

2023 CALL FOR PROJECTS

OCFundtracker Training Manual



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Introduction

OCFundtracker

Orange County's Comprehensive Transportation Funding Programs (CTFP) management system was produced and released in January 2009. OCFundtracker offers a comprehensive project and programming system that can be accessed via the internet. This guide explains the basic steps involved in accessing the database and submitting a project application in response to the Regional Capacity Program (Project O) and the Regional Traffic Signal Synchronization Program (Project P) Call for Projects.

To access the OCFundtracker, visit: OCFundtracker.octa.net. Existing registered users log in with their Username and Password. The sign in page includes a link for new users to request login credentials. Instructions are provided in Section 1 of this Manual.

Please address questions or comments to OCTA staff at asalazar@octa.net or by calling Adrian Salazar at 714-560-5363.

SECTION 1: STEP BY STEP GUIDE

Creating a New User Account

MAIN MENU CHANGE PASSWORD | LOGOUT | OCTA | SCAG

OCTA Orange County Transportation Authority

Existing OCFundTracker users
Enter your username and password to sign in

USERNAME:

PASSWORD:

Remember my username on this computer

LOGIN

NEW TO OCFundTracker? FORGOT YOUR PASSWORD? [CLICK HERE](#)

CONTACT [OCTA](#) 16,772.98s EMAIL OCFUNDTRACKERHELP@ECOINTERACTIVE.COM

Step 1 – Access the OCFundtracker Webpage

- Direct your browser to: <http://OCFundtracker.octa.net>
- If you are a new user authorized to complete an application on behalf of a local agency, click the “Click Here” link located under the “Existing OCFundtracker users” box.

Step 2 – Creating a New User

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

Step 3 – Approval E-mail

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

To ensure consistency, please do not share user accounts.

Existing User Login

The screenshot shows the login interface for existing users. At the top, there is a navigation bar with links for 'MAIN MENU', 'CHANGE PASSWORD', 'LOGOUT', 'OCTA', and 'SCAG'. The OCTA logo and name 'Orange County Transportation Authority' are displayed on the left. The main content area features a blue header with the OCTA logo and name. Below this is a white box with an orange background containing the login form. The form is titled 'Existing OCFundTracker users' and prompts the user to 'Enter your username and password to sign in'. It includes fields for 'USERNAME:' and 'PASSWORD:', a checkbox for 'Remember my username on this computer', and a 'LOGIN' button. Below the form, there are links for 'NEW TO OCFundTracker?', 'FORGOT YOUR PASSWORD?', and 'CLICK HERE'. Two callout boxes are present: one pointing to the username field labeled 'Enter Login information' and another pointing to the 'CLICK HERE' link labeled 'Help with Username or Password'. The footer contains 'CONTACT OCTA', a timestamp '16,772.98s', and an email address 'EMAIL OCFUNDTRACKERHELP@ECOINTERACTIVE.COM'.

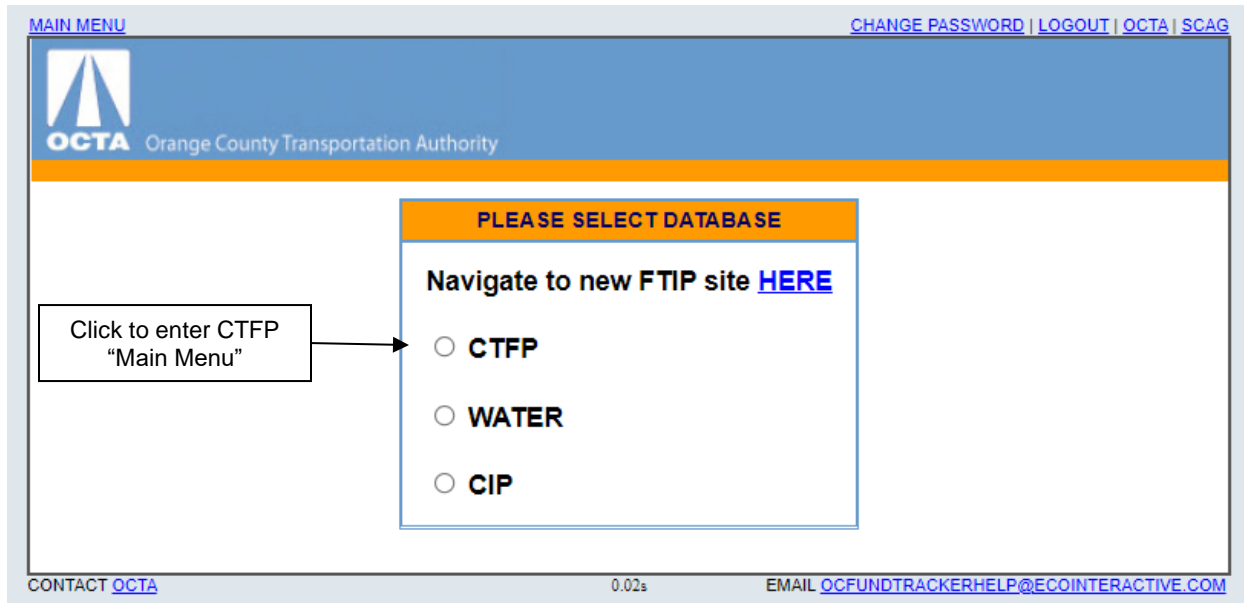
Step 1 – Access the OCFundtracker Webpage

- Direct your browser to: <http://OCFundtracker.octa.net>

Step 2 – Enter User Information

- Fill in your assigned username and password information.
- If it has been a while since your last login, and you have forgotten either your username or password, click on the link for assistance.

Database Menu



OCFundtracker is a portal that enables tracking and input for a variety of grant programs. Depending on your roles, responsibilities, and system rights, you may see one or more of the options shown above.

Select "CTFP" to create, review, edit, and submit your project application.

Main Menu

MAIN MENU CHANGE PASSWORD | LOGOUT | OCTA | SCAG

OCTA Orange County Transportation Authority

[2021 CTFP GUIDELINES](#)
[\(Show Old Posts\)](#)

ADMIN MAIN MENU

[SEARCH FOR PROJECTS \(CTFP\)](#)
[EDIT PRIOR FY PAYMENTS](#)

AGENCY WORKING AREA

CALL FOR PROJECTS	SEMI-ANNUAL REVIEW CTFP
APPLICATIONS IN PROGRESS (5)	12 CTFP REVIEW IN PROGRESS

[ADD PAYMENT](#)
[0 PAYMENTS IN PROGRESS](#)

The Main Menu is where all call application related access is found. The applicable links are:

“CALL FOR PROJECTS” – This link will enable you to begin the creation of a new project application submittal.

“APPLICATIONS IN PROGRESS (0)” – This denotes how many applications are currently being worked on by the local agency. This link will take you to a listing of the applications in process so that they can be accessed and the work continued.

“APPLICATIONS PENDING (0)” – This denotes how many applications have been completed and submitted to OCTA for review. Once an application is submitted, it can no longer be accessed by the local agency.

“CTFP GUIDELINES” – Link goes to the latest Board approved version of the guidelines.

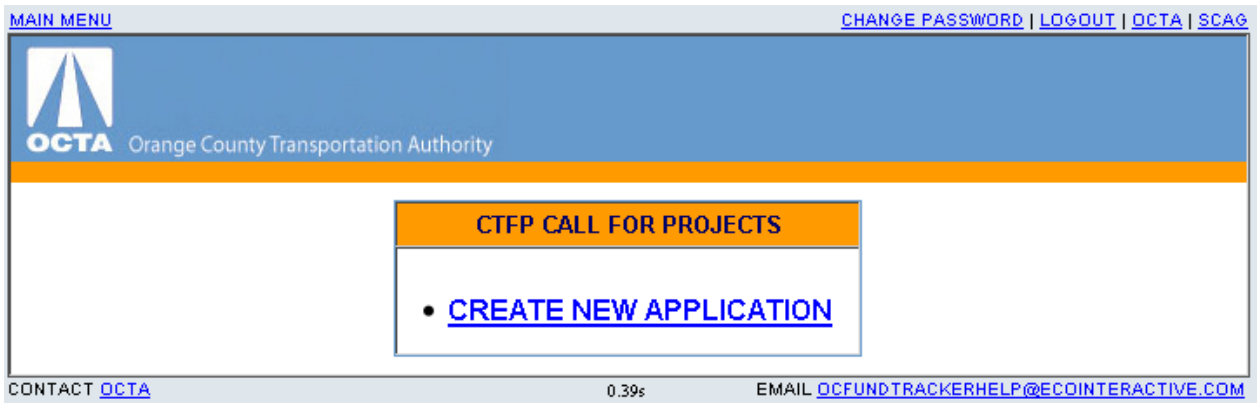
Creating a New Application



Step 1 – Access the Agency Working Area

- Click on the “CALL FOR PROJECTS” link.

----- NEW PAGE -----



Step 2 – Access New Application Form

- Click on the “CREATE NEW APPLICATION” link.

----- NEW PAGE -----

Project Information Page

The screenshot shows the Project Information Page with several callout boxes:

- Upload supporting documents:** Points to the 'UPLOAD PROJECT DOCUMENTS' link in the top right.
- Input Performance Measures:** Points to the 'PERFORMANCE MEASURES' link in the top right.
- Select funding program:** Points to the 'IMPROVEMENT TYPE' dropdown menu.
- Link to approved CTFP Guidelines:** Points to the 'PROJECT DESCRIPTION - GUIDELINES' link.
- Provide description of work to be performed:** Points to the 'PROJECT TITLE' and 'PROJECT DESCRIPTION' text areas.
- Enter project limits:** Points to the 'FROM' and 'TO' fields in the 'LOCAL STREET NAME' section.

Step 3 – Enter in Corresponding Project Information

- Select the improvement type (funding program) from the drop-down box. The choices for this call for projects are ACE, ICE, FAST, or TSSP.
- Enter information into all fields that are applicable.
- Ensure that a detailed scope of work is included.
- Ensure accurate project limits are entered.
- A link to the latest guidelines is provided if any questions arise.
- Upload project documents – refer to application Checklists in the CTFP Manual.
- Provide Performance Measures data by clicking the link for all projects requesting construction phase funding

Project Information Page – ACE, ICE, FAST (Part 1)

LANES INFORMATION				
		Left Turn	# of Lanes Through	Right Turn
Existing	NorthBound	<input type="text"/>	<input type="text"/>	<input type="text"/>
	SouthBound	<input type="text"/>	<input type="text"/>	<input type="text"/>
With Application	NorthBound	<input type="text"/>	<input type="text"/>	<input type="text"/>
	SouthBound	<input type="text"/>	<input type="text"/>	<input type="text"/>
Existing	EastBound	<input type="text"/>	<input type="text"/>	<input type="text"/>
	WestBound	<input type="text"/>	<input type="text"/>	<input type="text"/>
With Application	EastBound	<input type="text"/>	<input type="text"/>	<input type="text"/>
	WestBound	<input type="text"/>	<input type="text"/>	<input type="text"/>

Provide lane information. Local agencies must also attach turning movement counts with each ICE and FAST application.

GENERAL QUESTIONS	
CTFP QUESTIONS	
Is this application on your current approved measure M2 CIP?	<input type="text"/>
Has your agency previously received CTFP funding for this Application?	<input type="text"/>
If Yes, When? If No, Type N/A	<input type="text"/>
Project ID?	<input type="text"/>
MATCH RATE DISCOUNT	
Has your agency adopted and is in conformance with the Traffic Signal Synchronization Master Plan?	<input type="text"/>
Is your agency using fairshare funding as a match for this project?	<input type="text"/>
Does your agency have a PCI over 75 or has your agency had a measurable improvement of PCI from previous reporting period to current reporting period?	<input type="text"/>

Local agencies are eligible to receive up to a 25% discount. All eligible discounts are subject to verification.

Step 4 – Enter Lane Information

- Provide line information as applicable
- Also provide turning movement counts as appropriate with each application.

Step 5 – Enter General Information

- Answer all questions provided.
- Pay special attention to questions related to the match rate reductions.

Project Information Page – ACE, ICE, FAST (Part 2)

Minimum Match Requirement

Actual Match Rate

PROGRAMMING INFORMATION (\$0)

Please enter all funding required for the total project for all years. Note: This 2022 Call for Projects will allocate 12 funds for FY22/23, FY23/24, FY24/25 only.
**** Minimum match for local funds is 50% **** **** Actual Match Rate: 0% ****

FISCAL YEAR	FUND TYPE/(PROGRAMMED REVENUE SOURCE)	ENG	ROW	CON	TOTAL
▼	▼				\$0
▼	▼				\$0
▼	▼				\$0
▼	▼				\$0
▼	▼				\$0
Update Subtotals		GRAND TOTAL			\$0

SCHEDULE INFORMATION

	SCHEDULED START		SCHEDULED COMPLETION		STATUS	CONTRACT AWARD/NOTICE TO PROCEED DATE	ACTUAL COMPLETION	FINAL REPORT SUBMITTAL	EXPENDITURE EXTENSION DEADLINE
	MONTH	YEAR	MONTH	YEAR					
PLAN	▼	▼	▼	▼	▼				
ENG	▼	▼	▼	▼	▼				
ROW	▼	▼	▼	▼	▼				
CON	▼	▼	▼	▼	▼				

JUSTIFICATION - GUIDANCE

PLEASE CLICK SAVE AND THEN GO TO THE NEXT SCREEN TO ENTER SCORING DATA BEFORE SUBMITTING

Save for Later

Reset Form

Save for later

Agency entered dollar values in appropriate phase

Enter schedule and status information for all phases

Step 6 – Enter Funding Information

- Select the fiscal year of the appropriate phase. [Note: Prior funded and/or phases underway should not be included.]
- Select the type of funds.
- Enter dollar value into the phase.
- System automatically will calculate a match rate based on information provided.
- Minimum Match Requirement and actual Agency Match based upon information provided in Match Rate Discount section and Programming section.

Step 7 – Enter Schedule Information


- Enter schedule data for all project phases.
- Include completed and in process phases.
- Indicate the status of each phase, whether “Planned”, “Started”, “Pending”, or “Complete”.

Step 8 – Save Application Information

- Once all project, funding, and schedule information has been entered, click “**Save for Later**”.

Project Information Page – Clearing Errors

MAIN MENU CHANGE PASSWORD | LOGOUT | OCTA | SCAG



Orange County Transportation Authority

YOUR PROJECT HAS NOT BEEN SAVED. PLEASE PROVIDE THE FOLLOWING FIELDS TO SAVE PROJECT TO "IN PROGRESS."

- PROJECT TITLE
- STATUS FOR CON CANNOT BE NOT APPLICABLE SINCE THERE IS FUNDING IN CON PHASE

BEFORE SUBMITTING TO OCTA, PLEASE RESOLVE THE FOLLOWING ERRORS:

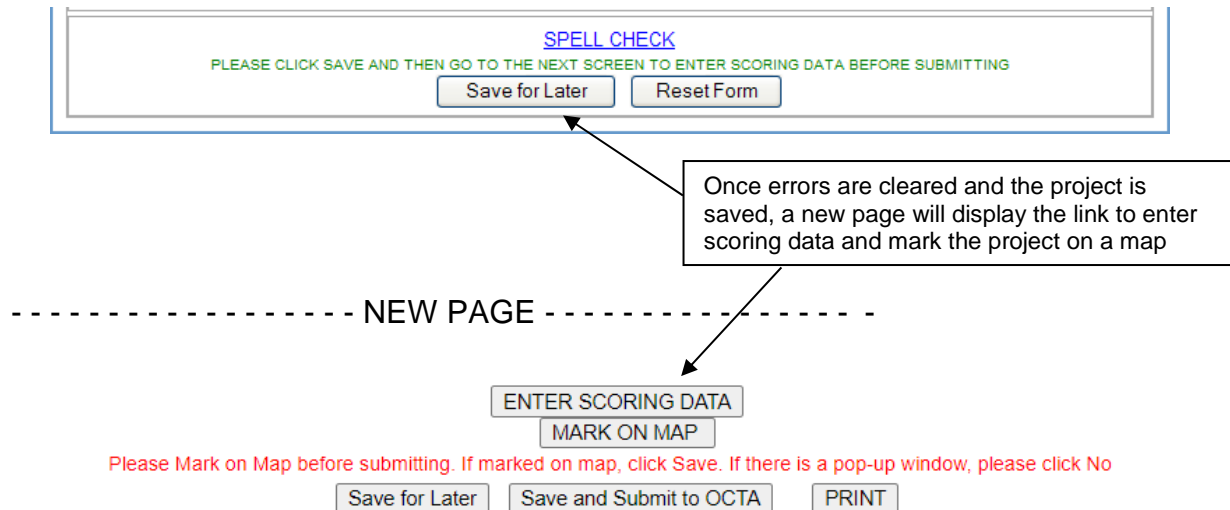
- PROJECT MANAGER IS REQUIRED
- ONE OF THE GENERAL QUESTIONS IS BLANKED AND IT IS REQUIRED
- DISTRICT IS REQUIRED
- PROJECT MANAGER'S PHONE NUMBER IS REQUIRED
- PROJECT MANAGER'S EMAIL ADDRESS IS REQUIRED
- PROJECT DESCRIPTION IS REQUIRED
- IMPROVEMENT TYPE IS REQUIRED
- PLEASE ENTER FAST, ICE, ACE, or TSSP FUNDING BEFORE SUBMITTING

[VIEW PREVIOUS VERSIONS OF THIS PROJECT](#)
 [LATEST VERSION PDF](#)
 [PROJECT SUMMARY \(XLS\)](#)
 [UPLOAD PROJECT DOCUMENTS](#)

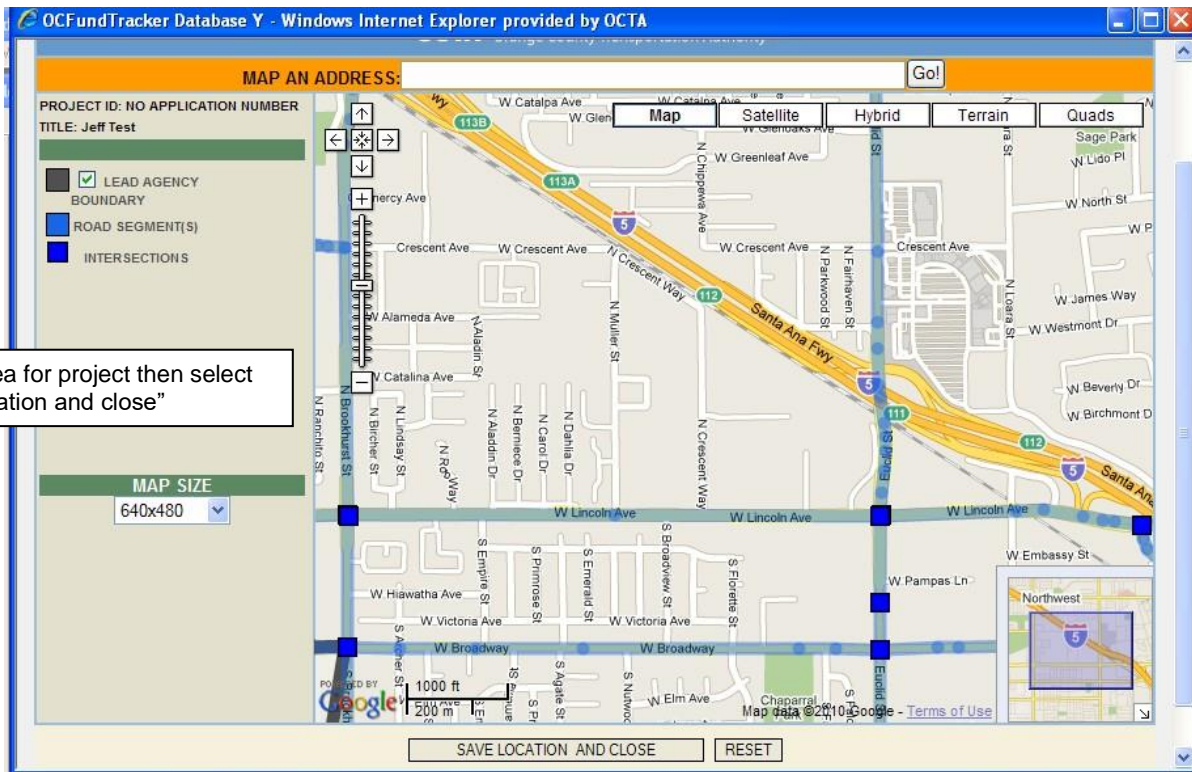
APPLICATION NUMBER:	CTFP TOTAL ALLOCATIONS: \$23,300.00	TOTAL PROJECT COST: \$23,300.00
PROJECT ID: CP--2826	CTFP TOTAL PAYMENTS: \$0.00	ACTUAL MATCH RATE: 0.00
VERSION: 1	STATUS: Planned	

Step 9 – Resolve System Errors

- The OCFundtracker system will not allow you to continue with the “Save for Later” function until all errors have been addressed.
- Once errors have been cleared, the system will save the application as “In Progress”.



Marking Project on the Map



Step 1 – Enter Mapping Data

- Select the area for the project.
- Click on the nodes that indicate the boundaries.
- **Take the time to ensure that accurate segments/nodes are selected.**
- Click on **“SAVE LOCATION AND CLOSE”**.

Entering Scoring Data (Part 1)

		POINT(S)
Facility Usage		
Existing ADT	35000	6
VMT	19000	5
Current Project Readiness		
Environmental Approvals	<input type="checkbox"/>	
Preliminary Design (35%)	<input type="checkbox"/>	
Right of Way (All offers issued)	<input type="checkbox"/>	
Final Design (PS&E)	<input type="checkbox"/>	
Right of Way (All easement and titles)	<input type="checkbox"/>	0
Economic Effectiveness		
Cost Benefit	1000000 (Total Project Cost) / 35000 (ADT) = 29	10
Funding Over-Match	25% (City Match) - 25% (Required) = 0%	0

Step 1 – Enter Facility Usage Data

- Enter in the existing average daily trips. Project ADT for opening year may be permitted where counts are less than 12 months old.
 - ADT for ICE applications is based upon the average of north/south leg PLUS average of east/west leg.
- Enter in the existing vehicles mile traveled.
- Check off the current state of the project readiness.

Step 2 – Verify Economic Effectiveness

- Cost benefit and funding over-match are calculated by the system.
- For cost benefit, verify that total project cost and ADT are stated correctly.
- For funding over-match, verify that city match percentage is stated correctly.

Entering Scoring Data (Part 2)

The screenshot shows a form titled "Facility Importance" with a sub-section "Transportation Significance". On the left, there is a label "Operational Attributes". On the right, there is a list of attributes, each with a checkbox. A dropdown menu is located at the top right of the list. Two callout boxes are present: one labeled "Select facility significance" pointing to the dropdown menu, and another labeled "Check off the appropriate operational attributes" pointing to the list of attributes. The number "0" is visible on the right side of the form.

Step 3 – Enter Facility Importance

- Select from the drop down menu the facility significance.
- Check off operation attributes that will be provided by the project (maximum of 10 points).
- Available attributes differ between ACE, ICE and FAST. Attributes shown are for the ACE program.

Entering Scoring Data (Part 3)

ACE

The screenshot shows the ACE scoring interface. It includes a 'Benefit' header, a dropdown menu for 'Improvement Characteristics' (set to 'Adds Capacity'), and input fields for 'Existing LOS - Starting Point' (1.01), 'LOS - After Project' (.82), and 'LOS Improvement' (0.19). A 'TOTAL =' field shows a score of 20. Callouts provide instructions: 'Select improvement characteristic from menu' points to the dropdown; 'Enter in the existing Level of Service' points to the 1.01 input; 'Enter in the Level of Service after taking into account the project improvements' points to the .82 input; and 'The system will calculate the level of service improvement and assign a score' points to the total score of 20.

Step 4 – Project Benefits – ACE / FAST

- Select from the drop down menu the improvement characteristics.
- Enter the existing or pre-project projected LOS.
- Enter the projected LOS after the improvements. **DO NOT** enter in the LOS reduction.
- The system will calculate the total LOS improvement and score the project accordingly.

ICE

The screenshot shows the ICE scoring interface. It includes a 'Benefit' header, input fields for 'Existing LOS - Starting Point - (Peak Hour)' (1.05), 'LOS - After Project - (Peak Hour)' (.87), and 'LOS Improvement' (0.18). A 'TOTAL =' field shows a score of 20. Callouts provide instructions: 'Enter in the existing Level of Service for Peak Hour' points to the 1.05 input; 'Enter in the Level of Service after taking into account the project improvements' points to the .87 input; and 'The system will calculate the level of service improvement and assign a score' points to the total score of 20.

Step 4 – Project Benefits – ICE

- Enter the existing or pre-project projected LOS for peak hour (AM or PM).
- Enter the projected LOS after the improvements. **DO NOT** enter in the LOS reduction.
- The system will calculate the total LOS improvement and score the project accordingly.

FAST

Benefit		
Existing LOS - Starting Point - (Peak Hour)	<input type="text" value="1.05"/>	8
LOS - After Project - (Peak Hour)	<input type="text" value=".84"/>	
LOS Improvement	0.21	10
	TOTAL =	18
Improvement Characteristics	New Facility (partial interchange)	8

Enter in the existing Level of Service for Peak Hour

Enter in the Level of Service after taking into account the project improvements

The system will calculate the level of service improvement and assign a score

Step 4 – Project Benefits – FAST

- Enter the existing or pre-project projected LOS for peak hour. Use LOS data for arterial-centric segments or ICU data for ramp intersection scope.
- Enter the projected LOS after the improvements. **DO NOT** enter in the LOS reduction.
- The system will calculate the total LOS improvement and score the project accordingly.
- Select from the drop-down menu the improvement characteristics.

<input type="button" value="SAVE RANKING"/>	<input type="button" value="CLOSE WINDOW"/>	<input type="button" value="PRINT"/>
		TOTAL POINTS: 58

Save the scoring information by clicking here

Step 5 – Save and Print

- Save the scoring information by clicking “**SAVE RANKING**”. This is very important. The system does not automatically save the information.
- Print out a copy of the score sheet for inclusion with the hard copy applications.
- Close the window.

Project Information Page – TSSP (Part 1)

The screenshot shows the 'Project Information' form in the OCFundtracker system. At the top, there is a summary bar with application details: Application Number CP--3610, Project ID 1, CTFP Total Allocations \$750,000.00, CTFP Total Payments \$0.00, Status Planned, Total Project Cost \$1,000,000.00, Match Rate 0.00, and Board Approval Date. Below this is the 'ADMINISTRATIVE EDIT - READ-ONLY' section with fields for Call for Projects (08-09-21.1 - CTFP), Project Number, IFAS, Contract #, Match Rate, and Agency. The 'PROJECT INFORMATION' section includes Improvement Type (ACE - Arterial Capacity Enhancement), Implementing Agency (Orange County Transportation Authority (OCTA)), and various district dropdowns. The 'PROJECT TITLE' section has a text area for the project description and a link to 'PROJECT DESCRIPTION - GUIDELINES'. The 'SYSTEM' section includes fields for System (Local Street), Route, Intersection (NO), Local Street Name (Main Street), and project limits (FROM: First, TO: Second). Callouts point to the 'Performance Measures' link, the 'Select funding program' dropdown, the 'Select Implementing agency' dropdown, the 'Link to current approved Guidelines' link, the project description text area, and the 'FROM' and 'TO' project limit fields.

Step 1 – Enter in Corresponding Project Information

- Select the improvement type (TSSP) from the drop-down box.
- Enter information into all fields that are applicable.
- Ensure that a detailed scope of work is included.
- Ensure accurate project limits are entered.
- A link to the latest CTFP guidelines is provided if any questions arise.
- Upload project documents – refer to application Checklists in the CTFP Guidelines.
- Provide Performance Measures data by clicking the link – Additional guidance provided in next section.

Project information Page – TSSP (Part 2)

Answer all general project information questions provided

GENERAL QUESTIONS

CTFP QUESTIONS

Is this application on your current approved measure M2 CIP?

Has your agency previously received CTFP funding for this Application?

If Yes, When?

Project ID?

Is this on agency's LOCAL SYNCHRONIZATION PLAN?

OCFundtracker number

**** TSSP PROGRAM RULES:**
**** If Project is TSSP Program, it should be 20% MINIMUM Match**
**** TSSP Program can not be programmed in ROW Phase.**

Has this project been previously funded by M2

Program rules in red are very important.

Step 2 – General Questions

- Answer all questions provided.
- Pay special attention to program rules indicated in red.

Project information Page – TSSP (Part 3)

Step 3 – Enter Funding Information

- Select the fiscal year of the fund type.
- Enter dollar value into the either implementation or operations and maintenance.
- Show O & M for each year it is planned for.
- System automatically will calculate a match rate based on information provided.

Step 4 – Enter Schedule Information

- Enter schedule data for all project phases.
- Indicate the status of each phase
 - “Planned”: requesting for funding or funded, but not started
 - “Started”: project has started, meaning a contract has been executed
 - “Pending”: phase is complete, pending final report and/or payment
 - “Complete”: phase allocation has been paid

Step 5 – Save Application Information

- Once all project, funding, and schedule information have been entered, click “Save for Later”.

Entering Scoring Data – TSSP (Part 1)

A new button to “Enter Scoring Data” will appear after saving the application. Use information from Appendix C of the Supplemental Application to fill out this section.

<u>TSSP - Traffic Signal Synchronization Program</u>		POINT(S)
Transportation Significance		
Vehicle Miles Traveled (VMT)	<input type="text"/>	1
Percent Inclusion of Offset Signals Within 2700'	<input type="text"/>	0
<u>Transportation Significance Score</u>		1
Jurisdictions		
Total Number of Involved Jurisdictions	<input type="text"/>	0
<u>Jurisdictions Score</u>		0
Project Scale		
Percent of Main Corridor Signals Being Retimed	<input type="text"/>	0
Number of Signals on Main Corridor Being Retimed	<input type="text"/>	0
<u>Project Scale Score</u>		0

Step 1 – Enter Facility Usage Data

- Enter in the VMT based upon average daily trips for each segment.
- Enter the percentage of offset signals included (consult with OCTA for offset signal data prior to submittal).

Step 2 – Enter Local Jurisdiction Information

- Enter the total number of jurisdictions participating in the project. Do not include OCTA. Caltrans can only be counted if all participating agencies with Caltrans signals agree to execute a cooperative agreement with Caltrans.

Step 3 – Enter Project Scale

- Enter percentage of the main corridor signals being retimed as part of the project.
- Enter the number of signals on the main corridor being retimed.

Entering Scoring Data – TSSP (Part 2)

Project Details	
Project Characteristics	<input type="checkbox"/> New or upgraded detection <input type="checkbox"/> TMC/TOC and motorist information <input type="checkbox"/> Intersection/Field System Modernization <input type="checkbox"/> Minor signal operational improvements <input type="checkbox"/> New or upgraded communication systems <input type="checkbox"/> Separate Bicycle/ADA Pedestrian Detection <input type="checkbox"/> Detection for ATSPM and Counts <input type="checkbox"/> Intelligent Cameras <input type="checkbox"/> Adaptive traffic & demonstration projects <input type="checkbox"/> Automated Traffic Signal Perf. Measures <input type="checkbox"/> Timing Only, no capital
Maintenance of Effort	<input type="text" value=""/>
Project Details Score	0
Project Effectiveness	
Current Project Status	<input type="checkbox"/> Retiming 75% of prior RTSSP project <input type="checkbox"/> Within 12 Months
Funding Match	<input type="checkbox"/>

Check all project characteristics that apply.

Step 4 – Enter Project Details

- Select the appropriate project characteristics. Refer to the CTFP Guidelines for the description of the characteristics and their requirements.
- Enter the number of years agency is committing to maintenance of effort beyond the 3-year grant period. No additional funding will be granted for effort beyond the 3-year grant.

Step 5 – Enter Project Effectiveness

- Select the current state of project readiness. [Projects proposed to be led by OCTA do not qualify for completing within 12-months.]
- The system will determine the funding over-match (if any) and assign points.

<input type="button" value="SAVE RANKING"/> <input type="button" value="CLOSE WINDOW"/> <input type="button" value="PRINT"/>	TOTAL POINTS: 59
--	-------------------------

Save the scoring information by clicking here

Step 6 – Save and Print

- Save the scoring information by clicking **“SAVE RANKING”**. This is very important. The system does not automatically save the information.
- Print out a copy of the score sheet for inclusion with the hard copy applications.
- Close the window.

Performance Measures

[VIEW PREVIOUS VERSIONS OF THIS PROJECT](#) [PROJECT SUMMARY \(XLS\)](#) [UPLOAD PROJECT DOCUMENTS](#)

APPLICATION NUMBER:		CTFP TOTAL ALLOCATIONS:	\$0.00	TOTAL PROJECT COST:	\$0.00
PROJECT ID:	CP-3610	CTFP TOTAL PAYMENTS:	\$0.00	MATCH RATE:	0.00
VERSION:	1	STATUS:	Planned	BOARD APPROVAL DATE:	

LAST MODIFIED BY: [Amy Tran](#) (8/9/2021) APPROVED BY: N/A [HISTORY](#)

Click here to enter Performance Measures

[PERFORMANCE MEASURES](#)

Step 1 – Enter Project Information

- Enter number of signals that will be synchronized on this project.
- Enter the length of the project.

TSSP

Total Number of Proposed Signals for Project: Number

Total Number of Proposed Corridor Miles for Project: Decimal

Enter # of signals

Enter length of project

Step 2 – Corridor Input

- Enter the name of the main corridor.
- Under “Streets”, enter the limits (i.e., From Street A to Street B).
- Select all checkboxes that apply to this project.

Corridor Input

Corridor Name	Street	Signal Synchronized Within Last Seven (7) Years	Adding Advanced Transportation Controllers	Adding Fiber Optic Communications	Adding Closed-Circuit Television	Adding Vehicle and/or Pedestrian Detection
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter Limits

Select all that apply


Step 3 – Save

- Click “Save”
- Click “Project Information” at the top of the page, under the orange header to return to the previous page.

Mark on Map: refer to page 12 for instructions

Projects in Progress

MAIN MENU CHANGE PASSWORD | LOGOUT | OCTA | SCAG



FOR CTFP PAYMENT FORMS, CLICK "SHOW OLD POSTS"
[\[Show Old Posts\]](#)

SPONSOR MAIN MENU

SEARCH FOR PROJECTS [\(CTFP\)](#)

AGENCY WORKING AREA	
CALL FOR PROJECTS APPLICATIONS IN PROGRESS (0)	SEMI-ANNUAL REVIEW CTFP IS CLOSED 0 CTFP REVIEW IN PROGRESS 2 DENIED CTFP REVIEW
ADD PAYMENT 1 PAYMENT IN PROGRESS	
AGENCY SUBMITTED PROJECTS	
APPLICATIONS PENDING (0)	1 PENDING CTFP ADJUSTMENTS 44 PENDING PAYMENTS

Select link to edit previously entered information

Step 1 – Editing Applications in Progress

- To edit previously submitted applications, or to submit completed applications to OCTA, click on the **“APPLICATIONS IN PROGRESS (0)”** link.

Projects in Progress (Part 2)

CTFP CALL FOR PROJECT IN PROGRESS								
APPLICATION NUMBER	PROJECT TITLE	AGENCY	PROJECT STATUS	FUNDING PROGRAM	RANKING PROGRAM	TOTAL ALLOCATION	TOTAL PAYMENTS	
[NO APPLICATION NUMBER]	G	(OCTA)	In Progress - Programmed		Street Widening	\$1,000	\$	[DELETE] [SUBMIT TO OCTA]
[NO APPLICATION NUMBER]	TEST JEFF	(OCTA)	Pending		Intersection Improvement	\$10,000	\$	[DELETE] [SUBMIT TO OCTA]
[NO APPLICATION NUMBER]	TEST	(OCTA)	Pending		TSSP	\$50	\$	[DELETE] [SUBMIT TO OCTA]
[NO APPLICATION NUMBER]	JEFF TEST	(OCTA)	Planned		TSSP	\$23,300	\$	[DELETE] [SUBMIT TO OCTA]
[NO APPLICATION NUMBER]	TEST	(OCTA)	Planned		Street Widening	\$30,000	\$	[DELETE] [SUBMIT TO OCTA]
[NO APPLICATION NUMBER]	Q	(OCTA)	Planned		TSSP	\$	\$	[DELETE] [SUBMIT TO OCTA]
[NO APPLICATION NUMBER]	TSSP - TEST - 10.20.10 - PAUL	(OCTA)	In Progress - Programmed		TSSP	\$50,000	\$	[DELETE] [SUBMIT TO OCTA]
[NO APPLICATION NUMBER]	TRAFFIC SIGNAL SYNCHRONIZATION OF THE ENTIRE COUNTY OF ORANGE	(OCTA)	Started		TSSP	\$	\$	[DELETE] [SUBMIT TO OCTA]

PLEASE ENTER SCORING BEFORE SUBMITTING

PLEASE MARK ON MAP BEFORE SUBMITTING

PLEASE ENTER

Complete and ready for submittal to OCTA

Application incomplete and therefore cannot be submitted

Step 2 – Selecting Incomplete Applications

- The system will indicate if an application is complete and ready to be submitted to OCTA.
- To edit previously submitted applications, or add additional information, click on the **[NO APPLICATION NUMBER]** link.

Step 3 – Submitting Complete Applications

- Once an application is complete, the **[SUBMIT TO OCTA]** link will become active.
- Once an application is submitted **no further changes can be made!**
- Ensure that an application is complete/correct before submission. This includes upload of relevant supporting materials.

Verifying Submittal of Applications

MAIN MENU CHANGE PASSWORD | LOGOUT | OCTA | SCAG

OCTA Orange County Transportation Authority

FOR CTFP PAYMENT FORMS, CLICK "SHOW OLD POSTS"
[\[Show Old Posts\]](#)

SPONSOR MAIN MENU

SEARCH FOR PROJECTS [\(CTFP\)](#)

AGENCY WORKING AREA	
CALL FOR PROJECTS APPLICATIONS IN PROGRESS (0)	SEMI-ANNUAL REVIEW CTFP IS CLOSED 0 CTFP REVIEW IN PROGRESS 2 DENIED CTFP REVIEW
ADD PAYMENT 1 PAYMENT IN PROGRESS	
AGENCY SUBMITTED PROJECTS	
APPLICATIONS PENDING (0)	1 PENDING CT 44 PENDING

Indicates number of applications that have been submitted for review by OCTA

Final Step – Application Verification

- Once an application is submitted to OCTA, it will appear in the “**APPLICATIONS PENDING (0)**” link total.
- This link can be clicked to review previously submitted applications, but no changes can be made at this point.

SECTION 2: CALL INFORMATION

Call Schedule

Below is a tentative schedule of the call for projects:

Call Released/Board Approval for Issuance	August 8, 2022
Virtual Application Workshop and Q&A Session	August 23, 2022
Local Agency one-on-one application discussions	Upon Request
Modeling/New facility Request Deadline	September 8, 2022
Deadline to request OCTA to lead RTSSP	N/A for 2023 Call
Brief Presentation at OC Traffic Forum	September, 2022
Applications Due to OCTA (by 5:00 p.m.)	October 20, 2022
Local Agency's Executed Governing Board Resolution	January, 2023
Technical Steering/Technical Advisory Committee review	February/March 2023
OCTA Board or Directors approval of recommended projects	Spring, 2023
2023 Project O & P Funds Allocated*	July 1, 2023
*This is the earliest date projects can be programmed for the 2023 call	

Call Questions / Contact

If at any point during the call process, questions arise regarding the guidelines or the OCFundtracker database, application or scoring criteria, please contact OCTA at asalazar@octa.net. Please direct **all** questions to this email address.