepared by:



Roger Lopez
Manager, Local Measure M Programs
(714) 560-5438

Approved by:



Kia Mortazavi
Executive Director, Development
(714) 560-5741



DRAFT

Comprehensive Transportation Program

**Guidelines Manual
Fiscal Year 2010-11**

TABLE OF CONTENTS

I.	OVERVIEW	i
II.	FUNDING SOURCES	iii
III.	DEFINITIONS.....	v
IV.	PRECEPTS	vii
CHAPTER 1 -	ELIGIBILITY PROCESS OVERVIEW	1-1
CHAPTER 2 -	PROJECT PROGRAMMING	2-1
CHAPTER 3 –	ARTERIAL HIGHWAY REHABILITATION PROGRAM (AHRP)	3-1
	PROGRAM OVERVIEW	3-1
	ELIGIBLE EXPENDITURES	3-1
	INELIGIBLE EXPENDITURES.....	3-1
	REQUIREMENTS	3-2
	APPLICATION PROCESS.....	3-3
	ADDITIONAL REQUIREMENTS	3-3
CHAPTER 4 –	TRANSIT EXTENSIONS TO METROLINK (PROJECT S)	4-1
CHAPTER 5 –	METROLINK GATEWAYS (PROJECT T)	5-1
CHAPTER 6 –	COMMUNITY BASED TRANSIT/CIRCULATORS (PROJECT V)	6-1
CHAPTER 7 –	REGIONAL CAPACITY PROGRAM	7-1
	SECTION 7.1 – ARTERIAL CAPACITY ENHANCEMENTS (ACE).....	7-3
	SECTION 7.2 – INTERSECTION CAPACITY ENHANCEMENTS (ICE)	7-15
	SECTION 7.3 – FREEWAY ARTERIAL/STREETS TRANSITIONS (FAST)	7-25
	SECTION 7.4 – GRADE SEPARATIONS	7-37
CHAPTER 8 –	REGIONAL TRAFFIC SYNCHRONIZATION PROGRAM.....	8-1
CHAPTER 9 –	APPLICATION MATERIALS.....	9-1
	PROJECT SUBMITTAL	9-1
	APPLICATION REVIEW AND PROGRAM ADOPTION	9-1
	PROJECT GUIDELINES	9-1
	APPLICATION INSTRUCTIONS	9-2
	CHECKLIST GUIDE.....	9-3
	ATTACHMENTS	9-3
	ADDITIONAL INFORMATION	9-4
CHAPTER 10 –	REIMBURSEMENT PROCESS AND REPORTING REQUIREMENTS	10-1
	PROCEDURES FOR RECEIVING FUNDS.....	10-1
	AVAILABILITY OF FUNDS.....	10-1

TABLE OF CONTENTS (CONTINUED)

CANCELLATION OF PROJECT	10-1
SECTION 10.1 – INITIAL PAYMENT	10-3
SECTION 10.2 – FINAL REPORT AND PAYMENT PROCESS	10-9
CHAPTER 11 – AUDITS.....	11-1

EXHIBITS

Exhibit 1-1 Sample Resolution	1-3
Exhibit 9-1 Sample Resolution for Candidate Orange County CTP Projects.....	9-7
Exhibit 9-2 Application Checklist	9-9
Exhibit 10-1 CTP Processing Checklist.	10-7
Exhibit 10-2 Agency Resolution for Requesting Funds for Approved Project.....	10-15
Exhibit 10-3 Plans, Specifications, and Estimates Certification	10-17
Exhibit 10-4 Final Report Template	10-19
Exhibit 10-5 Final Report for Right-Of-Way Acquisition	10-25
Exhibit 10-6 Final Report Template	10-29

TABLES

Table 5-1 Project T Selection Criteria	5-7
Table 7-1 Street Widening Selection Criteria	7-11
Table 7-2 Street Widening Point Breakdown	7-13
Table 7-3 Intersection Widening Selection Criteria	7-21
Table 7-4 Intersection Widening Point Breakdown	7-23
Table 7-5 Interchange Improvement Selection Criteria	7-33
Table 7-6 Interchange Improvement Point Breakdown	7-35



This page intentionally left blank



I. Overview

On November 6, 1990, Orange County voters approved Measure M, a 20-year half-cent local transportation sales tax. All major transportation improvement projects and programs included in the original Measure M have been completed or are currently underway.

Expected growth demands in Orange County over the next 30 years will require agencies to continue to invest in transportation infrastructure projects. A collaborative effort between County leaders and OCTA identified additional projects to fund through an extension of the Measure M program. Voters approved Renewed Measure M on November 7, 2006. Ordinance No. 3 outlines all programs.

Background

A robust freeway network, high occupancy vehicle & toll lanes, a master plan of arterial highways, extensive fixed route and demand response bus service, commuter rail, and bicycle/pedestrian facilities comprise Orange County's transportation system. Future planning efforts are considering high speed rail service as part of a statewide system. Separate agencies manage and maintain each transportation component with a common purpose: mobility.

Orange County Transportation Authority (OCTA) is responsible for planning and coordination of county regional transportation components. Local agencies generally oversee construction and maintenance of roadway improvements using a combination of regional and local funding sources derived from grants and formula distributions.

The Comprehensive Transportation Programs (CTP) represents a collection of competitive grant programs offered to local agencies. OCTA administers a variety of additional funding sources including Renewed Measure M, state/federal gas taxes and Transportation Development Act (TDA) revenues.

Procedures Manual Overview

This manual provides guidelines and procedures necessary for Orange County agencies to apply for funding of transportation projects contained within the CTP through a simplified and consistent process. Each program has a specific objective, funding source and set of selection criteria detailed in separate chapters contained within the

Comprehensive Transportation Programs



manual. OCTA may add, modify, or delete non-Measure M programs over time to reflect legislative action and funding availability.



II. Funding Sources

Renewed Measure M

Renewed Measure M (M2) is a 30-year, multi-billion dollar program extension of the original Measure M (approved in 1990) with a new slate of planned projects and programs. These include improvements to the County freeway system, streets and roads network, expansion of the Metrolink system, more transit services for seniors and the disabled as well as funding for the cleanup of roadway storm water runoff.

OCTA shall select projects through a competitive process for Project O (Regional Capacity Program), Project P (Regional Signal Synchronization), and the transit program (Projects S, T, V and W). Each program has a specific focus and evaluation criteria as outlined in the manual.

OCTA shall distribute Local Fair Share Program (Project Q) funds on a formula basis to eligible jurisdictions. The program receives eighteen percent (18%) of Net Revenues. The formula is based upon three components:

- Fifty percent (50%) based upon population
- Twenty-five percent (25%) based upon centerline miles on the existing Master Plan of Arterial Highways (MPAH)
- Twenty-five percent (25%) based upon jurisdictions share of countywide taxable sales

Projects that receive M2 Fair Share revenues are not subject to a competitive process. However, program expenditures must maintain certain eligibility criteria as outlined in the M2 Eligibility Guidance Manual. Jurisdictions must conform to annual eligibility requirements in order to receive fair share funding and participate in the CTP funding process. Key requirements include:

- Timely use of funds (expend within three years of receipt)
- Meet maintenance of effort requirements
- Use of funding on transportation activities consistent with Article XIX of State Constitution
- Include project in six-year capital improvement plan (CIP)
- Consistency with MPAH, Pavement Management Program, and Signal Synchronization Master Plan



State/Federal Programs

OCTA participates in state and federal transportation funding programs based on competitive and formula distributions. OCTA typically earmarks this funding for major regional transportation projects. From time to time, OCTA may set aside funding, where permitted, for use by local jurisdictions through a competitive selection process. Arterial Highway Rehabilitation Program (AHRP), Transportation Corridor Improvement Funds (TCIF) and Regional Surface Transportation Program (RSTP) are examples of this funding distribution approach.

Call for Projects

OCTA issues calls for projects annually or on an as needed basis. Secure revenues sources, such as M2, will provide funding opportunities on an annual basis. OCTA will update program guidelines and selection criteria on even numbered years. OCTA will offer limited opportunity funding, such as a state-wide bond issuance or federal earmark, consistent with funding source requirements. OCTA may conduct concurrent calls for projects when necessary.



III. Definitions

1. "Competitive funds" refers to funding allocations received through the CTP.
2. Renewed Measure M and M2 shall be used interchangeably to refer to the November 2006 voter extension of Measure M.
3. The term "complete project" is inclusive of acquiring environmental documents, preliminary engineering, right-of-way acquisition, construction, and construction engineering.
4. The term "funding allocation," "allocation," "project funding," "competitive funds," "phase" or any form thereof shall refer to the three project phases OCTA funds in the CTP. Additionally, the "engineering phase" shall include the preparation of environmental documents, preliminary engineering, and right-of-way engineering, and the "right-of-way phase" shall include right-of-way acquisition, and the "construction phase" shall include construction and construction engineering.
5. The term "project completion date" refers to the date of the final invoice for either the engineering contract for the engineering phase or for the right-of-way phase, and the recordation date of the Notice of Completion (NOC) for the construction phase.
6. The term "Master Funding Agreements" or any form thereof shall refer to cooperative funding agreements described in Precept 4.
7. The term "agency," "agencies," or any form thereof shall refer to jurisdictions described in precept two.
8. Implementing agency is the lead agency for any proposed project.
9. Work Force Labor Rates (WFLR) include salaries plus fringe benefits.
10. Fully Burdened Labor Rates include WFLR plus up to 30 percent overhead allocation.
11. Match Rate refers to the match funding that a lead agency is pledging through the competitive process.
12. Escalation is the inflationary adjustment added to the application funding request (current year basis) based upon the rates established in Chapter 2.



13. Excess Right of Way (ROW) is ROW acquired for projects and deemed excess to the proposed transportation use.



IV. Precepts

1. The Orange County Transportation Authority (OCTA) Board of Directors approved these guidelines on **Month Date, 2009**. The purpose is to provide procedures that assist in the administration of the CTP under M2 where other superseding documents lack specificity. OCTA, or an agent acting on the authority's behalf, shall enforce these guidelines.
2. All eligible Orange County cities and the County of Orange may participate in the M2 competitive programs and federal funding programs included in the CTP.
3. To participate in the CTP, OCTA must declare that an agency is eligible to receive M2 Net Revenues which include local fair share distributions. *OCTA shall provisionally approve allocations as part of the 2010 call for projects subject to subsequent attainment of M2 eligibility requirements. Provisional approval is dependent upon eligibility status for the FY2009/10 fiscal year.* Failure to meet minimum eligibility requirements after programming of funds will result in deferral or cancellation of funding.
4. The lead agency must execute a Master Funding Agreement with the OCTA. OCTA and lead agencies will periodically amend the agreement to reflect project schedule and funding changes through semi-annual adjustments, CIP revisions, and competitive calls for projects.
5. Local agencies shall scope projects, prepare estimates, and conduct design in cooperation with and in accordance with the standards and procedures required by the jurisdictions involved with the project (e.g., Caltrans, County, state/federal resource agencies).
6. Agencies should select consultants based upon established contract management and applicable public contracting practices, with qualification based selection for architectural/engineering (A/E) services, as well as competitive bidding environments for construction contracts in accordance with the Public Contracts Code. Agencies must meet procurement and contracting requirements of Non-Measure M funding sources which may exceed those identified in the CTP.
7. Based upon funding availability, a "Call for Projects" shall be considered annually but may be issued less frequently.
8. OCTA shall program projects for a three year period, based upon an estimate of available funds.

Comprehensive Transportation Programs



9. OCTA will base funding allocations on project cost estimates with up to 10 percent contingency for construction. During the programming process, OCTA adds an inflationary adjustment based upon the escalation rates shown in Chapter 2. OCTA shall round allocations up to the nearest thousand dollars after escalation. Agencies shall only use future year escalation rates for planning purposes.
10. OCTA shall program funds by fiscal year for each phase of a project.
11. An allocation for a specific project shall lapse if a contract is not awarded for that specific project within the fiscal year those funds are programmed.
12. OCTA shall reprogram funds derived from savings or project cancellation based upon final project status. A lead agency may request to transfer savings between the phases within a project with approval from the Technical Advisory Committee (TAC) and Board of Directors. Agencies may only use savings as an aid for unanticipated cost overruns.
13. OCTA shall consider matching fund credit(s) for an implementing agency's proposed projects current and applicable environmental clearance expenditures. OCTA will review and consider these expenditures on a case by case basis at the time of funding approval.
14. Match rate commitments identified by implementing agencies in the project grant application shall remain constant throughout the project. OCTA and implementing agencies shall not reduce match rate commitments or split the match rate by phase.
15. An approved CTP project may be determined ineligible for funding at any time if it is found that M2 funding has replaced all or a portion of funds or commitments that were to be provided by other sources such as: development conditions of approval, development deposits, fee programs, redevelopment programs or other dedicated local funding sources (i.e., assessment districts, community facilities districts, bonds, certificates of participation, etc.). Appeals may be made in accordance with the Appeals section discussed later in this chapter.
16. OCTA may fund environmental mitigation as required for the proposed roadway improvement and as contained in the environmental document. Environmental mitigation shall not exceed 50 percent of the total eligible construction costs.
17. OCTA shall evaluate "whole" projects during the initial review process. Subsequent phase application reviews shall not include prior phases in the



evaluation unless pledged as a match. The criteria for ranking project applications is included in this manual as part of each program component chapter.

18. Projects that receive competitive CTP funds shall not use other competitive funds as a match source. Lead agencies may request project consolidation. The TAC and OCTA Board of Directors must approve consolidation requests. OCTA shall use the average match rate of the consolidated project's individual segments.
19. OCTA shall conduct a semi-annual review of all active CTP projects. All agencies shall participate in these sessions through a process established by OCTA. Currently, OCTA administers program through OCFundtracker. OCTA shall: 1) verify project schedule, 2) confirm project's continued viability, 3) discuss project changes to ensure successful and timely implementation, and 4) request sufficient information from agencies to administer the CTP.
20. Agencies shall submit payment requests to OCTA in a timely fashion. Agencies may request an initial payment for M2 (up to 75 percent of programmed amount as described in Chapter 10) once a contract has been awarded or once an agency initiates right-of-way activities. Agencies shall submit final reports within 180 days of the project completion date. OCTA will work with jurisdictions to ensure the timeliness of final reports. Delinquent final reports will be handled per the guidelines in Chapter 10.
21. An agency shall provide final accounting in an approved final report format (see Chapter 10 of this manual) within 180 days of phase completion. Failure to provide a final accounting shall result in repayment of applicable M2 funds received for the project phase in a manner consistent with the Master Funding Agreement.
22. OCTA shall escalate project allocations for years two and three. Escalation will not affect a project match rate (percentage). OCTA will base escalation rates on the Engineering News Record (ENR) Construction Cost Index (CCI) 20-city average.
23. The OCTA Board of Directors may grant time extensions for special circumstances that are beyond the control of the implementing agency. An agency shall make a formal request for a time extension to OCTA as early as possible, preferably during a semi-annual review, but no later than June 30 of the fiscal year in which OCTA programs the allocation.

Implementing agencies may request a one-time delay of up to 24 months per project. Agencies shall justify this request, receive City Council/Board of Supervisor



concurrence, and seek approval of OCTA staff, the TSC, and the TAC as part of the semi-annual review process.

24. Agencies may appeal to the TAC on issues that the agency and OCTA staff cannot resolve. An agency may file an appeal by submitting a brief written statement of the facts and circumstances to OCTA staff. The appellant agency must submit a written statement which proposes an action for TAC consideration. The TSC shall recommend specific action for an appeal to the TAC. The OCTA Board of Directors shall have final approval on appeals.

Applications

In order for OCTA to consider a project for funding, agencies shall submit applications for a call for projects by a deadline established by OCTA. The agency shall submit application and documentation via OCFundtracker as well as one hard copy of each complete application package as outlined in Chapter 9. Each program chapter includes evaluation criteria for the CTP.



Chapter 1 – Eligibility

Overview

To apply for the Comprehensive Transportation Programs (CTP), local agencies must fulfill an annual eligibility process. OCTA established this process to ensure that improvements are consistent with regional plans. Under previous County funding programs (e.g., AHFP, BPF) agencies had to meet similar requirements to be eligible for funding. The cities and county approved a process reflecting the eligibility criteria found in Measure M. Eligibility packages are due to OCTA by June 30 of each year.

In order to receive CTP and M2 Fair Share funds, OCTA must deem agencies as eligible. OCTA shall annually distribute an eligibility information package to local agencies. Below is a brief list of requirements:

- Adoption of a six-year Capital Improvement Program
- Adoption of a General Plan Circulation Element which does not preclude implementation of the MPAH
- Adoption of a local Pavement Management Program
- Adoption of a Local Traffic Signal Synchronization Plan
- Satisfied Maintenance of Effort requirements
- Approved Agreement to expend funds within three years of receipt
- Adopt an annual Expenditure report
- Submit Project Final Report for all Net Revenue projects

The M2 Eligibility Preparation Manual outlines the eligibility requirements in detail. OCTA updates the Eligibility Preparation Manual annually and encourages agencies to use it as a reference when preparing items to meet eligibility requirements. Agencies will submit a CIP through an electronic database application. OCTA develops a manual and workshop to prepare local agency staff for the annual eligibility process. OCTA will make both the manual and workshop information available on its website and forwards the link to all local agencies.

Additional Information Regarding MPAH

The agency's General Plan Circulation Element must be consistent with the Orange County MPAH. In order for an agency's circulation element to be consistent with the MPAH, it shall have a planned-carrying capacity equivalent to the MPAH for all MPAH links within the agency's jurisdiction. "Planned capacity" shall be measured by the number of through lanes on each arterial highway as shown on the local circulation element. Agencies are not considered "inconsistent" as a result of existing capacity limitations on arterials which are not yet constructed to the circulation element design.



Chapter 1 – Eligibility

The agency must also submit a resolution attesting that no unilateral reduction in lanes has been made on any MPAH arterials.

MPAH Consistency Review and Amendment Process

Through a transfer agreement with the County of Orange, OCTA assumed responsibility for administering the MPAH starting in mid-1995. As the administrator, OCTA is responsible for maintaining the integrity of the MPAH through coordination with cities and the County and shall determine an agency's consistency with the MPAH. In order to provide a mechanism to communicate MPAH policies and procedures, OCTA prepared the *Guidance for the Administration of the Master Plan of Arterial Highways*. The guidance document is to assist OCTA, the County, and the cities of Orange County to maintain the MPAH as a vital component of transportation planning in the County. The guidance document outlines, in detail, the MPAH consistency review and amendment process. Agencies can find contact information for OCTA staff assigned to MPAH administration in **[Appendix xx]**.

Exhibit 1-1

SAMPLE RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY/COUNTY OF _____
CONCERNING THE STATUS OF THE CIRCULATION ELEMENT
FOR THE CITY/COUNTY OF _____

WHEREAS, the City/County of _____ desires to maintain and improve the streets within its jurisdiction, including those arterials contained in the Master Plan of Arterial Highways (MPAH), and

WHEREAS, the City/County of _____ has endorsed a definition of and a purpose for, determining consistency of the City's Traffic Circulation Plan with the MPAH, and

WHEREAS, the City/County has adopted a General Plan Circulation Element which does not preclude implementation of the MPAH within its jurisdiction, and

WHEREAS, the City/County has adopted a resolution informing the Orange County Transportation Authority (OCTA) that the City's/County's Circulation Element is in conformance with the Master Plan of Arterial Highways and whether any changes to any arterial highways of said Circulation Element have been adopted by the City/County during Fiscal Years 20__ and 20__

WHEREAS, the City/County is required to send annually to the OCTA all recommended changes to the City/County Circulation Element and the County Master Plan of Arterial Highways for the purpose of re-qualifying for participation in Measure M Streets and Road Programs.

NOW, THEREFORE, BE IT RESOLVED THAT the City/County of _____ does hereby inform the OCTA that:

- a) The arterial highway portion of the City/County Circulation Element of the City is in conformance with the County Master Plan of Arterial Highways.
- b) The City/County attests that no unilateral reduction in through lanes has been made on any MPAH arterials during Fiscal Years 20__ and 20__.
- c) The City/County has adopted a uniform setback ordinance providing for the preservation of right-of-way consistent with the MPAH arterial highway classification.
- d) The City/County has adopted provisions for the limitation of access to arterial highways in order to protect the integrity of the system.



This page intentionally left blank



Chapter 2 – Project Programming

Program Consolidation

M2 Regional Capacity Program improvement categories will combine projects into one application review and allocation process. The programs of the CTP will act as the project funding source. The consolidation of programs will help eliminate confusion among the various requirements and allow the greatest flexibility for programming projects. Other funding programs such as M2 Transit (Projects S, T, V, and W) and AHRP have similar eligibility requirements, but OCTA will evaluate and approve these projects through a separate process.

Sequential Programming Process

Timely and efficient use of funding is a critical success factor for the CTP. Historically, agencies were encouraged to develop long term projects spanning three or more years which often led to delays in implementing final project phases. This dynamic led to larger-than-anticipated funding program cash balances.

In response to concerns raised by the OCTA Board of Directors and the Taxpayers Oversight Committee responsible for M2 oversight, OCTA will use a shorter term and sequential funding approach for M2 projects. OCTA expects this new approach to aid in a more timely use of funding and limit the potential for unanticipated project completion delays inherent with long lead time projects.

Sequential funding is a two step process. Step One, also known as the planning phase, includes funding requests for planning/environmental, engineering and right of way engineering activities. Step Two, also known as the implementation phase, includes right of way acquisition and construction activities. Projects must complete the planning phase before an agency requests implementation phase funding during a call for projects. Exceptions to this rule include the following:

- An agency may request implementation funding prior to completion of the planning phase if the jurisdiction can demonstrate that the planning phase activities are underway and the agency will complete the activities within six months of the funding application submittal date.
- An agency may request right of way funding as part of the planning phase if the agency can demonstrate that the policy variance is necessary for timely implementation. The agency will seek implementation funding in the next call for projects and will waive the opportunity to request a project delay.



Chapter 2 – Project Programming

Each call for projects will cover a three-year period which overlaps subsequent future cycles as shown below.

M2 Funding Cycles

Call	FY10/11	FY11/12	FY12/13	FY13/14	FY14/15	FY15/16
2010	X	X	X	X		
2011		X	X	X		
2012			X	X	X	
2013				X	X	X

Funding targets for each cycle are based upon prior funding commitments, anticipated revenues, reprogramming of unused allocations (cancellations and savings), and a set aside for future funding cycles. The first year of each cycle will distribute 100% of expected revenues less prior commitments. The second year of each cycle will allocate 75% of projected revenues less prior commitments. The third year of each cycle will allocate 50% of projected revenues less prior commitments. The partial allocation of funding for years two and three preserve funding for future projects and act as a hedge against unanticipated revenue shortfalls that could jeopardize project delivery.

As part of each call for projects, OCTA will determine an appropriate balance between allocations made for the planning and implementation phases.

Funding Projections – Initial Call for Projects

Revenue estimates for M2 are updated annually. Programming decisions are based upon conservative economic assumptions provided by Southern California academic institutions. In the future, OCTA will add project cancellations and realized savings from completed projects to anticipated revenues for redistribution in the first year of each funding cycle. The M2 program is new and no project cancellation or savings exist for reprogramming. The first call for projects will cover fiscal years 2010/11 through 2013/14.



Chapter 2 – Project Programming

Initial Call for Projects Programming Amounts*

Fiscal Year	Estimated RCP Programming
FY2010/11	5,200,000
FY2011/12	22,200,000
FY2012/13	17,550,000
FY2013/14	12,350,000
Total	\$ 57,300,000

* Estimates subject to change

Programming Adjustments

OCTA bases funding allocations on cost estimates that agencies provide and that OCTA validates against industry norms during the evaluation process. Agencies must provide estimates in current year dollars. OCTA will apply a construction cost index (CCI) adjustment to the first year of the funding cycle for implementation activities (right of way and construction) and is not subject to further adjustment.

Projects programmed in Year Two or Year Three include a CCI-based adjustment factor. Agencies shall not receive allocation increases. Cost overruns are the responsibility of agencies and may count against agencies' match commitment for eligible activities. Agencies may request scope adjustments to meet budget shortfalls when the agency can demonstrate substantial consistency and attainment of proposed transportation benefits compared to the original project scope.

The current escalation rates beginning FY 2010-11 are:

3.1 % for right-of-way
3.1 % for construction

When agencies are preparing applications, **all cost estimates must be in current year dollars (FY 2009)**. OCTA will review each cost estimate thoroughly and will escalate costs based on the year OCTA programs the project allocation. For example, if an agency's cost estimate lists construction costs for a project at \$250,000 and OCTA programs the project for fiscal year 2012-2013, then OCTA will escalate the costs by 3.1 percent compounded annually beginning in fiscal year 2010-2011 (9.6 percent compound increase) and allocate \$266,000.

Project Cost Escalation

OCTA will escalate approved projects in years two and three. Escalation will not affect a project match rate (percentage) based upon the approved project application. OCTA will



Chapter 2 – Project Programming

base escalation rates for future years on Engineering News Record (ENR) Construction Cost Index (CCI) escalation rates.

Each March, OCTA shall validate the escalation rate that will be used for projects programmed in the next fiscal year beginning on July 1st. Agencies should be aware that the rate established by OCTA each March may be greater or less than the “planning” rate used when projects were originally approved for funding.

Project Readiness

Assembly Bill (AB) 1012, Chapter 783, Statutes of 1999, established firm “use it or lose it” deadlines for federal funds. Under AB 1012, if an agency does not obligate funds in a timely fashion then the county loses the funds and the state reprograms them. Large or complex projects are particularly vulnerable to AB 1012 implementation rules.

In an effort to better utilize project funding and maintain project schedules, programming of funding for CTP under the tiered approach has been revised. In general, to program allocations for right-of-way or construction phases, a project must either have:

1. Approval for environmental clearance (CEQA for Measure M programs, NEPA and CEQA for federally funded programs), or;
2. Exempt (categorically or statutorily) under CEQA and/or NEPA (as applicable).

OCTA may consider exceptions to these programming rules, on a case by case basis, if an agency can confirm that a project will receive environmental clearance prior to the scheduled start of right-of-way and construction. OCTA will not approve payment requests for right-of-way and construction until a project receives environmental clearance.

Programming Policies

OCTA will not increase phase allocations after the initial programming for each phase except through project savings transfers, where applicable.

In order to receive right-of-way and construction allocations, a project must have all environmental clearances in place. OCTA shall not release final payment for the planning stage (includes final design) until confirmation of environmental clearance is provided.



Chapter 2 – Project Programming

Agencies are responsible for costs that exceed the project allocation, maintaining the project schedule, and maintaining the project scope.

An agency's allocation will lapse if the agency does not obligate the funds within the programmed fiscal year. An agency may request a delay in accordance with the time extension policy described at the end of this chapter.

As stated above, an agency's allocation is based on the project's cost as requested and programmed with established escalation rates. **If project costs escalate beyond original estimates and the agency is unable to cover additional costs, a request to reduce the project scope or limits will be considered where feasible.** All requests for changes in scope and limits must be submitted to OCTA in advance of the change. This request will be evaluated on a case-by-case basis and must be approved by the TAC and OCTA Board of Directors prior to initiation of the change by the lead agency. The agency must submit a letter to OCTA no later than June 30th of the year in which funds are programmed stating the reasons for cost increases, a proposal for project scope or limit reduction, and an explanation of why approval of the request is warranted. The review process is similar to the appeals process mentioned above.

Schedule change requests

Allocations approved as part of the CTP process are subject to timely delivery requirements. Implementation schedules are determined by the lead agency (applicant). Contract work must be awarded prior to the end of the programmed fiscal year to encumber the funds. If work cannot be initiated within this time frame, a request to defer funding may be submitted to OCTA for consideration. Project status is reviewed every six months during the semi-annual review process. Expired project funding is subject to reprogramming in a subsequent call for projects.

Funding deferrals (delays) must be submitted to OCTA in conjunction with the semi-annual process. These reviews are typically held in Fall and Spring. Emergency extensions after the Spring semi-annual review may be considered on a case by case basis. The M2 Ordinance No. 3 permits a delay for up to 24 months. Projects that are expected to incur extensive delays beyond the parameters of the program should consider cancellation and reapplication at a future date. Advancement requests may be considered during the review process and may be approved subject to funding availability.



Chapter 2 – Project Programming

Project Advancements

Agencies wishing to advance a project by one fiscal year or more may request project advancement. The agency must demonstrate that a contract will be awarded or that funds will be obligated in the year which funds are requested to be advanced to. The allocation will be de-escalated according to the original escalation rate.

Requests can be submitted at any time during the fiscal year or as part of the semi-annual review process. All advancements will be reviewed by the TAC and approved by the OCTA Board. If approved, the agency and project will be required to meet the new fiscal year award or obligation deadline.

Should OCTA be unable to accommodate an advancement request for a project funded through Measure M, due to cash flow constraints, the agency may still move forward with the project using local funding. The lead agency must receive authorization/approval from OCTA prior to beginning work. The lead agency may subsequently seek reimbursement of CTP funds in the fiscal year in which funds are programmed. Reimbursement shall follow the standard CTP process described in Chapter 10.

Semi-Annual Review

OCTA staff will conduct a comprehensive review of CTP projects on a semi-annual basis to determine the status of projects. These project updates will be provided by the local agencies and uploaded to OCFundtracker. Follow-up meetings to these updates will be held as needed. Semi-annual project reviews are usually scheduled to occur in September and March of each year.

Projects are reviewed to:

1. Update project cost estimates
2. Review the project delivery schedule
3. Determine the project's continued viability

Prior to each review meeting, OCTA staff will distribute a list of active projects to each local agency. Each agency will be contacted and asked to participate in the upcoming review where each agency's project schedules, cost estimates, and scope will be reviewed. Agencies will be given the opportunity to request program changes (e.g., delaying and advancing funds from one fiscal year to another) and each adjustment will be considered on a case-by-case basis. The agency should be prepared to explain any changes and provide all necessary supporting documentation. Generally, the local agency is responsible for the implementation of the projects as approved by OCTA, however



Chapter 2 – Project Programming

consideration will be given for circumstances beyond the lead agency's control that affect scope, cost or schedule.

Based on the semi-annual meetings, OCTA staff will develop and present recommendations for project adjustments to the TSC and TAC. Requests for project changes (delays, advancements, scope modifications) will be considered on an individual basis. The following action plan has been developed for the semi-annual review process:

- Require jurisdictions to submit status reports, project worksheets, and supporting documentation to OCTA for all project adjustments.
- Require local agencies to abide by **Time Extension Policy**:
 - Agencies may request a delay of up to 24 months. Jurisdictions will be required to justify this request and seek approval of OCTA staff, Technical Steering Committee (TSC), and the TAC as part of the semi-annual review process.
 - Approved schedule changes will require an update of the local jurisdiction's six-year CIP and the OCTA cooperative funding agreement.
 - Evidence of Council approval (resolution, minute order, or notification) must be provided prior to OCTA Board approval of delays.
 - An administrative extension may be granted for expiring M2 funds for a project phase that is clearly engaged in the procurement process (advertised but not yet awarded).



This page intentionally left blank

Chapter 3 – Arterial Highway Rehabilitation Program



Program Overview

The Arterial Highway Rehabilitation Program (AHRP) has been developed to address long term pavement maintenance in Orange County. Specifically, the AHRP is designed to fund pavement rehabilitation and/or reconstruction projects on Master Plan of Arterial Highway (MPAH) arterial roadways throughout Orange County.

Eligible Expenditures

The following general type of projects will be eligible under this program:

- Overlay
- Rehabilitation
- Reconstruction

For each of these projects the following expenditures will be eligible:¹

- Engineering
- Construction
- Construction Engineering
- Bike lanes (striping only, must be on the Master Plan of County-wide Bikeways)
- Bus Turnouts (resurfacing only, must be on an OCTA route)
- Portland Concrete Cement (PCC) Bus Pads
- Replacement of parking lanes, curbs, gutters, catch basins, and minor profile revisions (i.e., curb to curb) as required by project
- Use of alternative materials such as rubberized asphalt, PCC, etc.
- Construction or modification of curb ramps within the limits of the project as necessary to satisfy Americans with Disabilities Act (ADA) requirements

Potentially Eligible Expenditures

Items that are potentially eligible under AHRP are:

- Sidewalks if mandated for ADA type improvement/upgrade and only up to 10% of the total improvement costs.

Ineligible Expenditures

Items that are not eligible under AHRP are:

- Landscaping
- New parking lanes, new curb and gutter

¹ For federally funded projects, expenditures prior to approval of the E-76 form will not be eligible.



Chapter 3 – Arterial Highway Rehabilitation Program

- Utility adjustments that do not have prior rights
- Materials Report or other planning activity
- Environmental Documentation
- Retroactive Design Engineering
- Expenditures incurred prior to E-76 approval for the respective project phase

Slurry seals or overlays with a depth of less than 1.2 inches (0.10') are considered routine maintenance and shall not be eligible.

Requirements

Project Eligibility

Projects submitted for this program must be on the MPAH. Streets or roads that are not on the MPAH are ineligible to participate in this program. In addition, only arterials designated by local agencies' Pavement Management Plans (PMP) as having a Pavement Condition Index (PCI) of 74 or less in accordance with the following table shall be eligible for funding. Thickness may be adjusted for rubberized asphalt according to industry and standard practices.

Pavement Condition Assessment Standards

Condition Category	PCI Thresholds	Treatment	Eligible
Very Good	86-100	None Proposed	No
Good	75-85	Slurry Seal	No
Fair	60-74	Thin Overlay	Yes
Poor	41-59	Thick Overlay	Yes
Very Poor	0-40	Reconstruction	Yes

Matching Funds

Agencies will be required to provide 50 percent matching funds for each candidate project. Surface Transportation Program or M2 CTP funds may not be used as matching funds. M2 local fair share funds can be used as matching funds for any phase. Projects will be limited to a maximum total funding amount of \$400,000 or as otherwise approved. This cap provides an opportunity to fund more projects given the limited



Chapter 3 – Arterial Highway Rehabilitation Program

resources. Additional matching funds for corridor improvements may be considered after approval of the project priority list.

Engineering and Inspection Costs

Preliminary engineering and inspection costs will be limited to a maximum of 10 percent and 15 percent, respectively, of the total construction, and general overhead shall not exceed 30 percent of payroll and fringe benefits.

Application Process

Funding for this program has not yet been identified and is not included in the initial call for projects.

Agencies will be required to complete and submit application materials provided by OCTA. In addition, detailed cost estimates, field survey evaluation documentation, pavement condition indices from respective PMP's, and a council resolution authorizing the application will be required at the time of submittal.

Cooperative project development is encouraged. Projects located within neighboring jurisdictions require letters of support from the affected agency(ies).

Additional Requirements

Because AHRP funds may come from federal sources, additional steps are required to ensure proper receipt of funds.

1. Local agencies must execute a funding agreement for use of any federal funds.
2. Once projects are approved by OCTA they will be administered by Caltrans Local Assistance. They will require additional information and review of projects. It is imperative that local agencies contact Caltrans once funding is approved.
3. OCTA staff and Cities will jointly explore, on a case-by-case basis, the possibility of a funds exchange with Gas Tax or Measure M funds.
4. Projects must be included in the Regional Transportation Improvement Program (RTIP) before agencies can begin work. Local agencies will be responsible for including projects in the RTIP, OCTA will administer amendments as necessary.



Chapter 3 – Arterial Highway Rehabilitation Program

5. An agency must receive an "Authorization to Proceed" (an approved E-76 form from Caltrans). Caltrans Local Assistance is responsible for processing this form. Any activity undertaken by the local agency prior to approval of the E-76 form will not be reimbursed.

Chapter 4 – Transit Extensions to Metrolink (Project S)



Overview

This M2 program establishes a competitive process to enable local jurisdictions to enhance regional transit capabilities through creation of new connections to the existing Metrolink system. Projects must meet specific criteria in order to compete for funding through this program.

Program funding guidelines and project selection criteria are being developed. A transit call for projects may be issued in 2010.



This page intentionally left blank



Chapter 5 – Metrolink Gateways (Project T)

Overview

This M2 program establishes a competitive process for local jurisdictions to convert Metrolink stations into regional gateways for enhanced operations related to high-speed rail service. Projects must meet specific criteria in order to compete for funding through this program. In addition, local agencies will be required to demonstrate the ability to fully fund operations on an ongoing basis using non-OCTA resources. Public-private partnerships¹ are encouraged but not required.

Objectives

- Modify existing Metrolink stations to accommodate high speed rail service
- Expand multi-modal transit options for regional travel
- Deliver infrastructure in the initial phase of high speed rail implementation where feasible

Project Participation Categories

Multi-modal transit facilities provide expanded transportation options for regional and long distance travel. These “hubs” provide a vital link in the mobility chain. Availability of viable stations is a critical consideration for high speed rail service implementation. Each host community has unique needs and expectations related to high-speed rail systems. Conditions will differ from one location to the next and projects pursued under this program have significant latitude in how they address the challenge of delivering supporting facilities for high speed rail services. The program categories listed below identify key project elements that can be pursued through the Project T funding source. Public-private partnerships and local funding sources may be used to leverage these elements.

- Station and passenger facilities necessary to support planned high-speed rail system²
- Parking structures related to expanded high-speed rail service
- Track improvements (e.g., track, switching, signal equipment)
- Traffic control enhancements for ingress/egress from public roadways
- Aesthetics limited to 10% of the Measure M funds (i.e., landscaping, non-standard lighting, on-site signage)
- On-site public art expenses limited to one percent of Measure M funds in order to improve the appearance and safety of the facility
- Off-site improvements cannot exceed 5% of Measure M funding request³
- Bond financing costs
- Construction Management (not to exceed 15% of construction cost)



Chapter 5 – Metrolink Gateways (Project T)

Commercial facilities that are not transit related are not eligible for Measure M funds.

Eligibility Requirements

Minimum eligibility and participation requirements must be considered before a project funding application should be submitted. Adherence to strict funding guidelines is required by the Ordinance. Additional standards have been established to provide assurance that M2 funds are spent in the most prudent, effective manner. There is no guarantee that funding will be approved during a particular call for projects. If no acceptable project is identified during a funding cycle, a subsequent call for projects will be scheduled at an appropriate time.

- Station must be identified in constrained or unconstrained chapters of the 2008 Regional Transportation Plan for the initial M2 funding cycle
- Agency must demonstrate sufficient funding for first five years of operation with financial plan outlining funding strategy for ongoing operations and maintenance (cannot include OCTA funding sources)
- Project applications must be for complete projects (environmental clearance through construction)
- Project application must meet minimum competitive score to be deemed eligible and "of merit" (as determined by OCTA Board of Directors)
- Capital improvements must adhere to public bidding requirements
- Complete applications must be approved by the applicant City Council prior to submittal to OCTA to demonstrate adequate community and elected official support for initial consideration
- Applicant must be eligible to receive Measure M funding (established on an annual basis) to participate in this program

Funding Estimates

Funding will be provided on a pay-as-you go basis. The program will make an estimated \$174.9 million (nominal dollars) available during the initial 20 year period of the program (Fiscal Year 2011 through 2030). Funding for the remaining ten-year period of M2 will not be programmed until a future call for projects is warranted. This approach provides a hedge against economic uncertainty and preserves funding for future system expansion.



Chapter 5 – Metrolink Gateways (Project T)

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on projects with firm funding commitments and overall project readiness as shown on Table 5-1. In addition, projects will be evaluated based upon existing and future transit usage, intermodal connectivity, and community land use attributes. Although match funding is not required, projects that leverage M2 funds with at least 10% from other sources are encouraged and will be more competitive.

Application Process

Project allocations are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to fully evaluate the project proposal as outline below.

- Complete information application
- Provide funding/operations plan
- Allocations subject to Master funding agreement

A call for projects for the initial funding cycle was issued in January 2009. The need for a future call will be determined by the OCTA Board of Directors. Complete project applications must be submitted by the established due date to be considered eligible for consideration.

The funding plan shall include, at a minimum, the following information:

- Financials (Funding needs, match funding availability, operations funding assurances, public-private partnership arrangements, bond financing projections)
- Project development and implementation schedule
- High speed rail ridership projections
- Any additional information deemed relevant by the applicant

Applications will be reviewed by the Authority for consistency, accuracy and concurrence. Once applications have been completed in accordance with the program requirements, the projects will be scored, ranked and submitted to the T2020 Committee and Board of Directors for consideration and funding approval.

The final approved application (including Financial Plan) will serve as the basis for any funding agreement required under the program.



Chapter 5 – Metrolink Gateways (Project T)

Reimbursements

This program is administered on a reimbursement basis for capital improvements, planning design, right of way acquisition, and related bond financing costs. Reimbursements will be disbursed upon review and approval of a complete expense report, performance report, and Consistent with master funding agreement.

Status Reports

Projects selected for funding will be subject to submittal of an annual financial plan update in order to receive project reimbursement payments during the following fiscal year. The updated financial plan will be due as a supplement to the annual Measure M eligibility process (typically due on June 30th).

Project Cancellation

Projects deemed infeasible during the planning process will be cancelled and further expenditures will be prohibited (except where necessitated to bring the current phase to a logical conclusion). Right of way acquired for projects which are cancelled prior to construction will require repayment to the contributing funding program(s) within a reasonable time as determined by the OCTA Board of Directors.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall allocation, and/or other sanctions to be determined. Audits shall be conducted by OCTA Internal Audit department or other authorized agent either through the normal annual process or on a schedule to be determined by the OCTA Board of Directors.

Proceeds from the sale of excess right of way acquired with program funding must be paid back to the project fund as described in the master funding agreement.



Chapter 5 – Metrolink Gateways (Project T)

Application Guidelines

Funding allocations provided through M2 are determined through a competitive application process. Project selection is based upon merit utilizing a series of qualitative and quantitative criteria. Candidate projects are required to submit a financial plan with sufficient data to enable an adequate evaluation of the application. Each jurisdiction is provided broad latitude in formatting, content and approach. However, key elements described below must be clearly and concisely presented to enable timely and accurate assessment of the project.

Financial Details

Each candidate project must include all phases through construction of facilities and implementation of service. The financial plan will include, at a minimum, the following information:

- Estimated project cost for each phase of development (planning, environmental, permitting, design, right of way acquisition, construction, and project oversight)
- Funding request for each phase of project implementation with match funding amounts and sources clearly identified
- Realistic project schedule for each project phase
- Demonstrated financial commitments for match funding and ongoing operations (through first five years of operation)
- Discussion of contingency planning for revenue shortfalls
- Revenue projections and methodology where on-site commercial activity or advertising revenue is expected to support implementation and/or operations costs
- Right of way status and strategy for acquisition
- Revenue sharing proposals (where applicable)

Technical Attributes

The formal application must include feasibility and efficacy components to demonstrate transportation benefit to ensure the selected project(s) meet the spirit and intent of M2. Merit will be demonstrated through technical attributes and industry standard methodologies. The following site-specific data will be included and fully discussed in the application:

- Current employment estimates within five mile radius of project site (cite reference)



Chapter 5 – Metrolink Gateways (Project T)

- Freeway lane miles with five mile radius of site (provided by OCTA upon request)
- Planned job density within 1,500' radius of project boundary based upon current General Plan
- Planned housing density within 1,500' radius of project boundary based upon current General Plan
- Daily transit boardings within five mile radius of project boundary (include rail and fixed route bus/shuttle)
- Daily transit boardings growth within five mile radius of project boundary with projection methodology fully presented for opening day operations
- Description of all transit modes serviced by the site at time of application
- Discussion of new transit modes (including high speed rail) served by the site as a result of proposed project (opening day)
- Service coordination plan (how will proposed project facilitate transfer between transit services?)

Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the funding plan described above, local agencies will be required to submit the following materials:

Council Resolution: A Council Resolution authorizing request for funding consideration with a commitment of project match funding (local sources) and operating funds as shown in the funding plan.

Lease/Cost Sharing Agreements: Copies of leases, cost sharing (match funding), and/or land dedication documents. Confidential agreements may be included by reference when accompanied by affidavit from City Treasurer or Finance Director.

Project Documentation: If proposed project has completed initial planning activities (such as PSR or equivalent, EIR, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning phases. The applicant will be asked for detailed information only if necessary to adequately evaluate the project application.

¹ Public-private partnerships are defined as direct financial contributions or right of way dedications for eligible program activities.

²Program should not build retail or other leasable space. Mixed Use and TOD elements will be the responsibility of others.

³ "Off-site" improvements adjacent to the project site such as monumentation, traffic control, etc.



Chapter 5 – Metrolink Gateways (Project T)

TABLE 5-1

Point Breakdown for Metrolink Gateways (Project T) Maximum Points = 100

Financial Commitment (30 points)		Transit Usage (20 points)	
Total Project Cost (information only)		Existing transit boardings (within 5 miles)	
\$ (capital)	(No Points)	>75,000 a day	4 points
		50,000 to 75,000 a day	3 points
		25,000 to 49,000 a day	2 points
		<25,000 a day	1 point
Percent of M2 for capital		Transit boardings growth (within 5 miles)	
50% or less	16 points	>20,000 daily increase	8 points
51% to 65%	12 points	15,000 to 20,000 daily increase	6 points
66% to 80%	8 points	10,000 to 14,900 daily increase	4 points
81% to 90%	4 points	<10,000 daily increase	2 points
Level of commitment from private partners		Consistent ridership projections	
Investment agreement (binding)	8 points	100% to 110% of OCTAM*	
Commitment letters	2 points	111% to 120% of OCTAM	
		121% to 140% of OCTAM	
		<i>*Projections below OCTAM get 8 points</i>	
OCTA concurrence with financial assumptions/analysis			
Yes	6 points		
No	0 points		
Readiness (20 points)		Intermodal Connections (18 points)	
High-speed rail system status		Number of current transit modes provided	
In constrained 2008 RTP	10 points	>6	5 points
Added in unconstrained RTP	2 points	4 to 6	3 points
		<4	1 point
Land acquired for total project		Future increase in the number of transit modes	
Yes	5 points	>5 added	10 points
No	0 points	3 to 5 added	6 points
		<3 added	2 points
Project design status		OCTA concurrence with intermodal analysis	
Design complete	5 points	Yes	3 points
Environmental complete	3 points	No	0 points
PSR equivalent complete	1 point		
Regional Markets / Land Use (12 points)			
Adjacent freeway lane miles (within five miles)			
>500 lane miles	3 points		
400 to 500 lane miles	2 points		
<400 lane miles	1 point		
Current employment (within 5 miles)			
>350,000	3 points		
200,000 to 350,000	2 points		
<200,000	1 point		
Planned job density within 1,500 feet			
>2.0 avg. floor area ratio	3 points		
1.5 to 2.0 avg. floor area ratio	2 points		
<1.5 avg. floor area ratio	1 point		
Planned housing density within 1,500 feet			
>35 dwelling units/acre			
20 to 35 dwelling units/acre			
<20 dwelling units/acre			

* OCTAM - Orange County Transportation Analysis Model



This page intentionally left blank

Chapter 6 – Community Based Transit/Circulators (Project V)



Overview

This M2 project establishes a competitive program for local jurisdictions to develop local bus transit services such as community based circulators, shuttles and bus trolleys that complement regional bus and rail services, and meet needs in areas not adequately served by regional transit.

Program funding guidelines and project selection criteria are being developed. A transit call for projects may be issued in 2010.



This page intentionally left blank



Chapter 7 – Regional Capacity Program

Introduction

The Regional Capacity Program (RCP) is a competitive program that will provide more than \$1 billion over a thirty year period. The RCP replaces the current Measure M Local and Regional streets and roads competitive programs.

The MPAH serves as the backbone of Orange County's arterial street network. Improvements to the network are required to meet existing needs and address future demand. The RCP is made up of four (4) individual program categories which provide improvements to the network:

- The Arterial Capacity Enhancements (ACE) improvement category complements freeway improvement initiatives underway and supplements development mitigation opportunities on arterials throughout the MPAH. This RCP component closely resembles the MPAH program from the original Measure M.
- The Intersection Capacity Enhancements (ICE) improvement category provides funding for operational and capacity improvements at intersecting MPAH roadways. This RCP component closely resembles the Intersection Improvement Program (IIP) from the original Measure M.
- The Freeway Arterial/Streets Transition (FAST) focuses upon street to freeway interchanges. This RCP component is similar to Regional Interchange Program (RIP) from original Measure M and includes added emphasis upon arterial transitions to interchanges.
- The Rail Grade Separation Program (RGSP) addresses vehicle delays and safety issues related to at-grade rail crossings.

Projects in the arterial, intersection and interchange improvement categories are selected on a competitive basis. All projects must meet specific criteria in order to compete for funding through this program.

The RGSP category is a competitive program. However, seven (7) Trade Corridors Improvement Fund (TCIF) projects identified by the CTC are slated to receive funding first, with \$160 million in local funding currently allocated from M2. Future calls for projects for grade separations are not anticipated in the near term but may be introduced during future funding cycles of M2.



This page intentionally left blank



Chapter 7 – Regional Capacity Program

Section 7.1 – Arterial Capacity Enhancements (ACE)

Overview

The MPAH serves as the backbone of Orange County's arterial street network. Improvements to the network are required to meet existing needs and address future traffic demand. The ACE improvement category complements freeway improvement initiatives underway and supplements development mitigation opportunities.

Projects in the ACE improvement category are selected on a competitive basis. Projects must meet specific criteria in order to compete for funding through this program.

Objectives

- Complete MPAH network through gap closures and construction of missing segments
- Relieve congestion by providing additional roadway capacity where needed
- Provide timely investment of M2 Revenues

Project Participation Categories

The ACE category provides capital improvement funding (including planning, design, right-of-way acquisition and construction) for capacity enhancements on the MPAH for the following:

- Gap closures – widen MPAH roadway for full width where bottleneck exists
- Roadway widening where additional capacity is needed
- New roads / extension of existing MPAH facility

Eligible Activities

- Planning, environmental clearance
- Design
- Right of way acquisition
- Construction (including curb-to-curb, landscaping, lighting, drainage, etc.)

Potentially Eligible Items

- Direct environmental mitigation
- Storm drains/catch basins
- Sound walls (in conjunction with roadway improvement mitigation measures)



Chapter 7 – Regional Capacity Program (ACE)

- Aesthetic improvements including landscaping (up to 25% of construction costs)
- ITS infrastructure (advance placement in anticipation of future project)
- Rehabilitation and/or resurfacing of existing pavement when necessitated by proposed improvement (such as change in profile and cross section)

Environmental mitigation will be allowed only as required for the proposed roadway improvement, and only as contained in the environmental document. Program participation in environmental mitigation shall not exceed 50% of the total eligible construction costs.

Longitudinal storm drains are eligible for program participation when, in the opinion of the TAC, the storm drain is an incidental part (cost is less than 50% of the total eligible improvement cost) of an eligible improvement. Program participation shall not exceed 25% of the cost of storm drain longitudinal/parallel and main lines. Storm drain inlets, connectors, laterals and cross culverts shall have full participation in ACE Program funding.

Soundwalls are eligible only if they are required as part of the environmental mitigation for the proposed project. Aesthetic enhancements and landscaping in excess of minimum environmental mitigation requirements are subject to limitations described in this section above.

Ineligible Expenditures

Items that are not eligible under the ACE Program are:

- Rehabilitation (unless performed as component of capacity enhancement program)
- Reconstruction (unless performed as component of capacity enhancement project)
- Grade Separation Projects
- Right of way acquisition greater than the typical right of way width for the applicable MPAH Roadway Classification. Eligibility for additional right of way to accommodate significant pedestrian volumes or bikeways shown on a Master Plan of Bikeways will be considered for reimbursement on a case by case basis. Where full parcel acquisitions are necessary to meet typical right of way requirements for the MPAH classification, any excess parcels shall be disposed of in accordance with the provisions of these guidelines and State statutes.

Funding Estimates

Funding will be provided on a pay-as-you go basis. The RCP will make an estimated \$1.1 billion (in 2005 dollars) available during the 30-year M2 program. Programming estimates are developed in conjunction with periodic calls for projects. Funding is



Chapter 7 – Regional Capacity Program (ACE)

shared with intersection, interchange and grade separation improvement categories. No predetermined funding set aside has been established for street widening.

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on existing usage, proposed Vehicle Miles Traveled (VMT), level of services benefits, match funding and overall facility importance. Technical categories and point values are shown on Tables 7-1 and 7-2. Data sources and methodology are described below.

Existing Average Daily Trips (ADT): Current 24-hour traffic counts or OCTA Traffic Flow Map data for proposed segment. "Current" counts are defined as those taken for a typical mid-week period within the preceding 12-month period. New facilities will be modeled through OCTAM and requests should be submitted to OCTA with sufficient time to generate report prior to submittal of application.

Vehicle Miles Travelled (VMT): Centerline length of segment proposed for improvement multiplied by the existing ADT for the proposed segment length.

Current Project Readiness: This category is additive. Points are earned for each satisfied readiness stage at the time applications are submitted. Right of Way (All easements and titles) applies where no ROW is needed for the project or where all ROW has been acquired/dedicated). Right of Way (all offers issued) applies where offers have been made for every parcel where acquisition is required and/or offers of dedication have been received by the jurisdiction. Final Design (PS&E) applies where the jurisdiction's City engineer or other authorized person has approved the final design. Preliminary design (35% level) will require certification from the City Engineer and is subject to verification. Environmental Approvals applies where all environmental clearances have been obtained on the project.

Cost Benefit: Total project cost (including unfunded phases) divided by the existing ADT (or modeled ADT for new segments).

Funding Over-Match: The percentages shown apply to match rates above a jurisdiction's minimum match requirement. M2 requires a 50% local match for RCP projects. This minimum match can be reduced by up to 25 percentage points if certain eligible components are met. If a jurisdiction's minimum match target is 30% and a local match of 45% is pledged, points are earned for the 15% over-match.



Chapter 7 – Regional Capacity Program (ACE)

Transportation Significance: Roadway classification as shown in the current Master Plan of Arterial Highways (MPAH).

MPAH Needs Assessment Category: Segment designation as shown in the Regional Capacity Program Assessment study.

Operational Efficiencies: This category is additive. Each category, except Active Transit Routes, must be a new feature added as a part of the proposed project.

- Pedestrian Facilities: Placement of a new sidewalk where none currently exists along entire segment of proposed project.
- Meets MPAH configuration: Improvement of roadway to full MPAH standard for the segment classification.
- Active Transit Route(s): Segments served by fixed route public transit service.
- Bus Turnouts: Construction of bus turnouts.
- Bike Lanes: Installation of new bike lanes (Class I or II)
- Median (Raised): Installation of a mid-block raised median where none exists today. Can be provided in conjunction with meeting MPAH standards.
- Remove On-street Parking: Elimination of on-street parking in conjunction with roadway widening project. Can be provided in conjunction with meeting MPAH standards and installation of new bike lanes.
- Other (Golf cart paths in conformance with California Vehicle Code and which are demonstrated to remove vehicle trips from roadway).

Improvement Characteristics: Select one characteristic which best describes the project:

- Gap Closures: Elimination of an existing bottleneck.
- New Facility/Extensions: Construction of new roadways.
- Bridge crossing: Widening of bridge crossing within the project limits.
- Adds capacity: Addition of through traffic lanes.
- Improves traffic flow: Installation of a median, restricting cross street traffic, adding midblock turn lanes, or elimination of driveways.

Level of Service (LOS) Improvement: This category is a product of the existing LOS based upon volume/capacity– or v/c -- and LOS improvement “with project”. **Projects must meet a minimum existing LOS of “D” (.80 v/c) to qualify for funding.**

Application Process

Project allocations are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting



Chapter 7 – Regional Capacity Program (ACE)

documentation that will be used to evaluate the project proposal as outline below. Detailed instructions and checklists are provided in Chapter 9.

- Complete application
 - Funding needs by phase and fiscal year
 - Match funding source
 - Supporting technical information
 - Project development and implementation schedule
 - Right of way status and strategy for acquisition
 - Any additional information deemed relevant by the applicant
- Allocations subject to Master Funding Agreement

A call for projects for the initial funding cycle is expected to be issued in 2010, or as determined by the OCTA Board of Directors. Complete project applications must be submitted by the established due date to be considered eligible for consideration.

Applications will be reviewed by the Authority for consistency, accuracy and concurrence. Once applications have been completed in accordance with the program requirements, the projects will be scored, ranked and submitted to the TSC, TAC and Board of Directors for consideration and funding approval.

Minimum Eligibility Requirements

Projects must have an existing LOS "D" or worse to qualify for funding in this program. New facilities will be considered where the project results in a positive overall LOS reduction in traffic on parallel existing facilities based upon Orange County Traffic Analysis Model (OCTAM).

All project roadways must be identified on the MPAH network. Local streets not shown on the MPAH are not eligible for funding through this program.

Matching Funds

Local agencies are required to provide match funding for each phase of the project. As prescribed by Ordinance No. 3, the minimum local match requirement is 50% with potential to reduce this amount if certain eligibility requirements are met.

Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the funding plan described above, local agencies will be required to submit the following materials:



Chapter 7 – Regional Capacity Program (ACE)

Council Approval: A Council Resolution or Minute Order action authorizing request for funding consideration with a commitment of project match funding (local sources) must be provided with the project application.

Project Documentation: If proposed project has completed initial planning activities (such as PSR or equivalent, EIR, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning phases. The applicant will be asked for detailed information only if necessary to adequately evaluate the project application.

Reimbursements

This program is administered on a reimbursement basis for capital improvements, planning, design, and right-of-way acquisition. Reimbursements will be disbursed upon review and approval of a complete initial payment submittal, final report and consistency with Master Funding Agreement or cooperative agreement if federal funds are awarded.

Project Cancellation

Projects deemed infeasible during the planning phase will be cancelled and further expenditures will be prohibited (except where necessary to conclude the current phase). Right of way acquired for projects that are cancelled prior to construction will require repayment to the contributing funding program(s) within a reasonable time as determined by the OCTA Board of Directors.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation, which may include repayment, reduction in overall allocation, and/or other sanctions to be determined. Audits shall be conducted by OCTA's Internal Audit department or other authorized agent either through the normal annual process or on a schedule to be determined by the OCTA Board of Directors. See Chapter 11 for detailed audit requirements.



Chapter 7 – Regional Capacity Program (ACE)

Proceeds from the sale of excess right of way acquired with program funding must be paid back to the project fund as described in Chapter 10 and described in the Master Funding Agreement.



This page intentionally left blank



TABLE 7-1

Regional Capacity Program Street Widening

	Category	Points Possible	Percentage	
<i>Facility Usage</i>				25%
	Existing ADT	10	10%	
	Existing VMT	10	10%	
	Current Project Readiness	5	5%	
<i>Economic Effectiveness</i>				20%
	Cost Benefit	15	15%	
	Funding Over-Match	5	5%	
<i>Facility Importance</i>				20%
	Transportation Significance	5	5%	
	MPAH Assessment Category	10	10%	
	Operational Efficiency	5	5%	
<i>Benefit</i>				35%
	Improvement Characteristics	10	10%	
	Level of Improvement and Service	25	25%	
TOTAL		100	100%	



This page intentionally left blank



Chapter 7 – Regional Capacity Program (ACE)

TABLE 7-2

Point Breakdown for Widening Projects Maximum Points = 100

Facility Usage		Points: 25	Facility Importance		Points: 20
Existing ADT			Transportation Significance		
Range		Points	Range		Points
40+ thousand		10	Principal or CMP Route		5
35 - 39 thousand		8	Major		4
30 - 34 thousand		6	Primary		3
25 - 29 thousand		5	Secondary		2
20 - 24 thousand		4	Collector		1
15 - 19 thousand		3			
10-14 thousand		2	MPAH Assessment Category		
5 - 9 thousand		1	Range		Points
<5 thousand		0	Category 1		10
			Category 2		8
VMT			Category 3		6
Range		Points	Category 4		4
22+ thousand		10	Category 5		2
18 - 21 thousand		8			
14 - 17 thousand		6	Operational Efficiencies	Maximum 5 points	
11 - 13 thousand		5	Characteristics (i.e.)		Points
8 - 10 thousand		4	Pedestrian Facilities (New)		3
5 - 7 thousand		3	Meets MPAH Configs.		3
3 - 4 thousand		2	Active Transit Route(s)		2
1.5 - 2 thousand		1	Bus Turnouts		2
<1,500 thousand		0	Bike Lanes (New)		2
			Median (Raised)		2
Current Project Readiness	Max Points: 5		Remove On-Street Parking		1
Range	Points		Other		2
Right Of Way (All easement and titles)	3				
Right Of Way (All offers issued)	1				
Final Design (PS&E)	1				
Preliminary Design (35%)	1				
Environmental Approvals	1				
Points are additive, ROW limited to highest qualifying designation					
Economic Effectiveness		Points: 20	Benefit:		Points: 35
Cost Benefit (Total \$/ADT)			Improvement Characteristics		Points
Range*	Points		Gap Closure		10
<25	15		New Facility/Extension		8
25-49	13		Bridge Crossing		8
50 - 74	11		Adds Capacity		6
75 - 99	9		Improves Traffic Flow		2
100 - 149	7				
150 - 199	5		LOS Improvement	Max Points: 25	
200 - 249	4		Calculation: LOS Imp x LOS Starting Pt.		
250 - 299	3		Existing LOS Starting Point		
300 - 349	2		Range		Points
350+	1		1.05+		5
			1.00 - 1.04		4
Funding Over-Match (local match/project cost) minus minimum local match requirement			.95 - .99		3
Range*	Points		.90 - .94		2
30+ %	5		.80-.89		1
25-29 %	4				
20 - 24 %	3		LOS Improvement W/Project (exist. volume)		
15 - 19 %	2		Range		Points
10 - 14 %	1		.20+		5
0-9 %	0		.16-.19		4
*Range refers to % points above agency minimum requirement			.1- .15		3
			.05 - .09		2
			<.05		1



This page intentionally left blank



Chapter 7 – Regional Capacity Program

Section 7.2 – Intersection Capacity Enhancements (ICE)

Overview

The MPAH serves as the backbone of Orange County's arterial street network. Intersections at each intersecting MPAH arterial throughout the County will continue to require improvements to mitigate current and future needs. The ICE improvement category complements roadway improvement initiatives underway and supplements development mitigation opportunities.

Projects in the ICE improvement category are selected on a competitive basis. Projects must meet specific criteria in order to compete for funding through this program.

For the purposes of the ICE improvement category, the limits of an intersection shall be defined as the area that includes all necessary (or planned) through lanes, turn pockets, and associated transitions required for the intersection. Project limits of up to 600 feet for each intersection leg is recommended.

Objectives

- Improve MPAH network capacity and throughput along MPAH facilities
- Relieve congestion at MPAH intersections by providing additional turn and through lane capacity
- Improve connectivity between neighboring jurisdiction by increasing throughput
- Provide timely investment of M2 Revenues

Project Participation Categories

The ICE category provides capital improvement funding (including planning, design, right of acquisition and construction) for intersection improvements on the MPAH network for the following:

- Intersection widening – constructing additional through lanes and turn lanes, extending turn lanes where appropriate, signal equipment
- Street to street grade separation projects

Eligible Activities

- Planning, environmental clearance
- Design (plans, specifications, and estimates)
- Right of way acquisition



Chapter 7 – Regional Capacity Program (ICE)

- Construction (including bus turnouts, curb ramps, median, and striping)

Potentially Eligible Items

- Storm drains/catch basins
- Landscaping and other aesthetic enhancements (limited to 25% of construction cost)
- Signal equipment (as incidental component of program)

Ineligible Items

- Right of way acquisition greater than the typical right of way width for the applicable MPAH Roadway Classification. Additional turn lanes not exceeding 12 feet in width needed to maintain an intersection LOS D requiring right of way in excess of the typical right of way width for the applicable MPAH classification shall be fully eligible. Where full parcel acquisitions are necessary to meet typical right of way requirements for the MPAH classification any excess parcels shall be disposed of in accordance with the provisions of these guidelines and State statutes.

Environmental mitigation will be allowed only as required for the proposed roadway improvement, and only as contained in the environmental document. Program participation in environmental mitigation shall not exceed 50 percent of the total eligible project costs.

Longitudinal storm drains are eligible for program participation when, in the opinion of the TAC, the storm drain is an incidental part (cost is less than 50 percent of the total eligible improvement cost) of an eligible improvement. Program participation shall not exceed 25 percent of the cost of storm drain longitudinal/parallel and main lines. Storm drain inlets, connectors, laterals and cross culverts shall have full participation in ICE improvement category funding.

Soundwalls are eligible only if they are required as part of the environmental clearance for the proposed project. Program participation for soundwalls shall not exceed 50 percent of the total eligible project costs.

Funding Estimates

Funding will be provided on a pay-as-you go basis. The RCP will make an estimated \$1.1 billion available (in 2005 dollars) during the 30-year M2 program. Programming estimates are developed in conjunction with periodic calls for projects. Funding is shared with road widening, interchange and grade separation improvement categories.



Chapter 7 – Regional Capacity Program (ICE)

No predetermined funding set aside has been established for intersection improvements.

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on existing usage, level of services benefits, match funding and overall facility importance. Technical categories and point values are shown on Tables 7-3 and 7-4. Data sources and methodology are described below.

Average Daily Traffic (ADT): Sum of the Average ADT from current traffic count or OCTA Traffic Flow Map for each arterial. Average ADT for the east and west legs of the intersection will be added to the average ADT for the north and south legs.

Current Project Readiness: This category is additive. Points are earned for each satisfied readiness stage at the time applications are submitted. Right of Way (All easements and titles) applies where no ROW is needed for the project or where all ROW has been acquired/dedicated). Right of Way (all offers issued) applies where offers have been made for every parcel where acquisition is required and/or offers of dedication have been received by the jurisdiction. Final Design (PS&E) applies where the jurisdiction's City Engineer or other authorized person has approved the final design. Preliminary design (35% level) will require certification from the City Engineer and is subject to verification. Environmental Approvals applies where all environmental clearances have been obtained on the project.

Cost Benefit: Total project cost (included unfunded phases) divided by the existing ADT (or modeled ADT for new segments).

Funding Over-Match: The percentages shown apply to match rates above a jurisdiction's minimum match requirement. M2 requires a 50% local match for RCP projects. This minimum match can be reduced by up to 25 percentage points if certain eligible components are met. If a jurisdiction's minimum match target is 30% and a local match of 45% is pledged, points are earned for the 15% over-match.

Coordination with Contiguous project: Projects that complement a proposed arterial improvement application with a similar implementation schedule earn points in this category.

Transportation Significance: Roadway classification as shown in the current Master Plan of Arterial Highways (MPAH).



Chapter 7 – Regional Capacity Program (ICE)

MPAH Needs Assessment Category: Segment designation as shown in the Regional Capacity Program Assessment study.

Operational Efficiencies: This category is additive. Each category must be a new feature added as a part of the proposed project.

- Bike Lanes/Bus Turnouts: Extension of bike lanes (Class I or II) through intersection or construction of a bus turnout as a new feature.
- Lowers density: Addition of through travel lanes.
- Channels traffic: Addition and/or extension of turn pockets.
- Pedestrian Facilities: Placement of a new sidewalk if none currently exists.
- Grade separations: Street to street grade separations and do not apply to rail grade separation projects which are covered by the grade separation program category.

Level of Service (LOS) Improvement: This category is a product of the existing ICU score and the LOS improvement score. **Projects must meet a minimum existing peak hour LOS of “D” (.80 ICU) or worse to qualify for funding.**

Application Process

Project allocations are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to evaluate the project proposal as outline below.

- Complete application
 - Funding needs by phase and fiscal year
 - Match funding source
 - Supporting technical information
 - Project development and implementation schedule
 - Right of way status and strategy for acquisition
 - Any additional information deemed relevant by the applicant
- Allocations subject to master funding agreement

A call for projects for the initial funding cycle is expected to be issued in 2010, or as determined by the OCTA Board of Directors. Complete project applications must be submitted by the established due date to be considered eligible for consideration.

Applications will be reviewed by the Authority for consistency, accuracy and concurrence. Once applications have been completed in accordance with the program requirements, the projects will be scored, ranked and submitted to the TSC, TAC and Board of Directors for consideration and funding approval.



Chapter 7 – Regional Capacity Program (ICE)

Minimum Eligibility Requirements

Projects must have a minimum peak hour LOS “D” or worse. Worst peak hour period is used for this evaluation and eligibility purposes.

All project roadways must be identified on the MPAH network. Local streets not shown on the MPAH are not eligible for funding through this program.

Matching Funds

Local agencies are required to provide match funding for each phase of the project. As prescribed by Ordinance No. 3, the minimum local match requirement is 50% with potential to reduce this amount if certain eligibility requirements are met.

Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the funding plan described above, local agencies will be required to submit the following materials:

Council Approval: A Council Resolution or Minute Order action authorizing request for funding consideration with a commitment of project match funding (local sources) must be provided with the project application.

Project Documentation: If proposed project has completed initial planning activities (such as PSR or equivalent, EIR, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion or planning phases. The applicant will be asked for detailed information only if necessary to adequately evaluate the project application.

Reimbursements

This program is administered on a reimbursement basis for capital improvements, planning, design, and right of way acquisition. Reimbursements will be disbursed upon review and approval of a complete initial payment submittal, final report and consistency with master funding agreement or cooperative agreement if federal funds are awarded.



Chapter 7 – Regional Capacity Program (ICE)

Project Cancellation

Projects deemed infeasible during the planning phase will be cancelled and further expenditures will be prohibited except where necessary to bring the current phase to a logical conclusion. Right of way acquired for projects which are cancelled prior to construction will require repayment to the contributing funding program(s) within a reasonable time as determined by the OCTA Board of Directors.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall allocation, and/or other sanctions to be determined. Audits shall be conducted by OCTA's Internal Audit department or other authorized agent either through the normal annual process or on a schedule to be determined by the OCTA Board of Directors. See Chapter 11 for detailed audit requirements.

Proceeds from the sale of excess right of way acquired with program funding must be paid back to the project fund as described in Chapter 10 and described in the Master Funding Agreement.



TABLE 7-3

Regional Capacity Program Intersection Improvement

	Category	Points Possible	Percentage	
<i>Facility Usage</i>				20%
	Existing ADT	15	15%	
	Current Project Readiness	5	5%	
<i>Economic Effectiveness</i>				25%
	Cost Benefit	15	15%	
	Funding Over-Match	5	5%	
	Coordination with Contiguous Project	5	5%	
<i>Facility Importance</i>				25%
	Transportation Significance	5	5%	
	MPAH Assessment Category	10	10%	
	Operational Efficiency	10	10%	
<i>Benefit</i>				30%
	LOS Improvement	30	30%	
TOTAL		100	100%	



This page intentionally left blank



Chapter 7 – Regional Capacity Program (ICE)

TABLE 7-4

Point Breakdown for Intersection Capacity Enhancements Maximum Points = 100

Facility Usage			Points: 20	Facility Importance			Points: 25
ADT				Transportation Significance			
Range*			Points	Range			Points
60+	thousand		15	Principal or CMP Route			5
55 - 59	thousand		13	Major			4
50 - 54	thousand		11	Primary			3
45 - 49	thousand		9	Secondary			2
40 - 44	thousand		7	Collector			1
35 - 39	thousand		5	MPAH Assessment Category			
30 - 34	thousand		3	Range			Points
25 - 29	thousand		1	Category 1			10
* Sum of AVG ADT for all four legs based upon OCTA Traffic Flow Map				Category 2			8
Current Project Readiness			Max Points: 5	Category 3			6
Range*			Points	Category 4			4
Right Of Way (All easement and titles)			4	Category 5			2
Right Of Way (All offers issued)			2	Operational Efficiencies			
Final Design (PS&E)			1	Characteristics (i.e.)			Points
Preliminary Design (35%)			1	Bike lanes/bus turnouts			4
Environmental Approvals			1	Lowers density			3
Points are additive, ROW limited to highest qualifying designation				Channels traffic			3
				Ped. facilities (new)			4
				Grade separations			10
				*contains a combination of the above			
Economic Effectiveness			Points: 25	Benefit:			Points: 30
Cost Benefit (Total \$/ADT)				LOS Improvement			Max Points: 30
Range*			Points	Calculation: LOS Imp x LOS Starting Pt.			
<10			15	Existing LOS (Peak Hour)			
11-20			12	Range			Points
21-30			9	1.05+			6
31-50			7	1.00 - 1.04			5
51-75			5	.95 - .99			4
76-100			3	.90 - .94			3
>100			1	.85-.89			2
* = total cost / average ADT				.80 - .84			1
Funding Over-Match (local match/project cost) minus minimum local match requirement				LOS Reduction W/Project (exist. volume)			
Range			Points	Range			Points
30+	%		5	.20+			5
25-29	%		4	.16-.19			4
20-24	%		3	.1-.15			3
15-19	%		2	.05-.09			2
10-14	%		1	<.05			1
0-9	%		0				
Coordination with Contiguous Project							
Range			Points				
yes			5				
no			0				

Coordination based upon similar project schedule



This page intentionally left blank



Chapter 7 – Regional Capacity Program

Section 7.3 – Freeway Arterial/Streets Transitions (FAST)

Overview

The MPAH serves as the backbone of Orange County's arterial street network. Current and future needs at existing interchanges along MPAH highways and freeways will need to be addressed in order to improve connectivity between freeways and MPAH arterials. The interchange improvement program complements roadway improvement initiatives underway as well and supplements development mitigation opportunities.

Projects in the FAST improvement category are selected on a competitive basis. Projects must meet specific criteria in order to compete for funding through this program.

Objectives

- Improve transition to and from Orange County freeways
- Provide timely investment of M2 revenues

Project Participation Categories

The FAST category provides capital improvement funding (including planning, design, right of way acquisition and construction) for interchange improvements on the MPAH network for the following:

- MPAH facility interchange connections to Orange County freeways (including on-ramp, off-ramp and arterial improvements)

Eligible Activities

- Planning, environmental clearance
- Design
- Right of way acquisition
- Construction (including ramps, intersection and structural improvements/reconstruction incidental to project)
- Signal equipment (as incidental component of program)

Potentially Eligible Items

- Landscaping and other aesthetic enhancements limited to 10% of project cost
- Auxiliary lanes if necessitated by interchange improvements



Chapter 7 – Regional Capacity Program (FAST)

- Soundwalls as mitigation for project

Environmental mitigation will be allowed only as required for the proposed roadway improvement, and only as contained in the environmental document. Program participation in environmental mitigation shall not exceed 50% of the total eligible project costs.

Longitudinal storm drains are eligible for program participation when, in the opinion of the TAC, the storm drain is an incidental part (cost is less than 50% of the total eligible improvement cost) of an eligible improvement. Program participation shall not exceed 25% of the cost of storm drain longitudinal/parallel and main lines. Storm drain inlets, connectors, laterals and cross culverts shall have full participation in FAST improvement category funding.

Soundwalls are eligible only if they are required as part of the environmental clearance for the proposed project. Program participation for soundwalls shall not exceed 50 percent of the total eligible project costs.

Ineligible Projects

- Seismic retrofit projects (unless combined with eligible capacity enhancements)

Funding Estimates

Funding will be provided on a pay-as-you go basis. The RCP will make an estimated \$1.1 billion available (in 2005 dollars) during the 30-year M2 program. Programming estimates are developed in conjunction with periodic calls for projects. Funding is shared with road widening, intersection and grade separation improvement categories. No predetermined funding set aside has been established for interchange improvements.

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications. Emphasis is placed on existing usage, level of services benefits, match funding and overall facility importance. Technical categories and point values are shown on Tables 7-5 and 7-6. Data sources and methodology are described below.

Existing ADT: Current 24-hour traffic counts or OCTA Traffic Flow Map data for proposed arterial segment. "Current" counts are defined as those taken for a typical mid-week period. Arterial ADT is added to exit ramp volume. Average ramp



Chapter 7 – Regional Capacity Program (FAST)

intersection volume for each interchange ramp will be used. New facilities will rely on projected ramp volume based upon Caltrans approved projection.

Current Project Readiness: This category is additive. Points are earned for each satisfied readiness stage at the time applications are submitted. Right of Way (all easements and titles) applies where no ROW is needed for the project or where all ROW has been acquired/dedicated). Right of Way (all offers issued) applies where offers have been made for every parcel where acquisition is required and/or offers of dedication have been received by the jurisdiction. Final Design (PS&E) applies where the jurisdiction's City engineer or other authorized person has approved the final design. Preliminary design (35% level) will require certification from the City engineer and is subject to verification. Project Approvals/Environmental Documentation (PA/ED) applies where a Project Report-level analysis has been completed and environmental approvals have been attained.

Cost Benefit: Total project cost (including unfunded phases) divided by the existing ADT (or modeled ADT for new segments).

Funding Over-Match: The percentages shown apply to match rates above a jurisdiction's minimum match requirement. M2 requires a 50% local match for RCP projects. This minimum match can be reduced by up to 25 percentage points if certain eligible components are met. If a jurisdiction's minimum match target is 30% and a local match of 45% is pledged, points are earned for the 15% over-match.

Coordination with Freeway Project: Interchanges planned to coincide with or accommodate planned freeway improvements receive points in this category.

Transportation Significance: Roadway classification as shown in the current Master Plan of Arterial Highways (MPAH).

MPAH Needs Assessment Category: Segment designation as shown in the Regional Capacity Program Assessment study.

Operational Efficiencies: This category is additive. Each category, except Active Transit Routes, must be a new feature added as a part of the proposed project.

- Eliminate left turn conflicts: Ramp intersection reconfiguration which does not permit left turns onto ramps.
- Coordinated signal: Ramp intersections within a coordinated corridor where coordination did not previously exist.
- Add turn lanes: Increase in number of turn lanes on arterial.
- Add traffic control: Signalization of ramp intersection.



Chapter 7 – Regional Capacity Program (FAST)

- Enhanced ramp storage: Extension or widening of existing ramp to improvement off-street storage capacity.
- Pedestrian facilities: Add crosswalk and or sidewalk to ramp or bridge crossing within context of interchange improvements.

Level of Service (LOS) Improvement: This category is a product of the existing LOS based upon volume/capacity – or v/c -- and LOS improvement “with project”. **Projects must meet a minimum existing LOS of “D” (.80 v/c) to qualify for funding.**

Improvement Characteristics: Select the attribute that best fits your project definition.

- New facility: New interchange where none exists.
- Partial facility: New interchange which does not provide full access.
- Interchange reconstruction: improvement of existing interchange to provide additional arterial capacity (widening of overcrossing or undercrossing).
- Ramp reconfiguration: Widening of ramp or arterial to improve turning movements or other operational efficiencies.
- Ramp metering: Installation of metering on ramp.

Application Process

Project allocations are determined through a competitive application process. Local agencies seeking funding must complete a formal application and provide supporting documentation that will be used to evaluate the project proposal as outlined below.

- Complete application
 - Funding needs by phase and fiscal year
 - Match funding source
 - Supporting technical information
 - Project development and implementation schedule
 - Right of way status and strategy for acquisition
 - Any additional information deemed relevant by the applicant
- Allocations subject to master funding agreement or cooperative agreement if federal funds are awarded

A call for projects for the initial funding cycle is expected to be issued in 2010, or as determined by the OCTA Board of Directors. Complete project applications must be submitted by the established due date to be considered eligible for consideration.

Applications will be reviewed by the Authority for consistency, accuracy and concurrence. Once applications have been completed in accordance with the program



Chapter 7 – Regional Capacity Program (FAST)

requirements, the projects will be scored, ranked and submitted to the TSC, TAC and Board of Directors for consideration and funding approval.

Minimum Eligibility Requirements

Projects must have a minimum peak hour LOS "D" or worse. Worst peak hour period is used for this evaluation and eligibility purposes.

Caltrans is not eligible to submit applications or receive payment under this program. Only cities or the County of Orange may submit applications and receive funds. This program was designed to benefit local jurisdictions. However, the Orange County Transportation Authority wants to ensure that Caltrans facilities are not negatively affected.

Matching Funds

Local agencies are required to provide match funding for each phase of the project. As prescribed by Ordinance No. 3, a 50% minimum match is required. A lower local match may be permitted if certain eligibility criteria are met.

Reimbursements

This program is administered on a reimbursement basis for capital improvements, planning, design, and right of way acquisition. Reimbursements will be disbursed upon review and approval of a complete initial payment submittal, final report and consistency with Master Funding Agreement.

Caltrans Coordination

Coordination with Caltrans will be essential for most, if not all, of the projects submitted for this program. Agencies should therefore establish contacts at Caltrans District 12 Office (Project Development Branch) to ensure that candidate projects have been reviewed and approved by Caltrans. All other affected jurisdictions should be consulted as well.

Agencies submitting projects for this program must have confirmation from Caltrans that the proposed improvement is consistent with other freeway improvements.

Applications should be submitted so that interchange projects are done in conjunction with construction of other freeway improvements whenever possible. However, if the



Chapter 7 – Regional Capacity Program (FAST)

interchange project can be done in advance of the freeway project, verification and/or supporting documentation must be submitted showing the interchange improvement has merit for advanced construction and that it will be compatible with the freeway design and operation. Additionally, the interchange improvements should take into account the ultimate freeway improvements if the interchange is to be improved in advance.

Project Cancellation

Projects deemed infeasible during the planning phase will be cancelled and further expenditures will be prohibited (except where necessary to bring the current phase to a logical conclusion. Right of way acquired for projects which are cancelled prior to construction will require repayment to the contributing funding program(s) within a reasonable time as determined by the OCTA Board of Directors.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall allocation, and/or other sanctions to be determined. Audits shall be conducted by OCTA's Internal Audit department or other authorized agent either through the normal annual process or on a schedule to be determined by the OCTA Board of Directors. See Chapter 11 for detailed audit requirements.

Proceeds from the sale of excess right of way acquired with program funding must be paid back to the project fund as described in Chapter 10 and described in the Master Funding Agreement.

Other Application Materials

Supporting documentation will be required to fully consider each project application. In addition to the funding plan described above, local agencies will be required to submit the following materials:

Council Resolution: A Council Resolution authorizing request for funding consideration with a commitment of project match funding (local sources) must be provided with the project application.



Chapter 7 – Regional Capacity Program (FAST)

Project Documentation: If proposed project has completed initial planning activities (such as PSR or equivalent, EIR, or design), evidence of approval should be included with the application. Satisfactory evidence includes project approval signature page, engineer-stamped site plan, or other summary information to demonstrate completion of planning phases. The applicant will be asked for detailed information only if necessary to adequately evaluate the project application.



This page intentionally left blank



TABLE 7-5

Freeway/Arterial Street Transitions Interchange Improvements

	Category	Points Possible	Percentage
Facility Usage	Existing ADT	10	10%
	Current Project Readiness	10	10%
Economic Effectiveness	Cost Benefit	10	10%
	Matching Funds	10	10%
	Coordination with Freeway Project	5	5%
Facility Importance	Transportation Significance	5	5%
	MPAH Assessment Category	10	10%
	Operational Efficiencies	10	10%
Benefit	Existing LOS	10	10%
	LOS Reduction W/Project	10	10%
	Improvement Characteristics	10	10%
TOTAL		100	90%



This page intentionally left blank



Chapter 7 – Regional Capacity Program (FAST)

TABLE 7-6

Point Breakdown for Freeway/Arterial Street Transitions Program
Maximum Points = 100

Facility Usage			Points: 10	Facility Importance			Points: 25
ADT (Arterial plus daily exist volume)				Transportation Significance			
range			points	range			points
55+	thousand		10	Principal or CMP Route			5
50 - 54	thousand		9	Major			4
45 - 49	thousand		8	Primary			3
40 - 44	thousand		6	Secondary			2
35 - 39	thousand		4	Collector			1
30 - 34	thousand		3				
25 - 29	thousand		2	MPAH Assessment Category			
20 - 24	thousand		1	range			points
15 - 19	thousand		0	Category 1			10
10-14	thousand		0	Category 2			8
<10	thousand		0	Category 3			6
				Category 4			4
				Category 5			2
Current Project Readiness			Max. 10 pts.	Operational Efficiencies			Max. 10 pts.
range			points	characteristic(s)			points
Right Of Way (All easement and titles)			6	Eliminate left turn conflict			3
Right Of Way (All offers issued)			4	Coordinated signal			2
Final Design (PS&E)			3	Add turn lanes			3
PA/ED			2	Add traffic Control			1
Project Study Report or Equiv.			1	Enhanced ramp storage			3
				Pedestrian Facilities (New)			3
Points are additive, ROW is highest qualifying designation				*contains a combination of the above			
Economic Effectiveness			Points: 25	Benefit			Points: 30
Cost Benefit (Total \$/ADT)				LOS Improvement			Max: 20
range			points	Calculation: Ave LOS Imp + Ave LOS Starting Pt.			
<20			10	LOS Reduction W/Project (exist. volume)			
20-39			8	range			points
40-79			6	.20+			10
80-159			4	.16-.19			8
160-319			2	.1-.15			6
320-640			1	.05-.09			4
>640			0	<.05			2
Funding Over-Match (local match/project cost) minus minimum local match requirement				Existing LOS			
range			Points	range			points
30+ %			10	1.05+			10
25-29 %			8	1.00 - 1.04			8
20-24 %			6	.95 - .99			6
15-19 %			4	.90 - .94			4
10-14 %			2	.85-.89			2
0-9 %			1	.80-.84			1
Range refers to % points above agency min. req.				Improvement Characteristics			
Coordination with Freeway Project				characteristic(s)			points
Range			Points	New facility (full interchange)			10
yes			5	New facility (partial interchange)			8
no			0	Interchange reconstruction			6
				Ramp reconfiguration			4
				Ramp metering			2



This page intentionally left blank



Chapter 7 – Regional Capacity Program

Section 7.4 – Regional Grade Separation Program (RGSP)

Background

The Master Plan of Arterial Highways (MPAH) serves as the backbone of Orange County's arterial street network. Current and future needs at existing rail crossings along MPAH facilities will need to be mitigated in order to provide arterial highway improvements which maximize capacity, relieve congestion and increase safety at rail crossings. The rail crossing improvements will complement roadway improvements initiatives currently underway.

Seven Trade Corridors Improvement Fund (TCIF) projects identified by the CTC are slated to receive funding first, with \$160 million in local funding currently allocated from M2. All TCIF projects must start construction by 2013 and meet new eligibility requirements before receiving funds.

Future calls for projects for grade separations are not anticipated in the near term but may be introduced during future funding cycles of M2. Proposed facilities must be on the Master Plan of Arterial Highways network as well as have an approved Project Report or equivalent and current environmental clearances (including Value Analysis if required).

Objectives

- Improve throughput capacity and safety on MPAH facilities
- Relieve congestion related to rail traffic
- Provide timely investment of M2 Revenues

Project Participation Categories

The Rail Crossings category provides capital improvement funding (including planning, design, right of way acquisition and construction) for rail grade crossings/separations on the MPAH network.

TCIF Project Requirements

- All TCIF projects are subject to funding availability
- All TCIF projects must be found to have made significant progress towards completion by mid-2010 or risk de-funding
- All TCIF projects must begin construction by December 2013
- Initial allocations apply to TCIF projects



Chapter 7 – Regional Capacity Program (RGSP)

- If a future call for projects is warranted, project funding will be allocated on a sequential basis

Eligible Activities

- Design / Planning
- Right of way acquisition
- Construction (including structural improvements and pavement reconstruction incidental to and necessitated by the proposed project)
- Bond financing expenses

Potentially Eligible Items

- Landscaping and other aesthetic enhancements limited to 10% of project cost
- Storm drains/catch basins
- Sound walls (in conjunction with roadway improvements as part of environmental mitigation)

Environmental mitigation will be allowed only as required for the proposed roadway improvement, and only as contained in the environmental document. Program participation in environmental mitigation shall not exceed 50 percent of the total eligible project costs.

Longitudinal storm drains are eligible for program participation when, in the opinion of the TAC, the storm drain is an incidental part (cost is less than 50 percent of the total eligible improvement cost) of an eligible improvement. Program participation shall not exceed 25 percent of the cost of storm drain longitudinal/parallel and main lines. Storm drain inlets, connectors, laterals and cross culverts shall have full participation in funding.

Soundwalls are eligible only if they are required as part of the environmental clearance for the proposed project. Program participation for soundwalls shall not exceed 50 percent of the total eligible project costs.

Funding Estimates

Funding will be provided on a pay-as-you-go basis. The RCP will make an estimated \$1.1 billion available (in 2005 dollars) during the 30-year M2 program. Programming estimates are developed in conjunction with periodic calls for projects. Funding is shared with road widening, intersection and interchange improvement categories. Seven rail crossing projects identified by the CTC currently have funding allocated and



Chapter 7 – Regional Capacity Program (RGSP)

are slated to receive funding first. No funding for additional projects has been established for rail crossing projects.

Selection Criteria

Specific selection criteria will be used to evaluate competitive program project applications for future competitive cycles. These criteria will be developed once a call for projects has been determined. Technical attributes that will be considered in future applications may include, but are not limited to, average daily traffic (ADT), match funding commitment, rail related vehicle delay, and California Public Utilities Commission (CPUC) grade separation fund priority list formula.

Reimbursements for Eligible TCIF Projects

This program is administered on a reimbursement basis for capital improvements, planning, design, and right of way acquisition. Reimbursements will be disbursed upon review and approval of a complete initial payment submittal, final report and consistency with Master Funding Agreement.

Project Cancellation

Projects deemed infeasible during the planning phase will be cancelled and further expenditures will be prohibited (except where necessary to bring the current phase to a logical conclusion). Right of way acquired for projects which are cancelled prior to construction will require repayment to the contributing funding program(s) within a reasonable time as determined by the OCTA Board of Directors.

Cancelled projects will be eligible for re-application upon resolution of issues that led to original project termination.

Audits

All M2 payments are subject to audit. Local agencies must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall allocation, and/or other sanctions to be determined. Audits shall be conducted by OCTA's Internal Audit department or other authorized agent either through the normal annual process or on a schedule to be determined by the OCTA Board of Directors. See Chapter 11 for detailed audit requirements.



Chapter 7 – Regional Capacity Program (RGSP)

Proceeds from the sale of excess right of way acquired with program funding must be paid back to the project fund as described in Chapter 10 and described in the Master Funding Agreement.

Chapter 8 – Regional Traffic Synchronization Program



Overview

The Regional Traffic Signal Synchronization Program includes competitive capital funding for the coordination of traffic signals across jurisdictional boundaries in addition to operational and maintenance funding. OCTA will provide funding priority to programs and projects which are multi-jurisdictional in nature. OCTA will also give priority to projects that use State discretionary funds as local matching funds.

Eligible jurisdictions must contribute matching local funds equal to 20% of the project or program cost. This contribution can be satisfied all or in part by the jurisdiction providing in-kind services for the program or project. These in-kind services can include salaries and benefits of employees who perform work on the project or programs. They also must participate in Traffic Forums to facilitate in the planning of traffic signal synchronization programs and projects.

OCTA will adopt and maintain a Traffic Signal Synchronization Master Plan (Master Plan) as an element of the MPAH. The Master Plan will define the Regional Traffic Signal Synchronization Program, including traffic signal synchronization street routes and traffic signals within and across jurisdictional boundaries, funding and phasing of capital programs, and the means of implementing, operating and maintaining the programs and projects, including necessary governance and legal arrangements. The Master Plan will be reviewed and updated by OCTA every three years and will provide details on the status and performance of the traffic signal synchronization activities over that period.

Local jurisdictions are required to adopt the current Master Plan or adopt and maintain a Local Traffic Signal Synchronization Plan (Local Plan) that is consistent with the Master Plan. The local jurisdiction requirements for both options are summarized below:

1. Adoption of the Master Plan

OCTA will maintain the Master Plan regularly with reviews once every three years including updates to the plan as well as providing summary reports on the status and performance of all traffic signal synchronization activities. The review will demonstrate that the timing of traffic signals included as part of the Master Plan were evaluated and revised, if necessary, during that time. Every three years, the most recent Master Plan would need to be adopted by the jurisdiction and included in the city's M2 eligibility certification.

Chapter 8 – Regional Traffic Synchronization Program



2. Development of a Local Plan

If the local jurisdiction elects to develop and adopt a Local Plan, it must identify traffic signal synchronization street routes and traffic signals and how they may be synchronized with traffic signals on the street routes of adjoining jurisdictions. The local plan must be demonstrated to be consistent with the Master Plan (see the Master Plan for more details on the consistency process and determination). Each plan will include a three-year plan showing cost, available funding and phasing of capital, operations, and maintenance. As part of the certification process, a local plan would need to be developed and adopted by the local jurisdiction and must be included in the city's M2 eligibility certification. This Local Plan would need to be reviewed, updated, and adopted every three years. This Local Plan update must demonstrate that the timing of traffic signals included as part of the Master Plan were evaluated and revised, if necessary, during that time. The review must include reporting on the status and performance of traffic signal synchronization activities.

Funding allocations and program administration requirements are documented in a separate guidance manual.



Project Submittal

A RCP call for projects is planned for 2010. A separate application package must be completed for each individual project and uploaded to OCFundtracker. **One copy** of each application should also be mailed or delivered to:

Orange County Transportation Authority
550 South Main Street
P.O. Box 14184
Orange, California 92863-1584
Attn: Roger Lopez

Application Review and Program Adoption

1. OCTA staff will conduct a preliminary review of all applications for completeness and accuracy, request supplemental information (i.e., plans, aerial/strip maps, CEQA forms) for projects that appear to rank well during initial staff evaluations, and prepare a recommended program for the TSC. In addition, OCTA may hire a consultant(s) to verify information within individual applications such as, but not limited to, project scope, cost estimates, ADT and Levels of Service (LOS). These applications will be selected through a random process.
2. The TSC will receive and evaluate the project applications and funding allocations.
3. Based on recommendations from the TSC, a program will be presented to the TAC for review and endorsement.
4. Recommendations from the TAC will be presented to the OCTA Board of Directors, who will approve projects for funding under the CTP.
5. OCTA shall distribute copies of the approved program to all participating local jurisdictions with any qualifying conditions stipulated for the jurisdiction's funded project(s).

Project Guidelines

The following guidelines will be used in reviewing project applications. Any application that does not meet these minimum guidelines must include an explanation of why the guidelines were not met.



Chapter 9 – Application Materials

1. The travel lane width should be no less than 11 feet (12 feet if adjacent to a raised median or other obstruction) for all arterial highways.
2. For divided roadways, the minimum median width should be no less than 10 feet to allow for turning movements.
3. Arterial highways that are designated for uses in addition to automobile travel (e.g., bicycle, pedestrian, parking) shall provide additional right-of-way consistent with local jurisdiction standards to facilitate such uses.
4. An eight-lane roadway should provide for a continuous median, protected dual or single left-turn pockets as warranted at signalized intersections, single left-turn pockets at non-signalized intersections, and a right-turn lane at signalized intersections where determined necessary by traffic volumes. Right-of-way for a free right-turn lane should be provided at locations warranted by traffic demand.
5. A six-lane divided roadway should provide a continuous median, protected dual or single left-turn pockets as warranted by existing traffic at all signalized intersections, and single left-turn pockets at non-signalized intersections. A right-turn option lane should also be provided as warranted by traffic demand.
6. A four-lane divided roadway should provide a continuous median, protected dual or single left-turn pockets at all signalized intersections, and a left-turn pocket at all non-signalized intersections. A right-turn lane should also be provided as warranted by traffic demand.
7. A four-lane undivided roadway shall provide for a single left-turn pocket at all intersections as warranted by traffic demand.

Application Instructions

A single application should be submitted for all phases of a project. **If funding is requested under multiple program components for a single project (i.e., arterials and intersections) a separate application must be prepared for each request.** Final applications MUST be submitted via OCFundtracker and in hard copy format.



Chapter 9 – Application Materials

Checklist Guide

Since each funding program has slightly different application requirements, an "Internal Application Checklist Guide" has been provided. The checklist guide identifies the basic forms and documentation required for each of the program components. In addition, items required at the time of project submittal are differentiated from supplemental items due later. The appropriate checklist should be provided as a cover sheet for **each** application submitted. For any items that are required for the candidate project or program that are missing or incomplete, an explanation should be included in a cover letter with the application. In addition to this checklist guide, please review the **Attachments/Additional Information** section of each program component for a description of supplementary documentation which may be required to support your agency's project application in specific cases.

Attachments

"Priority List of Projects" Form - CTP Application

Agencies must submit a "Priority List of Projects" with the application submittals. This document is created within the CTP Application. Although no points are assigned to your top project priorities, this information may be useful in the programming decision process.

"Project Cost Estimate" Form

Include a separate attachment listing all expenditures and costs for the project. Accurate unit prices and a detailed description of work, including design, will be critical when the candidate project is reviewed. For example, design applications should include major tasks that will be performed. ROW cost estimate should include parcel information (including project area needed), improvements taken, severance damages, ROW engineering, appraisal and legal costs. Construction should include a listing of all bid items including a maximum 10% allowance for contingencies and a maximum 15% allowance for construction engineering. The anticipated disbursement of costs (e.g., Agency, Other, Non-Eligible) must also be completed. Agencies should reference the program from which funding is expected to be allocated when completing this portion of the form. Each of the funding programs described in this manual may have differing matching fund requirements.

If more than one project phase is requested to be funded, a separate project cost estimate form is to be completed for each phase, or each phase must be clearly



Chapter 9 – Application Materials

indicated and a subtotal prepared on this form. Separate forms should also be prepared if funding for project phases is being requested over multiple fiscal years.

"Sample Resolution" Form

A resolution or minute action must be approved by the local jurisdiction's governing body. A sample resolution is included as Exhibit 9-1. The mechanism selected shall serve as a formal request for Comprehensive Transportation Program funds and states that matching funds will be provided by the agency, if necessary. All project requests must be included in this action.

Additional Information

The following documentation should be included with your completed project application:

If a project includes more than one jurisdiction and is being submitted as a joint application, one agency shall act as lead agency and must provide a resolution of support from the other agency.

1. Letters of support for the candidate project (optional).
2. Geotechnical\materials reports for all applicable candidate projects (e.g., widening, intersection improvement, new roadway). The reports should contain sufficient detail for an accurate assessment of improvements needed and costs, since funding will be jeopardized if a project is unable to meet proposed schedule and costs.
3. Preliminary plans, if available for the project. The plans (1"=40' preferred) should include:
 - a. Existing and proposed right-of-way (include plat maps and legal descriptions for proposed acquisitions).
 - b. Agency boundaries, dimensions and station numbers.
 - c. Existing and proposed project features such as: pavement width and edge of pavement, curb, gutter and sidewalk, raised median, driveway reconstruction, signal pole locations, etc.
 - d. Typical cross sections.



Chapter 9 – Application Materials

- e. Proposed striping.
- f. Structural sections per the materials report.
- g. Proposed traffic signals, storm drains, bridges, railroad crossing improvements, safety lighting, etc.
- h. If requesting funds for traffic signals, include a traffic signal warrant(s) prepared by the City Traffic Engineer or City Engineer.
- i. If the project includes construction, relocation, alteration or widening of any railroad crossing or facility, include a copy of the letter of intent sent to the railroad, a copy of which must be sent to the Public Utilities Commission (PUC). Any project including work of interest to a railroad will not be considered for eligibility until the railroad and PUC have been notified.
- j. If the project is proposed as a staged project and additional funds will be necessary in subsequent calls for projects, the preliminary project statement should be accompanied with a complete preliminary estimate and schedule for the completion of the entire project.
- k. If the project is proposed as a safety improvement, provide justifying accident data for the past three years and show the expected decrease in intersection or mid-block accident rate.



This page intentionally left blank

Exhibit 9-1
Sample Resolution for Candidate Orange County
Comprehensive Transportation Programs Projects

A resolution of the _____ City Council approving the submittal of _____ improvement project(s) to the Orange County Transportation Authority for funding under the Comprehensive Transportation Program

THE CITY COUNCIL OF THE CITY OF _____ HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS THAT:

(a) WHEREAS, the City of _____ desires to implement the transportation improvements listed below; and

(b) WHEREAS, the City of _____ has been declared by the Orange County Transportation Authority to meet the eligibility requirements to receive Measure M "turnback" funds; and

(c) WHEREAS, the City's Circulation Element is consistent with the County of Orange Master Plan of Arterial Highways; and

(d) WHEREAS, the City of _____ will provide matching funds for each project as required by the Orange County Comprehensive Transportation Program Procedures Manual; and

(e) WHEREAS, the Orange County Transportation Authority intends to allocate funds for transportation improvement projects within the incorporated cities and the County; and

(f) WHEREAS, the City of _____ will not use Measure M funds to supplant Developer Fees or other commitments; and

(g) WHEREAS, the City of _____ will use Arterial Highway Rehabilitation Funding as a supplement to the existing pavement management program; and

NOW, THEREFORE, BE IT RESOLVED THAT:

The City Council of the City of _____ hereby requests the Orange County Transportation Authority allocate funds in the amounts specified in the City's application to said City from the Comprehensive Transportation Programs. Said funds shall be matched by funds from said City as required and shall be used as supplemental funding to aid the City in the improvement of the following street(s):

ADOPTED BY THE CITY COUNCIL on _____, 20____.

SIGNED AND APPROVED on _____, 20____.

City Clerk

Mayor



This page intentionally left blank

Placeholder for program-specific Application Checklist



This page intentionally left blank



Chapter 10 – Reimbursements and Reporting

Procedures for Receiving Funds

An implementing agency must obligate funds OCTA allocates to a project phase within the fiscal year of the phase allocation. An agency obligates funds by awarding a contract, completing the appraisal for one parcel of right-of-way, or by providing expense reports to prove an agency's workforce costs, provided that the agency intends to complete the phase with agency staff. OCTA shall consider the primary contract or the contract with the largest dollar amount, associated with the phase's tasks, when an agency uses a contract to show obligation of CTP funds. Once an agency obligates CTP funds for a phase, it can begin the process for receiving payment of the funds.²

OCTA will release funds through two payments. The initial payment will constitute 75% of the contract award or programmed amount, whichever is less, rounded down to the nearest thousand. OCTA will disburse the final payment, approximately 25% of eligible funds, after it approves the final report.

Agencies must submit payment requests through OCTA's online database, OCFundtracker: <http://ocfundtracker.octa.net>. Detailed instructions for OCFundtracker are available online. Staff is also available to assist agencies with this process. Agencies must upload appropriate backup documentation to the database. OCTA may request hardcopy payment requests.

Availability of Funds

The funds allocated by OCTA for each phase will be available on July 1, the first day of the fiscal year. After bids are opened and a contractor is selected, the final allocation will be the lesser amount of the original allocation or the revised project cost estimate.

Cancellation of Project

If a local agency decides to cancel a project, for whatever reason, the agency shall notify OCTA as soon as possible. Projects deemed infeasible during the planning phase shall bring that phase to a logical conclusion, file a final report, and cancel remaining phases so that remaining funds can be reprogrammed without penalty. ROW funding received for property acquisition prior to cancellation shall be repaid upon cancellation. Construction funding received prior to cancellation shall be repaid upon cancellation.

² Funds from state and federal sources funds will undertake a separate process. Local agencies must contact Caltrans local assistance for reimbursement.



This page intentionally left blank



Chapter 10 – Reimbursements and Reporting

Section 10.1 – Initial Payment

Payment Requests

An agency shall use the checklist provided in Exhibit 10-1 in order to determine the documentation requirements for payment requests. Staff may request additional documentation that is not listed on the checklist prior to approving the request.

OCTA will release the remaining balance, approximately 25% of CTP funds, when the project is complete and OCTA accepts the final report. The balance is determined based on final costs for CTP eligible program expenditures. Prior to submitting the report, review the section in this manual discussing the final report process.

Measure M informational “Funded By” sign removal costs should be requested in the Final Report. OCTA will reimburse costs associated with the Measure M informational signs (fabrication, installation and removal) and do not count against a project’s allocation.

Below is additional information regarding the documentation requirements of payment requests:

1. Invoice – For initial payments, an agency shall invoice for 75% of the contract amount or programmed amount, whichever is less, rounded down to the nearest thousand dollars. For final payments, an agency shall invoice for the remaining balance of the contract amount or programmed amount, whichever is less. Final payment request invoices shall normally be approximately 25% of the eligible funds. Interest earned by an agency for initial payments received shall be applied to and deducted from the final payment balance amount.
2. Project Certification Letter – The public works director, or appropriate equivalent, shall submit a certification letter, with applicable statements, as described in Exhibit 10-2.
3. Minutes – The agency shall submit a minute order, agency resolution, or other council/board action showing award of the contract and the contract amount. The city clerk, clerk of the board, or appropriate equivalent shall certify minutes. Agencies that use on-call consultants shall submit a purchase order that includes the scope of work for the contractor.
4. Revised Cost Estimate – The agency shall use the same format provided in the application package.



Chapter 10 – Reimbursements and Reporting

5. Work Schedule – OCTA prefers a complete project schedule, but an agency may provide as little as the expected start and completion dates for preliminary engineering, final engineering, right-of-way, and construction phases.
6. Right-of-Way Documents – Each parcel shall include an appraiser's invoice, written offer letter, plat map, and legal description. Agencies attempting to acquire five or more parcels for a project shall include a parcel location map.
7. Plans, Specifications, & Estimate (PS&E) – Agencies shall submit a PS&E as described in Exhibit 10-2. The agency engineer shall certify that the local agency properly prepared and approved plans and specifications in accordance with authorized procedures and adopted standards, followed approved scope of work, and incorporated materials report.
8. Layout Plans – An agency shall not submit layout plans that print on paper larger than 11 inches by 17 inches.

Project Advancement

Agencies that wish to expedite a CTP project by one or more fiscal years may request a programming advancement. The agency must demonstrate that it will award a contract during the fiscal year it is requesting the advance. Advancement requests will be considered if program funds are available. If approved, OCTA shall de-escalate the allocation for the project to remove inflation adjustments made for the original program year.

Agencies shall request advances during the semi-annual review. The TAC and OCTA Board of Directors shall approve advances. If approved, the agency must meet the new obligation deadline.

If OCTA is unable to accommodate programming advancement requests due to cash flow constraints, an agency may initiate the project using local funds and seek reimbursement during the fiscal year OCTA programmed the funds.

Reimbursement

OCTA shall not reimburse for a project prior to the beginning of the fiscal year of the allocation. If an agency receives an advance and begins work prior to the start of the fiscal year of the allocation, the agency may request an initial payment against the allocation. If an agency receives an advance and completes a project prior to the start



Chapter 10 – Reimbursements and Reporting

of the fiscal year of the allocation, OCTA shall disburse the allocation in a single payment. OCTA must approve the final report prior to issuing a payment.

Calculation of Payment

Once an agency obligates Measure M funds, the agency may request a maximum of 75% of the contract amount or programmed amount, whichever is less, rounded down to the nearest thousand dollars. Examples of calculating the initial funding request are described below.

Example A - **Contract** is awarded for **less than** the estimated construction cost.

Given:

\$200,000 = Total CTP funds programmed for Project X
\$200,000 = Estimated construction cost (CTP share)
\$160,000 = Construction contract award (CTP share)

Calculations:

75% of contract amount = $\$160,000 \times 0.75 = \textbf{\$120,000}$.

Example B - **Contract** is awarded for **more than** the estimated construction cost.

Given:

\$200,000 = Total CTP funds programmed for Project Y
\$200,000 = Estimated construction cost (CTP share)
\$280,000 = Construction contract award (CTP share)

Calculations:

Construction costs = \$280,000

Since this amount exceeds \$200,000 programmed, the initial payment is limited to 75% of the programmed amount.

75% of contract amount = $\$200,000 \times 0.75 = \textbf{\$150,000}$.

After completing the calculations, agencies must round down the initial payment request to the nearest thousand dollars.



This page intentionally left blank

EXHIBIT 10-1

CTP Payment Processing Checklist

Payment Type

- ☐ Initial ☐ Final
- ☐ Engineering ☐ Right-of-Way ☐ Construction

Documentation

Section A

- ☐ Invoice
- ☐ Project Certification Letter
- ☐ Minutes
- ☐ Revised Cost Estimate
- ☐ Work Schedule

Section B

- ☐ Appraiser's Invoice(s)
- ☐ Written Offer Letter(s)
- ☐ Legal Description(s)
- ☐ Plat Map(s)
- ☐ Parcel Location Map

Section C

- ☐ PS&E
- ☐ Layout Plans

Section D

- ☐ Final Report Form
- ☐ Project Expenditure Certification
- ☐ Proof of Project Payment

Section E

- ☐ Summary of Right-of-Way Acquisition

Section F

- ☐ Notice of Completion

Payment Request Documentation Requirements

Payment Type	Sections (s)					
	A	B	C	D	E	F
Initial Engineering	X					
Initial Right-of-Way	X	X				
Initial Construction	X		X			
Final Engineering	X		X	X		
Final Right of Way	X			X	X	
Final Construction	X			X		X



This page intentionally left blank



Chapter 10 – Reimbursements and Reporting

Section 10.2 – Final Report and Payment Process

The remaining 25% of CTP funds are made available to the lead agency following completion of the final reporting process. This balance is determined based upon final costs of CTP eligible expenditures as stated in each applicable program less interest earned against the any related initial payment. Prior to submitting the Final Report, review the following section which includes items important to the final reporting process.

Project Cost Changes

If the contract price is lower than the amount programmed and the agency requested additional items and/or change orders during construction/study, OCTA may approve the additional costs during the review of the final report. OCTA will review these reports to:

1. Determine that the agency submitted proper justification for the change order(s)
2. Determine if the items are eligible for reimbursement
3. Confirm that expenses are within the project's original scope of work
4. The lead agency should provide information supporting the need for the change orders in the final report. Changes in project limits for construction projects are not eligible for reimbursement.

Additional Documentation Requirements

The items listed below are to be submitted to complete the final reporting process. If the local jurisdiction has not submitted a final report for any previous phases of the project, the reporting requirements outlined in Section 10.1 must be followed in addition to the Final Report requirements listed below.

1. Final Report Form – The local agency shall prepare a final report form as described in Exhibit 10-4 for construction projects, Exhibit 10-5 for right-of-way projects, and Exhibit 10-6 for engineering (preliminary, final and/or right of way).
2. OCTA shall distribute general lump sum pay items, appraisal cost, design, and construction engineering in the same ratio as the total right-of-way acquisition or construction costs.



Chapter 10 – Reimbursements and Reporting

3. Proof of Project Payment – This documentation may include, but is not limited to approved contract invoices and supportive material for agency work forces, equipment, and material. Supportive material shall equal the division of costs totals that are located in the final report form.
4. Summary of Right-of-Way Acquisition – Agencies shall submit a summary of right-of-way acquisition as described in Exhibit 10-5.
5. Notice of Completion – An agency may submit a recorded Notice of Completion (NOC) or where a NOC is not typically used, a letter from the public works director that certifies the project completion date.

Delinquent Final Report

OCTA will work with jurisdictions to ensure the timeliness of final reports by utilizing the following procedures:

1. Require jurisdictions to notify OCTA of the project completion date within 30 days of the project completion or by submitting a final payment request within 30 days of the project completion date.
2. Require all jurisdictions to file a final report within 180 days of project phase completion date.
3. Issue a reminder notice to the public works directors or TAC representative(s) 90 days after the project completion date to remind jurisdictions that the final report is due in 90 days. The reminder notice should also include an offer from OCTA to assist in preparation of the final report by using consultant services. The agency shall reimburse OCTA for the consultant services.
4. Issue a final notice letter to the public works directors or TAC representative(s) with a copy to the agency's management and finance director if OCTA does not receive the final report or a request for an extension within 180 days of the project completion date. The final notice letter should inform the jurisdictions that if OCTA does not receive a response to the final notice letter then OCTA shall assume that the agency cancelled the project and OCTA shall request that the agency return disbursed funds.
5. Require the TSC and the TAC to review all final report extension requests.



Chapter 10 – Reimbursements and Reporting

6. Require OCTA to issue the final payment to jurisdictions within 60 days of receiving the final report and all supporting documentation.

Failure to Submit Final Report

Agencies who fail to submit a Final Report will be required to repay applicable M2 funds received for the project in a manner consistent with the master funding agreement.

Excess Right of Way

Agencies that use Net Revenues (through CTP or Local Fair Share programs) to acquire project right-of-way shall dispose of land deemed in excess of the proposed transportation use. Excess land sold by the lead agency will be in accordance with Government Code, Article 8, Surplus Land, Section 54220-54232, et. Seq., and the agency shall return proceeds from the sale to OCTA. OCTA shall return the funds to the program of origin for future use.

Agencies shall submit right-of-way documents for all parcels utilizing M2 Net Revenues. Agencies must submit the following documents:

- Summary of the right-of-way required for the project
- Plat maps and legal descriptions for right-of-way acquisitions
- Parcel location map
- Identification of anticipated excess right-of-way, if any
- Appraisal reports for excess right-of-way

OCTA shall consider excess right-of-way with a value of \$10,000.00 or less as an unsalable remnant. OCTA shall determine if excess right-of-way is an unsalable remnant.

The agency shall submit a fair market value appraisal report for the excess land of each parcel. Appraisers must conduct appraisals in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP). If an agency suspects that the excess right-of-way has a value of \$10,000.00 or less, the agency may conduct a limited fair market value appraisal to confirm the value of the excess right-of-way. The agency shall submit the appraisals with the right-of-way final report.

OCTA shall retain from the final payment the value of excess right-of-way that is proportional to OCTA's percentage match rate to the project up to OCTA's match rate of right-of-way allocation.



Chapter 10 – Reimbursements and Reporting

An agency may include incidental expenditures from the disposal of property in their final report for the right-of-way allocation.

An agency shall begin the process to sell excess right-of-way within 60 days after acceptance of the construction improvements.

OCTA shall not close-out the right-of-way allocation or construction allocation until the agency and OCTA resolve questions regarding excess right-of-way.

Example:

OCTA's right-of-way (ROW) allocation:	\$500,000
OCTA allocation match rate	75%

Parcel Costs:

Cost – Parcel 1:	\$300,000
Cost – Parcel 2:	\$380,000
Cost – Parcel 3:	\$120,000
Cost – Parcel 4:	<u>\$100,000</u>
Total ROW Costs:	\$900,000

Payment with no excess ROW:	\$500,000
-----------------------------	-----------

Excess right-of-way:

Value of excess ROW for parcel 1:	\$200,000
Value of excess ROW for parcel 2:	\$105,000
Value of excess ROW for parcel 3:	\$ 0
Value of excess ROW for parcel 4:	<u>\$ 0</u>
Total Value of excess ROW:	\$305,000

OCTA contribution to ROW acquisition:

CTP ROW contribution	÷	Agency total cost of ROW
\$500,000	÷	\$900,000 = 56%

OCTA's shall reduce the final ROW payment by:

Parcel 1:	\$200,000 x 56% =	\$112,000
Parcel 2:	\$105,000 x 56% = +	<u>\$ 58,800</u>
Total:		\$170,800

Payment (incorporating excess ROW):	\$500,000
	<u>\$170,800</u>
	\$329,200



Chapter 10 – Reimbursements and Reporting

Agency Workforce and Equipment Rental

An agency must provide supporting documentation for work completed by agency staff. The agency shall multiple the fully burdened labor rate by the number of hours for each staff person assigned to the project. An agency may add actual overhead costs at an allowable rate up to 30% of payroll and fringe benefits. Where an agency due to size cannot calculate its specific overhead rate, an agency may refer to the Cost Accounting Policies and Procedures Manual of the California Uniform Public Construction Cost Accounting Commission, which allows for a fixed overhead rate billing dependant on city size.

An agency must provide supporting documentation for equipment used by local agency staff. An agency may use local agency or Caltrans surcharge and equipment rental rates.

Audit

Once an agency submits a final report for a project, OCTA shall review the report for compliance with the CTP guidelines and may conduct a field review. OCTA will use the project cost estimate forms submitted with the application and revised where appropriate, project accounting records and the final report as the primary items to conduct the review. Agencies must maintain separate records for projects (i.e., expenditures, interest) to ensure compliance. OCTA will only reimburse eligible CTP items listed on the cost estimate. See Chapter 11 for specific audit requirements.

Reporting of Local Fair Share

For the purposes of reporting non-project work (maintenance, repair, and other non-project related costs) funded by Measure M local fair share funds, the Measure M expenditure report cited Measure M Ordinance No. III, Section III(B)(8) shall satisfy reporting requirements. If local fair share funds are used for projects, the local agency shall also include a list of those funds and/or other Measure M funds in the Project Final Report cited in Section III(B)(9).



This page intentionally left blank

Placeholder for Project Certification Letter



This page intentionally left blank

Exhibit 10-3

PLANS, SPECIFICATIONS, AND ESTIMATE CERTIFICATION

The City/County of _____ hereby certifies in connection with Project No. _____, _____ from _____ to _____, that:

1. All proposed work is within existing right-of-way and no additional right-of-way is necessary or all necessary ROW has been acquired and/or orders of immediate possession have been obtained.
2. Existing improvements (check which apply):

No building improvement or utility conflicts are in the right-of-way area.
The following improvements do exist in the right-of-way area but will be removed or relocated before the contractor enters to perform the construction:

Utilities which have prior rights and will require relocation are as follows:

- _____
3. Plans and Specifications for subject project have been properly prepared in accordance with City, County or State design standards, as applicable, and approved in accordance with authorized procedures.
4. The division of costs as shown in the Engineer's Estimate has been based on the Transportation Funding Program scope of work as approved by the Orange County Transportation Authority.

Date: _____

By: _____
City Engineer



This page intentionally left blank

Exhibit 10-4

FINAL REPORT

CITY OF _____

PROJECT NUMBER _____

FINAL REPORT FOR IMPROVEMENT OF

(Street or Road Name)

Type of Improvement: _____

Description of Work Performed:

Length in Miles: _____

Contractor: _____

Engineer in Charge: _____

Public Works Director

Date Work Began: _____

Date Work Completed: _____

CONTRACT COST

<u>Item No.</u>	<u>Item of Work</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Amount</u>
---------------------	---------------------	-----------------	-----------------------	-------------------------

TOTAL CONTRACT COST:

EXTRA WORK AND CHANGE ORDERS*

<u>Item No.</u>	<u>Item of Work</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Amount</u>
---------------------	---------------------	-----------------	-----------------------	-------------------------

TOTAL EXTRA WORK:

WORK BY LOCAL AGENCY FORCES

(and/or OTHERS)

Construction and Construction Engineering/Management

Labor
Equipment
Materials, supplies and others

Actual overhead at allowable rate up to 30%
of payroll and fringe benefits

TOTAL WORK BY LOCAL
AGENCY (OR OTHERS)

TOTAL COST OF PROJECT

* Unless a change to the original project is approved by the TAC, these expenditures are ineligible for Transportation Program funds.

DIVISION OF COSTS

	<u>CTP FUNDS</u>	<u>LOCAL FAIR SHARE</u>	<u>AGENCY MATCHING FUNDS</u>	<u>OTHER FUNDS</u>	<u>TOTAL AMOUNT</u>
Contract Cost	\$	\$	\$	\$	\$
Extra Work & Change Orders	\$	\$	\$	\$	\$
Work by Local Agency Forces (and/or others)	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

REMARKS

(Give explanation for any changes in work from approved plans or for any additional or extra work done. Also, explain any major variation from estimated quantities.)

PICTURES

Before

After

Before

After

PROJECT EXPENDITURES CERTIFICATION

I hereby certify that the above is a true and correct statement of the work performed and costs incurred on the above project.

Date

Signed

Title

Exhibit 10-5

AGENCY _____
PROJECT NO. _____
FINAL REPORT OF RIGHT-OF-WAY ACQUISITION FOR

(Street Name and Limits)

Official Responsible for Acquisition _____

Title _____

Total Width of Street Right-of-Way _____ Length in Miles _____

Date Work Began _____

Date Work Completed _____

	<u>CTP FUNDS</u>	<u>LOCAL FAIR SHARE</u>	<u>AGENCY MATCHING FUNDS</u>	<u>OTHER FUNDS</u>	<u>TOTAL AMOUNT</u>
Budgeted	\$	\$	\$	\$	\$
Expended	\$	\$	\$	\$	\$
Unexpended	\$	\$	\$	\$	\$

SUMMARY OF EXPENDITURES

Payment to property owners \$
Value paid - including damages
Relocation costs
Operating expenses
Other costs (Describe)

TOTAL COST \$

I hereby certify that the above is a true and correct statement of the transactions and expenditures of funds incurred on the above project. I also certify that all excess right-of-way has been identified and accounted for.

Date

Signed

Title

SUMMARY OF RIGHT-OF-WAY ACQUISITION

Parcel Number	CTP <u>FUNDS</u>	LOCAL FAIR <u>SHARE</u>	AGENCY MATCHING <u>FUNDS</u>	OTHER <u>FUNDS</u>	TOTAL <u>AMOUNT</u>
	\$	\$	\$	\$	\$

Provide the following information for each parcel:

ASSESSOR'S PARCEL NUMBER:

A

Grantor:

Grantor's Address:

Description of Parcel Obtained:

Value Paid for Land	\$	B
Relocation Costs	\$	C
Operating Expenses (Itemize)	\$	D
Moving or Restoring Improvements	\$	E
CREDITS	\$	F

TOTAL	\$	
-------	----	--

Appraised Value	\$	G
-----------------	----	---

Explanation:	\$	H
--------------	----	---

RIGHT-OF-WAY DEFINITIONS

- A. Assessor's Parcel Number
- B. Value paid for land - any compensation made for obtaining required land, including value of any improvements made in lieu of cash payments.
- C. Relocation assistance payments made pursuant to state law.
- D. Operating expenses - expenses incurred in obtaining required land including court costs in condemnation proceedings, the cost of title searches and reports, the salaries, transportation, and expenses of right-of-way agents. Includes necessary maintenance of property and buildings prior to construction.
- E. Moving or restoring improvements - the cost removing, demolishing, moving, resettling and altering obstructing utilities, buildings, structures and other improvements. This only applies where payment is not made to owner (in appraised value) for having work done.
- F. Credits - value received for disposition of all surplus land, buildings, etc., together with any income from rental of property.
- G. Appraised value of property from appraisal report.
- H. Explanation - indicate whether property acquired through negotiation or court decision. Explain fully the costs and credits. Explain fully if value paid for land and improvement exceeds appraised value.



This page intentionally left blank

Exhibit 10-6

FINAL REPORT

AGENCY _____

PROJECT NO. _____

FINAL REPORT FOR ENGINEERING (PRELIMINARY, FINAL AND RIGHT OF WAY)
FOR

(Project Location and Limits)

Type of Improvement: _____

Consultant or Agency Staff Scope of Work:

Date Work Began: _____

Date Work Completed: _____

CONSULTANT CONTRACT COST

<u>Consultant</u>	<u>Description of Work/Task</u>	<u>Unit Price</u>	<u>Total Amount</u>
-------------------	---------------------------------	-------------------	---------------------

LOCAL AGENCY STAFF COST

Personnel

<u>Position Classification</u>	<u>Fully Burdened Hourly Rate</u>	<u>Total Cost</u>
--------------------------------	-----------------------------------	-------------------

Subtotal:

EQUIPMENT

<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
--------------------	------------------	-------------------

Subtotal:

MATERIALS, SUPPLIES & OTHER

<u>Description</u>	<u>Quantity</u>	<u>Total Cost</u>
--------------------	-----------------	-------------------

Subtotal:

Actual overhead at allowable rate up to 30%
of payroll and fringe benefits

Total:

TOTAL WORK BY LOCAL
AGENCY STAFF

Total:

TOTAL COST OF PROJECT

Total:

DIVISION OF COSTS

	<u>CTP FUNDS</u>	<u>LOCAL FAIR SHARE</u>	<u>AGENCY MATCHING FUNDS</u>	<u>OTHER FUNDS</u>	<u>TOTAL AMOUNT</u>
Contract Cost	\$	\$	\$	\$	\$
Extra Work & Change Orders	\$	\$	\$	\$	\$
Work by Local Agency Forces (and/or others)	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

REMARKS

Give explanation for any changes in work from approved scope or for any additional or extra work done.

PROJECT EXPENDITURES CERTIFICATION

I hereby certify that the above is a true and correct statement of the work performed and costs incurred on the above project.

Date

Signed

Title



This page intentionally left blank



Chapter 11 – Audits

Audit Process Overview

Once an agency submits a final report for a project, OCTA shall review the report for compliance with the CTP guidelines and may conduct a field review. OCTA will use the project cost estimate forms submitted with the application and revised where appropriate, project accounting records and the final report as the primary items to conduct the review. Agencies must maintain separate records for projects (i.e., expenditures, interest) to ensure compliance. OCTA will only reimburse eligible CTP items listed on the cost estimate.

If possible, project audits will occur simultaneously with the M2 audit. All programs, including the AHRP, will require an audit of project expenditures. Only CTP eligible items listed on a project's cost estimate form will be reimbursed.

The project information on file at OCTA will serve as the primary source of information for each audit. If necessary, additional information may be requested of local jurisdictions.

The local agency may also be requested to participate in a field review of the completed project. Consequently, accurate records detailing specific expenditures for each CTP project must be maintained by local jurisdictions. These records must show that proper accounting and cash management procedures were followed, the project was completed in accordance with the application, and that all records and documentation related to the project were adequately maintained. Consistent with the Measure M ordinance, local jurisdictions must also establish a separate fund accounting system for Measure M funds transactions and expenditures.

Local jurisdictions must cooperate with OCTA or its agent during the audit process and comply with the recommendations of the M2 financial and compliance audits. Project records must be maintained for five (5) years after acceptance of a complete final report.

Technical Review

At the time of the final report or shortly thereafter, OCTA may conduct a technical review of a CTP project. OCTA may:

- review right-of-way acquisitions and the potential for excess right-of-way
- compare hourly breakdown of staff time compared to staff time sheets
- conduct a project field review – ensure improvements are within scope
- review items that agencies self-certify
- review other items not part of a normal audit



OCTA will have 180 days past the final project disbursement to begin a technical review. OCTA may review all phases of the project.

Records Requirements for Audit Compliance

A description of the required records is given below. OCTA will notify your agency of the audit results. Any discrepancies in, or noncompliance with, Transportation Funding Programs policies and procedures will be discussed with each agency to determine the necessary actions to resolve issues. A closeout letter will be sent upon verification of compliance signifying that no further funds will be disbursed for the project.

Contracts

For all contract expenses the following records must be maintained:

1. The original executed contract
2. Evidence of the competitive bid procedures and selection criteria used
3. All contractor invoices received
4. All contract change order documents
5. Proof of payment to contractors
6. Project "as built" or other final plans
7. Sign-off on completion by Local Agency (letter of acceptance)

Materials and other

For all materials and other miscellaneous expenses charged to the Comprehensive Transportation Programs project, the following records must be maintained:

1. Original invoice and purchase order
2. Proof of delivery
3. Evidence of reasonableness of price, if total cost of purchase is over \$1,000
4. Proof of payment

Direct labor

For all direct labor charged to a project, including engineering labor, the following records must be maintained:

1. Summary time sheets showing total time charged to the project by the different individuals working on it
2. Individual time sheets or time cards showing the total time worked by the individual for each period (day, week, etc.) and the different tasks to which the individual's time was charged
3. Personnel files showing the individuals' pay rates
4. Payroll reports showing the computations of paychecks for the applicable periods



Equipment

Equipment rental charges related to a project shall be documented by the following records:

1. Vendor's or local agency's invoice showing hours, rate, and type of equipment and location of rented equipment
2. Evidence of quotes obtained to determine best rate (documented phone quotes are acceptable)
3. Documentation of project need for equipment

Local agency force work

For all work performed by local agency forces and the decision that local agency forces could perform the work more cost effectively or timely than a contractor must be documented.



This page intentionally left blank



Transportation 2020 Committee
January 18, 2010



Key Go Local Program Dates

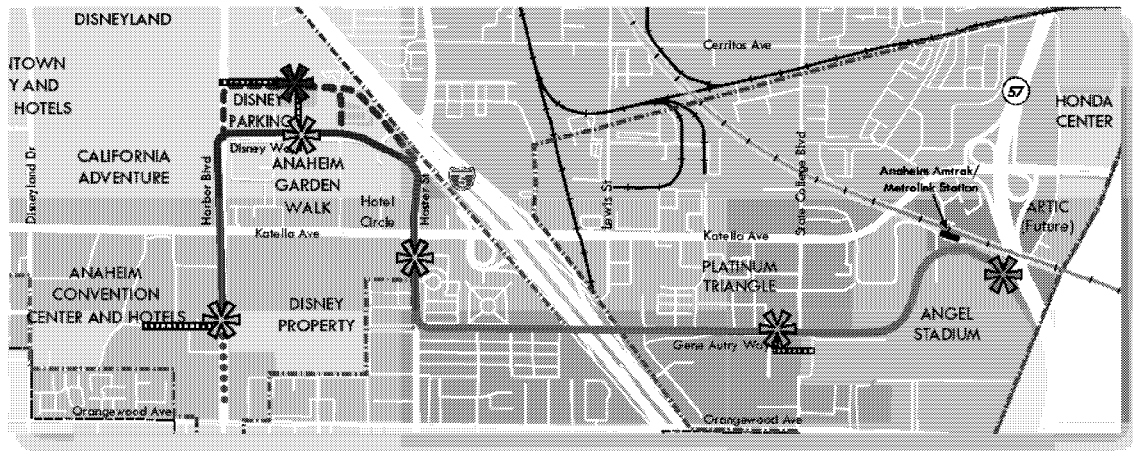


- | | |
|-----------------------|--|
| March 2008 | Cities of Anaheim and Santa Ana/Garden Grove submit a Go Local Step One final report that each include a fixed-guideway concept. |
| May 2008 | Based upon Go Local criteria, OCTA Board awarded \$5.9 million each to the cities of Anaheim and Santa Ana for an alternatives analysis (AA), conceptual engineering, and state/federal environmental clearance. |
| January 2009 | City of Anaheim initiated the AA process |
| September 2009 | City of Santa Ana initiated AA process |
| October 2009 | OCTA hosted a planning workshop on Federal Transit Administration (FTA) requirements |

Proposed Anaheim Fixed-Guideway: Project Highlights



- Route length: 3.0-3.5 miles
- Serves major activity centers:



3

Proposed Anaheim Fixed-Guideway: Progress-to-Date



- AA project documents completed include:
 - Purpose and Need Statement
 - Initial Screening Methodology Report
 - Modeling Methodology Report
 - Alternatives Definition Report
 - Coordination Plan for Agency & Public Involvement
- Public Scoping Meetings – July and November 2009
 - 74 attendees
 - 77 comments received (public & agencies)

4

Proposed Anaheim Fixed-Guideway: Screening Process



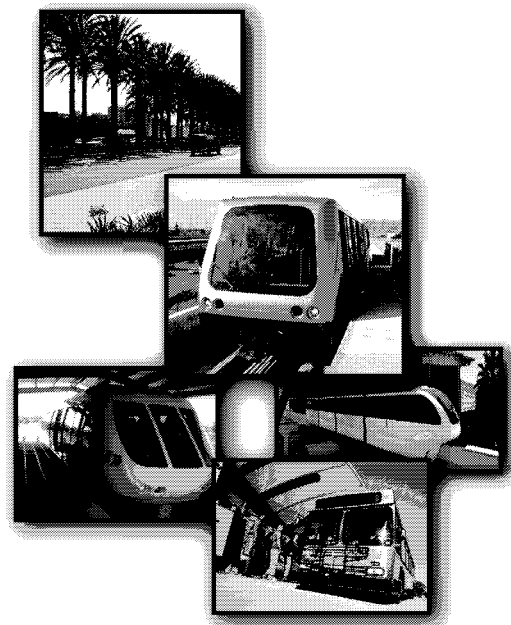
- Starting point:
 - 12 potential fixed-guideway alignments
 - 9 different technologies
- Screening framework based on
 - Purpose & Need
 - Goals & Objectives
 - Community Input
- Apply screening to reach a “short list” of alternatives to advance through AA, environmental impact statement (EIS), environmental impact report (EIR), and conceptual engineering

5

Proposed Anaheim Fixed-Guideway: Alternatives Under Consideration



- No-Build Alternative
 - Planned/ Programmed Transportation Improvements – 2035
- Transportation Systems Management Alternative
 - Low-cost improvements
- Build Alternatives
 - Semi-exclusive bus rapid transit alternative with operational variations
 - Elevated fixed-guideway alternative with alignment variations; 3 potential automated guideway technologies.



6

Proposed Anaheim Fixed-Guideway: Schedule of Step Two Milestones



Activity	Anticipated Date of Completion	OCTA Board Approval
Completion of AA (including technical studies)	May 2010	√
Draft EIS/EIR	July 2010	√
Public Hearing	August 2010	
Adoption of Locally Preferred Alternative (LPA)	November 2010	√
Final EIS/EIR	April 2011	√
Record of Decision	May 2011	

7

Proposed Anaheim Fixed-Guideway: Estimated Step Three* Schedule



Activity	Schedule**
Preliminary Engineering Begins	2011
Final Design Complete	2013
Construction Begins	2013
Construction Complete	2015
System Operational	2015

* Step Three activities are not currently funded

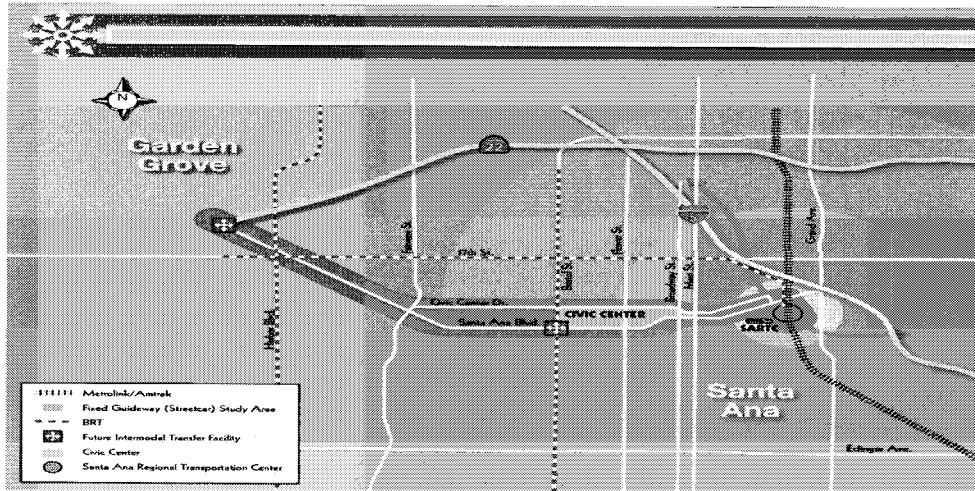
** Schedule is subject to delivery approach

8

Proposed Santa Ana/Garden Grove Fixed-Guideway: Project Highlights



- Route length: 4.3 miles (SARTC to Harbor Blvd.)
 - Potential Initial Operating Segment: 2.9 miles (SARTC to Bristol St.)
- Serves major activity centers:



9

Proposed Santa Ana/Garden Grove Fixed-Guideway: Progress-to-Date



- Several transit planning documents are currently under development in support of the project's AA including:
 - Project Definition Report
 - Technology Screening Criteria and Methodology
 - Purpose and Need Statement
 - Ridership Methodology Report
 - Environmental Review Strategy
- Expected submission to OCTA for review:
Jan/Feb 2010

10

Proposed Santa Ana Garden Grove Fixed-Guideway: Schedule of Step Two Milestones



Activity	Anticipated Date of Completion	OCTA Board Approval
Completion of AA (including technical studies)	December 2010	✓
Adoption of LPA	April 2011	✓
Draft EIS/EIR	May 2011	✓
Public Hearing	July 2011	
Final EIS/EIR	November 2011	✓
Record of Decision	December 2011	

11

Proposed Santa Ana/Garden Grove Fixed-Guideway: Estimated Step Three* Schedule



Activity	Schedule
Preliminary Engineering Begins	2011
Final Design Complete	2013
Construction Begins	2013
Construction Complete	2014
System Operational	2015

* Step Three activities shown are not currently funded and are for initial operating segment (SARTC to Bristol St.)

12

- Continue to monitor progress of fixed-guideway project development
 - Review/comment on key project reports
 - Provide guidance to ensure project viability for federal grants
 - Return to Board in May 2010 with review of Anaheim's alternatives evaluation
 - Return to Board in December 2010 with review of Santa Ana's alternatives evaluation
- Continue to explore funding sources
 - Federal New/Small Starts
 - State (STIP, Prop 1A, Prop 1B)
 - Measure M2 - Project S
 - Private Contributions
- Return to the OCTA Board in spring 2010 with framework for Project S policy guidelines
 - Fixed-guideway and bus/shuttle
 - Capital and operating expenses
 - Financing options