



# AGENDA

*Technical Advisory Committee*

## **Committee Members**

Tom Wheeler, Chair  
Iris Lee, Vice Chair  
Quang Le  
Rudy Emami  
Michael Ho  
Mina Mikhael  
Raja Sethuraman  
Nick Mangkalakiri  
Matthew Kunk  
Temo Galvez  
Stephen Bise  
Dan Candelaria  
Chau Vu  
Luis Estevez  
Albert Mendoza  
Belinda Deines  
Thomas Perez  
Joe Ames  
Jacki Scott  
Gerald Tom  
Chris Kelley  
Rich Schlesinger  
Jim Houlihan  
Christopher Cash  
Christopher Tanio  
Joe Parco  
David Rebensdorf  
Tom Toman  
Nabil Saba  
Cesar Rangel  
Kenny Nguyen  
Mahrooz Ilkhanipour  
Jake Ngo  
Jamie Lai  
Robert McLean  
Jonathan Lawhead

*City of Lake Forest*  
*City of Seal Beach*  
*City of Aliso Viejo*  
*City of Anaheim*  
*City of Brea*  
*City of Buena Park*  
*City of Costa Mesa*  
*City of Cypress*  
*City of Dana Point*  
*City of Fountain Valley*  
*City of Fullerton*  
*City of Garden Grove*  
*City of Huntington Beach*  
*City of Irvine*  
*City of La Habra*  
*City of La Palma*  
*City of Laguna Beach*  
*City of Laguna Hills*  
*City of Laguna Niguel*  
*City of Laguna Woods*  
*City of Los Alamitos*  
*City of Mission Viejo*  
*City of Newport Beach*  
*City of Orange*  
*City of Placentia*  
*City of Rancho Santa Margarita*  
*City of San Clemente*  
*City of San Juan Capistrano*  
*City of Santa Ana*  
*City of Stanton*  
*City of Tustin*  
*City of Villa Park*  
*City of Westminster*  
*City of Yorba Linda*  
*County of Orange*  
*Caltrans Ex-Officio*

Orange County Transportation Authority  
550 South Main Street, Room 08 & 09  
Orange, California  
**May 14, 2025, 1:30 p.m.**

*Any person with a disability who requires a modification or accommodation to participate in this meeting should contact the Orange County Transportation Authority (OCTA) Measure M2 Local Programs section, telephone (714) 560-5427, 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

Technical Advisory Committee

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## **Agenda Descriptions**

*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.*

## **Public Availability of Agenda Materials**

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

## **In-Person Comment**

*Members of the public may attend in-person and address the Committee regarding any item within the subject matter jurisdiction of the Orange County Transportation Authority. Speakers will be recognized by the Chair at the time the agenda item is to be considered.*

## **Written Comment**

*Written public comments may also be submitted by emailing them to [mdosher@octa.net](mailto:mdosher@octa.net), and must be sent at least 90 minutes prior to the start time of the meeting. If you wish to comment on a specific agenda item, please identify the item number in your email. All public comments that are timely received will be part of the public record and distributed to the Committee. Public comments will be made available to the public upon request.*



# AGENDA

*Technical Advisory Committee*

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## Call to Order

## Self-Introductions

### 1. Approval of Minutes

Approval of Technical Advisory Committee regular meeting minutes from the February 26, 2025 meeting.

## Regular Items

### 2. Comprehensive Transportation Funding Programs Semi-Annual Review – March 2025 – Charvalen Alacar

#### **Overview**

The Orange County Transportation Authority recently completed the March 2025 semi-annual review of projects funded through the Comprehensive Transportation Funding Programs. This process reviews the status of Measure M2 grant-funded projects and provides an opportunity for local agencies to update project information and request project modifications. Recommended project adjustments are presented for review and approval.

#### **Recommendation**

Recommend Board of Directors approval of requested adjustments to proposed Comprehensive Transportation Funding Programs projects, Local Fair Share funds, and Senior Mobility Program funds.

## Discussion Items

### 3. Local Agencies Pavement Policies and Action Discussion – Charvalen Alacar

### 4. Correspondence

OCTA Board Items of Interest – Please see Attachment A.  
Announcements by Email – Please see Attachment B.

### 5. Committee Comments

### 6. Staff Comments

- Orange County Goods Movement Vision – Angel Garfio
- Federal Fiscal Year 2026-2027 & 2027-2028 Surface Transportation Block Grant / Congestion Mitigation and Air Quality Program – Ben Ku
- Payment Processing Update – Adriann Cardoso



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7. Items for Future Agendas
8. Caltrans Local Assistance Update
9. Public Comments
10. Adjournment

*The Technical Advisory Committee is scheduled to convene on the fourth Wednesday of each month, at 1:30 p.m., at OCTA Headquarters.*





## **AGENDA**

*Technical Advisory Committee*

*Item #1*

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# **February 26, 2025 Minutes**



# AGENDA

Technical Advisory Committee

Item #1

## ***Voting Representatives Present:***

Quang Le	City of Aliso Viejo
Rudy Emami	City of Anaheim
Ryan Chapman	City of Brea
Mina Mikhael	City of Buena Park
Raja Sethuraman	City of Costa Mesa
Daniel Co	City of Cypress
Matthew Kunk	City of Dana Point
Temo Galvez	City of Fountain Valley
Stephen Bise	City of Fullerton
Chau Vu	City of Huntington Beach
Kerwin Lau	City of Irvine
Albert Mendoza	City of La Habra
Thomas Perez	City of Laguna Beach
Raul Rodriguez	City of Laguna Hills
Jacki Scott	City of Laguna Niguel
Tom Wheeler	City of Lake Forest
Chris Kelley	City of Los Alamitos
Mark Chagnon	City of Mission Viejo
Jim Houlihan	City of Newport Beach
Christopher Cash	City of Orange
Christopher Tanio	City of Placentia
Joe Parco	City of Rancho Santa Margarita
Zak Ponsen	City of San Clemente
Nabil Saba	City of Santa Ana
Iris Lee	City of Seal Beach
Cesar Rangel	City of Stanton
Kenny Nguyen	City of Tustin
Mahrooz Ilkhanipour	City of Villa Park
Jamie Lai	City of Yorba Linda
Robert McLean	County of Orange

## ***Voting Representatives Absent:***

Dan Candelaria	City of Garden Grove
Andy Ramirez	City of La Palma
Gerald Tom	City of Laguna Woods
Nardy Khan	City of San Juan Capistrano
Jake Ngo	City of Westminster

Orange County Transportation Authority  
550 S. Main Street, Room 08 & 09

Orange California

**February 26, 2025, 1:30 p.m.**

## ***Guests Present:***

Jonathan Lawhead, Caltrans  
Kathleen Nguyen, Caltrans  
Paul Rodriguez, Rodriguez Consulting Group  
Denise Garcia, County of Orange

## ***Staff Present:***

Kia Mortazavi  
Adriann Cardoso  
Charvalen Alacar  
Chance Groom  
Ben Ku  
Rose Casey  
Stephanie Mooney  
Charvalen Alacar  
Mason Doshier  
Anup Kulkarni  
Nylinne Nguyen



# AGENDA

Technical Advisory Committee

Item #1

*This meeting was called to order by Chair Wheeler at 1:30pm.*

## **Self-Introductions**

## **Consent Calendar**

### **1. Approval of Minutes**

Mr. Sethuraman motioned to approve the Minutes of the February 26, 2025 Technical Advisory Committee regular meeting.

Mr. Houlihan seconded the motion.

The Minutes were approved with no further discussion.

## **Regular Items**

### **2. Comprehensive Transportation Funding Programs - 2025 Call for Projects Programming Recommendations – Charvalen Alacar**

Ms. Alacar explained that Projects O and P are included in the Measure M2 (M2) Comprehensive Transportation Funding Program (CTFP). Through the CTFP, the Orange County Transportation Authority (OCTA) awards M2 funds annually through a competitive call for projects (call), with an average of \$45 million allocated between the Regional Capacity Program (RCP) and the Regional Traffic Signal Synchronization Program (RTSSP).

Ms. Alacar stated that the OCTA Board authorized the 2025 call in August with an application deadline of October 24, 2024. During this time, OCTA engaged all 35 local jurisdictions to assess interest and provide guidance. To support the funding cycle, OCTA held a call workshop and multiple pre-application review sessions with city and county representatives.

Ms. Alacar reported that OCTA received ten applications for Project O, requesting a total of \$33 million in M2 funding. After evaluating the applications, one was deemed ineligible for not meeting the minimum Level of Service (LOS) "C" for traffic volume. The remaining nine met program requirements, with scores ranging from 74 to 35.

These applications included four phases for planning and engineering, three for right-of-way acquisition, and four for construction. For the RCP, she confirmed that nine applications covering 11 project phases were recommended for M2 funding, totaling \$25.7 million. If approved, the funding would provide critical infrastructure improvements in the cities of Anaheim, Irvine, Mission Viejo, Newport Beach, Santa Ana, Yorba Linda, and the County of Orange.

Ms. Alacar reported that OCTA received six signal synchronization applications for Project P, requesting \$12 million in M2 funding. After undergoing the formal review process, all projects were found to align with program objectives and eligibility criteria.

The applications received scores ranging from 76 to 41 and proposed improvements for 167 traffic signals across 12 local jurisdictions. In total, the six recommended applications amounted to \$11.99 million in M2 funding, supporting primary implementation and operations and maintenance (O&M) activities.

Ms. Alacar further explained that these projects would be led by the cities of Anaheim, Irvine, Laguna Hills, Laguna Niguel, and Santa Ana, in collaboration with agencies from Aliso Viejo, Brea, Costa Mesa, Fullerton, Mission Viejo, Newport Beach, and Orange.

Ms. Alacar concluded that the overall recommendation for the 2025 CTFP call for projects included programming for 15 local jurisdiction projects, totaling \$37.7 million in combined RCP and RTSSP funding.

Mr. Sethuraman stated that the County of Orange project includes \$5 million for engineering and raised concerns about the overall funding required for a project of that scale. He emphasized the need to evaluate how much funding is allocated to a single entity, referencing discussions from the Technical Steering Committee (TSC) meeting.

Mr. Sethuraman suggested considering a future cap, potentially 20 percent, on the percentage of funding a single agency can receive. Additionally, he questioned the level of commitment required given the project's location but expressed confidence that OCTA would review these considerations.

Mr. McLean acknowledged concerns about isolating M2 funds and emphasized that the County of Orange is considering multiple funding sources for the Los Patrones Parkway extension. He stated that Road Maintenance and Rehabilitation Account (RMRA) is covering 71 percent of the \$10 million design cost, while the county funds the rest, with the total project estimated at \$200 to \$230 million.

Mr. McLean noted that Senate Bill-1 (SB-1), gas tax revenue, and Highway Users Tax Account (HUTA) are being used to supplement funding and stressed that long-term success requires diverse funding sources beyond M2. The project aims to improve regional capacity by easing congestion on major highways and directing traffic toward the 241-Toll Road.

Ms. Scott asked regarding the impact of the project on the 34 cities, noting that it depends on when the County advances it to the next, more expensive phase. She inquired whether the approximately \$126 million allocated for Project O in this funding cycle is a consistent amount that can be expected in future years. Additionally, she

asked whether broader funding would be available when the county moves forward with the project to ensure that cities continue to have equal opportunities to secure funding for their own projects.

Ms. Alacar stated that construction for the Los Patrones Parkway portion is not expected until around fiscal year 2037, leaving a significant amount of time before work begins. Regarding annual funding expectations, she explained that it depends on the applications received, making it difficult to predict a consistent \$26 million allocation for the Regional Capacity Program (RCP). She noted that while \$35 million in applications were submitted, one was found ineligible. Additionally, traffic volumes and project priorities could lead to certain projects returning for funding in future years, with construction phases potentially requiring funding in the early 2030s.

Mr. McLean stated that the County plans to phase the Los Patrones Parkway project rather than seeking a large M2 grant all at once. He noted that discussions have focused on maintaining an annual funding range of approximately \$25 to \$40 million. The goal is to time projects so that the county receives a portion of that funding rather than requesting \$100 million in a single or two-phase approach.

Ms. Alacar emphasized the importance of balancing funding across both small and large jurisdictions for Project O. She stated that 60% of the funding capacity is reserved for projects costing \$5 million or less, while 40% is allocated for projects exceeding \$5 million. This approach ensures that while large county projects receive support, there remains sufficient funding for smaller, equally important projects in various jurisdictions.

Mr. Wheeler agreed with the discussion and highlighted a long-standing concern regarding SB 1 funding allocation.

Mr. McLean acknowledged that cities have inquired about accessing the County's remaining SB 1 balance but stated that, to his understanding, it is not legally permissible. He explained that funds must be tied to a county-related purpose, business, or access.

Mr. McLean reiterated that the County is exploring multiple funding sources, including SB 1, gas tax revenue, M2, other grants, and potential collaboration with TCA and RMV. He acknowledged concerns but maintained that the county's limitations on SB 1 spending are not a matter of choice. He concluded by suggesting that further review may be necessary.

Mr. Wheeler stated that SB 1 funds are not a handout to cities, emphasizing that all Orange County residents, including those in Anaheim, contribute to and benefit from the funding. He stated that the intended purpose of these funds was to prioritize road maintenance rather than new road construction.

Mr. Wheeler requested more information on the schedule, timeline, and scope of the Los Patrones Parkway project. He suggested presenting an update to the Technical Steering Committee in the future to better understand its timing, budget, and overall impact.

Chair Wheeler asked for a motion to approve.

Motion was formally made by Mr. Emami.

Mr. Sethuraman seconded the motion.

The motion was approved.

### **3. Correspondence – None**

- OCTA Board Items of Interest – See Agenda.
- Announcements by Email – See Agenda.

### **4. Committee Comments – None**

### **5. Staff Comments –**

- **Comprehensive Transportation Funding Programs Payment Process Streamlining Update** – Adriann Cardoso

Ms. Cardoso, the department manager for capital programming, explained that the report's information was sourced from a draft provided by the Cummings Group and may change in its final version. She noted that while the Cummings Group has been developing recommendations, the local programs team has also been making improvements, some of which have already been implemented or are in progress.

Key actions include simplifying guidelines, hiring an additional engineering consultant, expanding staff to speed up payment processing, and providing training. Additionally, efforts have been made to improve transparency in reimbursement processing by updating checklists, making good submittal examples available, and implementing tracking tools to allow agencies to monitor their payment requests.

Ms. Cardoso highlighted that the high volume of reimbursement requests and inefficiencies in the review process have caused delays. The Cummings Group analyzed the process, identifying 235 recommendations, which were refined into nine key categories, resulting in 31 actionable recommendations. These recommendations include improvements in review procedures, contractor coordination, training, digitization, staffing, and checklists to streamline the reimbursement process.



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A critical finding was that OCTA bears most of the communication burden in the reimbursement process. To address this, the revised approach shifts some responsibility to local agencies to ensure faster and smoother approvals. Additionally, she emphasized the high level of oversight on these funds, as OCTA programs undergo annual audits, with 8–12 projects selected each year for review, making proper documentation crucial.

Ms. Cardoso stated that specific monetary figures for implementation are still under review but noted that changes to the reimbursement process will impact how agencies manage funding. She explained that local agencies will take a more active role in tracking their payment requests, with the goal of improving transparency and efficiency in fund distribution.

Ms. Cardoso confirmed that the team is still assessing what resources and staffing will be needed to implement these recommendations. Progress updates will be presented to the TAC in April and June. She reassured agencies that rather than increasing their workload, the goal is to improve clarity on payment statuses and streamline the reimbursement process to ensure funds are distributed efficiently.

Ms. Lee asked whether these changes would increase the workload for local agencies.

Ms. Cardoso clarified that the new process aimed to improve clarity and efficiency rather than add additional administrative burdens.

Ms. Scott asked for clarification regarding the audit process, specifically if the 10 to 12 projects audited each year are selected after the final payment is issued.

Ms. Cardoso clarified that audits occur also on initial project payments.

Ms. Cardoso then introduced a resource available on the OCTA website under Project O & P, separate from OCFundtracker. She explained that the webpage contains links to specific guidelines for each funding call, providing a reference for project numbers and applicable guidelines. This resource helps agencies verify which guidelines to follow when submitting reimbursement requests or addressing audit findings.

She noted that the guidelines are organized under various programs, including projects V, W, O and P, and emphasized that this effort is part of ongoing improvements to streamline processes.

There were no questions on this item.



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- **Southern California Association of Governments (SCAG) Surface Transportation Block Grant (STBG) and Congestion Mitigation and Air Quality (CMAQ) Call for Projects** – Ben Ku

Mr. Ku provided an overview of the upcoming SCAG STBG and the role of OCTA in the project selection process for CMAQ and STBG funding. He explained that SCAG is managing the call for projects, while OCTA is responsible for prioritizing projects within Orange County. This call is the next cycle of the Orange County Complete Streets Program from 2023.

He outlined the schedule, noting that:

- The OCTA Regional Transportation Planning Committee will review the program on March 3, with the OCTA Board reviewing it on March 10.
- SCAG will approve the guidelines on March 6, with workshops scheduled for March 12 and March 18, and an OCTA-SCAG joint workshop on March 19 to address OCTA-specific questions.
- The call opens March 31, with applications due to OCTA by May 16.
- OCTA will review eligibility, county prioritization, and project deliverability before presenting recommendations to the board on July 14 and submitting final projects to SCAG by August 1.
- SCAG will conduct air quality analyses and finalize recommendations by November or December.
- Mr. Ku presented SCAG's scoring rubric, explaining that OCTA is responsible for 50 points in the evaluation, with SCAG assigning the remaining 50 to 60 points based on various criteria. The prioritization process includes factors such as project eligibility, community engagement, deliverability, and readiness.

OCTA's scoring system consists of:

- Part 1, assessing jurisdiction eligibility, minimum/maximum applications, and project inclusion in the Long Range Transportation Plan (LRTP). Projects scoring 75+ points advance to Part 2.
- Part 2, scoring projects on a 100-point scale based on county priorities, air quality benefits, environmental impact, matching funds, and readiness.

OCTA is prioritizing road rehabilitation projects for this cycle based on significant interest from local agencies, though Complete Streets projects remain eligible.

Key Dates and Process:

- March 31 – Call for projects opens, with an online database for submissions.
- May 16 – Project applications due to OCTA.



- July 14 – OCTA board reviews recommendations.
- August 1 – OCTA submits projects to SCAG.
- November/December – SCAG finalizes recommendations.

Mr. Ku noted that SCAG is finalizing the online database for project submissions, replacing the previous Excel-based process. Applicants must create a new login, and training will be provided in workshops.

He concluded by directing attendees to contact SCAG representatives or OCTA staff for further questions and stated that he was available for any additional inquiries.

Mr. Sethuraman inquired whether the discussed funding sources are federal..

Mr. Ku confirmed that the funds include CMAQ funds and STBG funds, both of which are federal. He noted that this funding cycle is a continuation of the Orange County Complete Streets Program.

He further explained that these funds are contingent on the Federal Transportation Reauthorization Bill, known as the Infrastructure Investment and Jobs Act (IIJA), which is set to expire in September 2026. While it is expected that a continuation or a new version of the bill will be passed, there remains uncertainty about the program's future.

Regarding the timeline, projects approved in late 2025 will need to be programmed into the Federal Transportation Improvement Program (FTIP) before funds can be obligated. This process typically takes a few months. Once programmed, cities must obligate the funds through the D-76 authorization process in the fiscal year they are allocated. After obligation, agencies will have three years to invoice the funds.

Mr. Ku concluded by confirming that these federal funds will follow standard contracting procedures.

Ms. Scott inquired about the timeframe cities have to spend the funds once they are approved at the end of 2025.

Mr. Ku explained that once projects are approved in November or December 2025, they must first be programmed in the FTIP, a process that can take a few months. Once programmed for a specific fiscal year, cities must obligate the funds by obtaining authorization to proceed through the D-76 process within that fiscal year. After obligation, cities will have three years to invoice and use the funds. He noted that the funds follow standard federal procedures and require contracting for implementation.

Mr. Chagnon asked whether agencies are limited to submitting only the projects included in their letters of interest.

Mr. Ku confirmed that they are not restricted to those projects. The letters of interest were used to gauge agency priorities but are not binding. Agencies may submit more, fewer, or entirely different projects as part of the funding application process.

## **6. Items for Future Agendas – None**

## **7. Caltrans Local Assistance Update – Jonathan Lawhead**

Mr. Lawhead provided an update on various administrative deadlines, funding programs, and procedural requirements for local agencies.

### **Federal Fiscal Year Deadlines & Documentation**

Mr. Lawhead reminded agencies that key administrative requirements must be met to remain eligible for federal and state funding, including:

- DBE Annual Submittal Forms (Exhibit 9B & 9C) must be submitted for the 2024-2025 fiscal year. Agencies that have not yet submitted will receive email reminders.
- Quality Assurance Program (QAP) certification must be updated if it has not been revised in the last five years.
- Use the most recent versions of forms from the Local Assistance Procedures Manual (LAPM) when submitting documentation.
- Next invoice submission deadline for inactive projects: May 23, 2024. Projects that remain inactive may not receive E-76 funding obligations until resolved.

### **Inactive Invoice & Funding Authorization Deadlines**

- The current inactive invoice deadline was February 21, 2024. Agencies that missed this deadline should coordinate with their area engineer.
- The new inactive quarter begins April 1, 2024, with the next submission deadline on May 23, 2024.
- Agencies with inactive projects may face delays in future E-76 authorizations until activity is cleared.

### **California Transportation Commission (CTC) Meeting Schedule**

- The next CTC meeting will be held on March 20-21, 2024, in Los Angeles.
- Deadlines for allocation and time extension requests:
  - March 17, 2024 – for the May CTC meeting.
  - April 28, 2024 – for the June CTC meeting.

### **Active Transportation Program (ATP) Reporting**

- Project reports must be submitted through CalSmart in a timely manner.

- Agencies will receive automatic reminders, and any required corrections must be submitted promptly.
- Next ATP reporting period begins April 1, 2024, with corrections due by the end of the month.

### **Highway Bridge Program (HBP) Updates**

- EPSB and post-programming requests for HBP projects remain closed until April 1, 2024.
- Agencies looking to move or advance project schedules should coordinate with their area engineer.
- The HBP webpage contains up-to-date information on funding availability and procedural requirements.

### **Highway Safety Improvement Program (HSIP) Updates**

- The HSIP Cycle 12 award list was recently announced and will be distributed in the coming weeks.
- Award details, including the mix of federal and state funding, will be outlined in agency notification letters.

### **Discretionary Grant Program & Federal Obligation Deadlines**

- Projects awarded federal discretionary grants in FY 2022 must obligate funds by September 30, 2025.
- A training session for this program is scheduled for March 6, 2024, from 8:30 AM to 12:00 PM.

### **Clean California Local Grant Program**

- Cycle 1 project deadline was June 30, 2023, unless an extension was granted.
- Cycle 2 project deadline: June 30, 2026. Agencies should continue working with their Clean California grant manager to ensure timely project delivery.

### **Project End Date (PED) Extensions & Reimbursement**

- New PEA extension request process – Agencies must now use a SmartSheet form instead of submitting a new E-76 package.
- Work done after a PED expires is not eligible for reimbursement, making it critical for agencies to monitor deadlines and request extensions in advance.
- Agencies should review the PED website for tools and reporting lists to track upcoming deadlines.

### **Title VI Compliance Requirements**

- Agencies must submit Title VI program assessment documents by March 31, 2024.

- Agencies experiencing issues should contact their Title VI coordinator or area engineer.
- Resources for Title VI compliance are available through Caltrans headquarters.

## **Training & Resources**

- Caltrans District 12 recently hosted a Right-of-Way training and will continue quarterly or biannual in-person training sessions.
- Available resources include:
  - Caltrans Local Assistance Webpage – Comprehensive guidance for local projects.
  - CTAP/LTAP Training Webinars – Available for various topics.
  - Local Assistance Blog – Weekly updates on policies and procedures. Agencies are encouraged to subscribe.
  - LAPM & LAPG Documents – Agencies should download the latest versions before submission.

## **Upcoming In-Person Training Opportunities**

- Caltrans District 12 will host a series of free in-person training sessions for local agencies.
- The first scheduled session is an Environmental Compliance Seminar on November 20, 2024, at Caltrans District 12 headquarters (8:30 AM - 4:30 PM).
- Subject matter experts from Caltrans headquarters will provide guidance on environmental compliance procedures and best practices.

## **Staffing & Contact Information**

- Agencies with project-related questions should reach out to their area engineers for assistance.
- Caltrans District 12 is committed to increasing in-person training and direct support for agencies.
- Agencies can download all meeting updates and reference materials from the OCTA website or contact Mr. Lawhead directly for additional resources.

Unidentified Speaker inquired whether the current federal situation could impact the availability of additional bridge program funds, asking if agencies should submit funding requests now or if the situation remains uncertain.

Mr. Lawhead responded that Caltrans is proceeding as normal and has not received any formal indications of funding disruptions. While there have been concerns, outreach has been conducted independently, and operations are continuing as expected.

Unidentified Speaker noted that their agency was previously advised to wait until project completion before submitting a funding request but expressed concern that funding availability could change before submission. With their project expected to finish in March, they asked whether it would be safer to submit the request sooner rather than waiting.

Mr. Lawhead recommended waiting until project completion to ensure that the final funding request reflects the actual project cost.

## **8. Public comments – None**

- **Recognition for Kia Mortazavi – TAC Chair**

Mr. Wheeler expressed appreciation for Kia's years of service, noting his long involvement in transportation projects in Orange County since the late 1990s. He reflected on the impact of the M2 program and how transportation infrastructure improvements have contributed to the region's growth. He emphasized the significance of making a lasting difference in the community.

Mr. Emami acknowledged Kia's contributions to transportation and infrastructure, humorously referencing Kia's 40-year career in the industry. He expressed appreciation for Kia's problem-solving approach and dedication to Orange County projects, joking about waiting on a reimbursement payment. He concluded by recognizing Kia's legacy in the county and wishing him well.

Mr. Sethuraman remarked on Kia's accessibility and leadership despite his rise through the ranks at OCTA. He commended Kia's longstanding commitment to the agency and wished him the best.

Ms. Scott thanked Kia for his contributions to M2, highlighting how his efforts have helped enhance the county's infrastructure and cities. She wished him a happy retirement and humorously reminded him to process Mr. Emami's reimbursement.

Mr. Chagnon acknowledged Kia's approachability and leadership, asking if he had any plans to share about the future.

Mr. Mortazavi reflected on his 40+ years of service in Orange County transportation, beginning with his time at OCTC in 1984. He recounted the evolution of local funding programs, from the early FAU program to the development of Measure M. He described how the OCUP fund was created to support local agencies, leading to the modern call-for-projects process.

He emphasized that agency feedback has shaped funding priorities, citing the \$90 million allocated for Complete Streets projects in recent years and the upcoming focus



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on road rehabilitation. He praised the OCTA team, including Ms. Cardoso and staff, for their dedication to working with local agencies.

He concluded by encouraging the group to continue advocating for the county's transportation needs and working collaboratively to ensure the success of future programs, such as a potential Measure M3. He thanked the group for the opportunity to serve and wished them success in their ongoing efforts.

**9. The meeting was adjourned at 2:41 p.m.**



## **AGENDA**

*Technical Advisory Committee*

*Item #2*

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# **Comprehensive Transportation Funding Programs Semi-Annual Review – March 2025**



**May 14, 2025**

**To:** Technical Advisory Committee

**From:** Orange County Transportation Authority Staff

**Subject:** Comprehensive Transportation Funding Programs Semi-Annual Review – March 2025

### **Overview**

The Orange County Transportation Authority recently completed the March 2025 semi-annual review of projects funded through the Comprehensive Transportation Funding Programs. This process reviews the status of Measure M2 grant-funded projects and provides an opportunity for local agencies to update project information and request project modifications. Recommended project adjustments are presented for review and approval.

### **Recommendations**

Recommend Board of Directors approval of requested adjustments to proposed Comprehensive Transportation Funding Programs projects, Local Fair Share funds, and Senior Mobility Program funds.

### **Background**

The Comprehensive Transportation Funding Programs (CTFP) is the mechanism which the Orange County Transportation Authority (OCTA) uses to administer funding for street, road, signal, transit, and water quality projects. The CTFP contains a variety of funding programs and sources, including Measure M2 (M2) revenues and State funding programs. The CTFP provides local agencies with a comprehensive set of guidelines for administration and delivery of various transportation funding grants.

Every six months, OCTA works with representatives from local agencies, as needed, to review the status of projects and proposed project changes. This process is known as the semi-annual review. The goals of the semi-annual review are to review project status, determine the continued viability of projects, address local agency concerns, confirm availability of local matching funds, and ensure timely closeout of all projects funded through the CTFP.

### **Discussion**



The March 2025 semi-annual review proposed adjustments include one project cancellation, six project delays, 23 timely use of funds extensions for the Local Fair Share (LFS) Program, 62 timely use of funds extensions for the Senior Mobility Program (SMP), eight project scope changes adjustments, and 14 OCTA-initiated requests.

Local agencies identified several reasons for the proposed project adjustments, which included the following:

- Cancel (high construction costs)
- Delays (construction issues, federal clearance process delay, and procurement difficulties)
- Scope changes (enhanced project benefits, modification of equipment being installed, location change of equipment, equipment installed through separate project, keep project in eligible area)
- OCTA initiated (transfer of savings and technical adjustment)

For detailed descriptions of the project adjustment requests listed above, see Attachments A and B. The reasons identified for the 114 proposed modifications are consistent with expectations for a March semi-annual review cycle, which is more focused on encumbrance and expenditure deadlines.

With respect to the OCTA-initiated requests, there were 13 transfers of savings requested by staff in order to preserve unspent Project V funds, which were awarded as part of the 2024 call for projects (call). Several of the continuing services awarded in this recent call had remaining M2 balances from prior call cycles that were being exhausted before drawing from the 2024 grant funding. Local agencies also encountered protracted lead times for capital vehicle purchases that delayed operational start dates for 2024 Project V services. Staff is also requesting approval of one technical adjustment for a 2020 Project V grant to program the fiscal year allocations consistent with the opening year of service that was impacted by the ceased operations during the coronavirus pandemic. If approved, these Project V adjustments (14 in total) will preserve unspent funds for use in subsequent fiscal years.

In order to provide local agencies with the flexibility needed to continue delivering projects within the confines of M2, staff is requesting that the Technical Advisory Committee (TAC) recommend OCTA Board of Directors (Board) approval of all proposed semi-annual review adjustments identified in Attachments A and B. If these recommendations are ultimately approved by the OCTA Board, staff will monitor the implementation of these proposed adjustments through its regular project management efforts and future semi-annual reviews which are conducted and reported on to the TAC and OCTA Board biannually.

### ***Summary***

OCTA recently completed a review of all March 2025 semi-annual review project adjustment requests and staff recommends approval of these project adjustments and the CTFP Guidelines exception identified in this report.

***Attachments***

- A. Comprehensive Transportation Funding Programs, March 2025 Semi-Annual Review Adjustment Requests
- B. Comprehensive Transportation Funding Programs, March 2025 Semi-Annual Review Adjustment Request Descriptions

**Comprehensive Transportation Funding Programs**  
March 2025 Semi-Annual Review Adjustment Requests

**ATTACHMENT A**

Cancellation Requests							
No.	Agency	Project Number	Project	Project Title	Phase	Current FY	Grant
1	Santa Ana	21-SNTA-ACE-3996 <sup>1</sup>	O	Fairview Street Improvements from 9th Street to 16th Street	CON	24/25	\$ 3,721,590
Cancellations (1) - Total Phase Grants							\$ 3,721,590

**Reasons for Project Adjustments**

1. Current construction costs significantly higher than engineer estimate

**Acronyms**

CON - Construction

FY - Fiscal year

**Comprehensive Transportation Funding Programs**  
**March 2025 Semi-Annual Review Adjustment Requests**

Delay Requests*									
No.	Agency	Project Number	Project	Project Title	Phase	Current FY	Current Grant	Proposed Delay (Months)	Proposed FY
1	Los Alamitos	24-LSAL-CBT-4078 <sup>1</sup>	V	Los Alamitos On-Demand Service	Initial Marketing	24/25	\$ 1,000	24	26/27
2	Los Alamitos	24-LSAL-CBT-4078 <sup>1</sup>	V	Los Alamitos On-Demand Service	CAP	24/25	\$ 333,056	24	26/27
3	Los Alamitos	24-LSAL-CBT-4078 <sup>1</sup>	V	Los Alamitos On-Demand Service	O&M	24/25	\$ 1,596,416	24	26/27
4	Mission Viejo	23-MVJO-TSP-4048 <sup>2</sup>	P	Marguerite Parkway RTSSP Project	O&M	24/25	\$ 161,120	24	26/27
5	Mission Viejo	23-MVJO-TSP-4049 <sup>2</sup>	P	Olympiad Road/Felipe Road RTSSP Project	O&M	24/25	\$ 66,880	24	26/27
6	Yorba Linda	24-YLND-ICE-4065 <sup>3</sup>	O	Yorba Linda Boulevard/Savi Ranch Parkway Improvements	ROW	24/25	\$ 1,601,700	24	26/27
Delays (6) - Total Phase Grants							\$ 3,760,172		

\*Once obligated, Comprehensive Transportation Funding Programs funds typically expire 36 months from the contract award date. Local agencies may request up to an additional 24 months to obligate funds.

**Reasons for Project Adjustments**

1. Procurement delays
2. Construction related (implementation delays, supply change delays)
3. Environmental clearance delays

**Acronyms**

CAP - Capital  
FY - Fiscal year  
O&M - Operations and Maintenance  
ROW - Right of Way  
RTSSP - Regional Traffic Signal Synchronization Program

**Comprehensive Transportation Funding Programs**  
**March 2025 Semi-Annual Review Adjustment Requests**

Timely Use of Funds Extension Requests - LFS*					
No.	Agency	FY of Disbursement	Disbursement	Proposed Extension Amount	FY Extension Deadline for Tracking^
1-6	Buena Park	FY 2022/23	\$ 387,444	\$ 387,444	6/30/2027
			\$ 360,484	\$ 360,484	6/30/2027
			\$ 327,808	\$ 327,808	6/30/2027
			\$ 356,440	\$ 356,440	6/30/2027
			\$ 321,693	\$ 321,693	6/30/2027
			\$ 344,012	\$ 344,012	6/30/2027
7-9	Costa Mesa	FY 2022/23	\$ 593,335	\$ 593,335	6/30/2027
			\$ 539,552	\$ 539,552	6/30/2027
			\$ 586,727	\$ 586,727	6/30/2027
10-15	La Habra	FY 2022/23	\$ 231,213	\$ 231,213	6/30/2027
			\$ 215,124	\$ 215,124	6/30/2027
			\$ 195,624	\$ 195,624	6/30/2027
			\$ 212,729	\$ 212,729	6/30/2027
			\$ 191,975	\$ 191,975	6/30/2027
			\$ 205,294	\$ 205,294	6/30/2027
16-17	Santa Ana	FY 2022/23	\$ 952,254	\$ 459,697	6/30/2027
			\$ 1,018,321	\$ 1,018,321	6/30/2027
18-23	Seal Beach	FY 2022/23	\$ 102,718	\$ 102,718	6/30/2027
			\$ 95,571	\$ 95,571	6/30/2027
			\$ 86,908	\$ 86,908	6/30/2027
			\$ 94,507	\$ 94,507	6/30/2027
			\$ 85,287	\$ 85,287	6/30/2027
			\$ 91,204	\$ 91,204	6/30/2027
LFS Timely Use of Funds Extensions (23) - Total				\$ 7,103,665	

\*Net Revenues received by local jurisdictions through the LFS program shall be expended within three years of receipt. An extension may be granted but is limited to a total of five years from the date of receipt of funds

^OCTA will track expenditures based on the fiscal year of receipt plus two additional fiscal years. Fiscal year means July 1 through June 30. For example, funds received in March 2023, if tracked by fiscal year, should be spent by June 30, 2025. The OCTA Board may authorize an extension of up to 24 months beyond the deadline. Since OCTA is tracking this based on fiscal year, the local jurisdiction would have to provide documentation of the original disbursement date in order for that date to be used for the deadline and would only be required if the funding is not spent before the end of the applicable fiscal year.

Requests for extensions shall be submitted prior to expiration and may be considered by the OCTA Board through the Semi-Annual Review process. Requests for extension must include a plan of expenditure.

**Acronyms**

FY - Fiscal Year

LFS - Local Fair Share

M2 - Measure M2

OCTA - Orange County Transportation Authority

**Comprehensive Transportation Funding Programs**  
**March 2025 Semi-Annual Review Adjustment Requests**

Timely Use of Funds Extension Requests - SMP*					
No.	Agency	FY of Disbursement	Disbursement	Proposed Extension Amount	FY Extension Deadline for Tracking^
1-5	Aliso Viejo	FY 2022/23	\$ 6,153	\$ 405	6/30/2027
			\$ 5,863	\$ 5,863	6/30/2027
			\$ 6,352	\$ 6,352	6/30/2027
			\$ 5,491	\$ 5,491	6/30/2027
			\$ 5,872	\$ 5,872	6/30/2027
6-11	Anaheim	FY 2022/23	\$ 71,631	\$ 71,631	6/30/2027
			\$ 66,647	\$ 66,647	6/30/2027
			\$ 63,501	\$ 63,501	6/30/2027
			\$ 68,800	\$ 68,800	6/30/2027
			\$ 59,475	\$ 59,475	6/30/2027
			\$ 63,602	\$ 63,602	6/30/2027
12-17	Dana Point	FY 2022/23	\$ 13,089	\$ 13,089	6/30/2027
			\$ 12,178	\$ 12,178	6/30/2027
			\$ 11,603	\$ 11,603	6/30/2027
			\$ 12,572	\$ 12,572	6/30/2027
			\$ 10,868	\$ 10,868	6/30/2027
18-23	Garden Grove	FY 2022/23	\$ 11,622	\$ 11,622	6/30/2027
			\$ 41,339	\$ 41,339	6/30/2027
			\$ 38,463	\$ 38,463	6/30/2027
			\$ 36,647	\$ 36,647	6/30/2027
			\$ 39,705	\$ 39,705	6/30/2027
			\$ 34,324	\$ 34,324	6/30/2027
24-30	Laguna Niguel	FY 2022/23	\$ 36,705	\$ 36,705	6/30/2027
			\$ 17,396	\$ 17,396	6/30/2027
			\$ 19,609	\$ 19,609	6/30/2027
			\$ 18,244	\$ 18,244	6/30/2027
			\$ 17,383	\$ 17,383	6/30/2027
			\$ 18,834	\$ 18,834	6/30/2027
			\$ 16,281	\$ 16,281	6/30/2027
31-33	Lake Forest	FY 2022/23	\$ 17,411	\$ 17,411	6/30/2027
			\$ 17,054	\$ 17,054	6/30/2027
			\$ 14,743	\$ 14,743	6/30/2027
34-39	Mission Viejo	FY 2022/23	\$ 15,766	\$ 15,766	6/30/2027
			\$ 30,743	\$ 30,743	6/30/2027
			\$ 28,604	\$ 28,604	6/30/2027
			\$ 27,254	\$ 27,254	6/30/2027
			\$ 29,528	\$ 29,528	6/30/2027
			\$ 25,526	\$ 25,526	6/30/2027
			\$ 27,297	\$ 27,297	6/30/2027

**Comprehensive Transportation Funding Programs**  
**March 2025 Semi-Annual Review Adjustment Requests**

40-45	Orange	FY 2022/23	\$ 33,232	\$ 33,232	6/30/2027
			\$ 30,919	\$ 30,919	6/30/2027
			\$ 29,460	\$ 29,460	6/30/2027
			\$ 31,918	\$ 31,918	6/30/2027
			\$ 27,592	\$ 27,592	6/30/2027
			\$ 29,507	\$ 29,507	6/30/2027
46-51	San Clemente	FY 2022/23	\$ 19,146	\$ 19,146	6/30/2027
			\$ 17,814	\$ 17,814	6/30/2027
			\$ 16,973	\$ 16,973	6/30/2027
			\$ 18,390	\$ 18,390	6/30/2027
			\$ 15,897	\$ 15,897	6/30/2027
			\$ 17,000	\$ 17,000	6/30/2027
51-56	Stanton	FY 2022/23	\$ 3,298	\$ 3,298	6/30/2027
			\$ 7,558	\$ 7,558	6/30/2027
			\$ 8,188	\$ 8,188	6/30/2027
			\$ 7,079	\$ 7,079	6/30/2027
			\$ 7,570	\$ 7,570	6/30/2027
57-62	Villa Park	FY 2022/23	\$ 2,922	\$ 2,922	6/30/2027
			\$ 2,719	\$ 2,719	6/30/2027
			\$ 2,591	\$ 2,591	6/30/2027
			\$ 2,807	\$ 2,807	6/30/2027
			\$ 2,426	\$ 2,426	6/30/2027
			\$ 2,595	\$ 2,595	6/30/2027
SMP Timely Use of Funds Extensions (62) - Total				\$ 1,396,031	

\*Net revenues received by local jurisdictions through the SMP shall be expended within three years. An extension may be granted but is limited to a total of five years from the date of receipt of funds.

^OCTA will track expenditures based on the fiscal year of receipt plus two additional fiscal years. Fiscal year means July 1 through June 30. For example, funds received in March 2023, if tracked by fiscal year, should be spent by June 30, 2025. The OCTA Board may authorize an extension of up to 24 months beyond the deadline. Since OCTA is tracking this based on fiscal year, the local jurisdiction would have to provide documentation of the original disbursement date in order for that date to be used for the deadline and would only be required if the funding is not spent before the end of the applicable fiscal year. Requests for extensions shall be submitted prior to expiration and may be considered by the OCTA Board through the Semi-Annual Review process. Requests for extension must include a plan of expenditure.

**Acronyms**

FY - Fiscal Year

M2 - Measure M2

OCTA - Orange County Transportation Authority

SMP - Senior Mobility Program

**Comprehensive Transportation Funding Programs**  
March 2025 Semi-Annual Review Adjustment Requests

**Scope Change Requests\***

No.	Agency	Project Number	Project	Project Title	Summary of Scope Change	Phase	Current FY	Current Grant
1	Anaheim	23-ANAH-ECP-4050 <sup>1</sup>	X	Catch Basin Screen Installation Project – FY 2023/2024	Decrease in pipe screens, full trash capture units, and automatic retractable screens installed from 287, 22, and 21 to 252, 7, and 19 respectively.	CON	23/24	\$ 500,000
2	Costa Mesa	22-CMSA-ECP-4035 <sup>1</sup>	X	2022 Connector Pipe Screen Installation Project	Decrease in pipe screens installed from 300 to 151.	CON	22/23	\$ 160,000
3	Garden Grove	24-GGRV-ICE-4061 <sup>2</sup>	O	Harbor-Garden Grove Intersection Capacity Enhancement	Modifications to bus pad, curb and gutter, and sidewalk and relocation of bus shelter, bus bench, and trash receptacle	CON	25/26	\$ 3,957,107
4	Irvine	20-IRVN-TSP-3974 <sup>3</sup>	P	Barranca Parkway Traffic Signal Synchronization Project	Removal of equipment, additional equipment installed at improvement locations, modifications to improvement locations, and the addition of network operations equipment.	IMP	20/21	\$ 3,613,548
5	Mission Viejo	16-OCTA-CBT-3836 <sup>4</sup>	V	Mission Viejo Local Transit Circulator	Modification to service to include additional special events services on Arbor Day (April) and National Night Out (July or August).	O&M	16/17	\$ 475,300
6	OCTA	19-OCTA-TSP-3940 <sup>5</sup>	P	Lake Forest Drive Regional Traffic Signal Synchronization Program	Remove Actelis ML 680DF Ethernet Switch on Dimension intersection from equipment needed.	IMP	20/21	\$ 1,395,563
7	Stanton	24-STAN-ECP-4094 <sup>6</sup>	X	Western Storm Channel Grate Replacement Project	Design modification to custom inlet grate.	CON	24/25	\$ 20,240
8	Yorba Linda	22-YLND-TSP-4026 <sup>6</sup>	P	Yorba Linda Boulevard / Weir Canyon Road Corridor RTSSP	Connect five intersections in Fullerton to the existing fiber optic network, extend fiber optic cable from Yorba Linda Boulevard to Yorba Linda City Hall TMC to improve redundancy and signal operations, and replace 72-strand fiber with 120-strand cable to boost communication capacity.	IMP	22/23	\$ 3,520,333
<b>Scope Changes (8) - Total Phase Grants</b>								<b>\$ 13,642,091</b>

\*Agencies may request scope changes for Comprehensive Transportation Funding Programs projects so long as the agency can demonstrate substantial consistency and attainment of proposed transportation benefits compared to the original project scope as committed to in the project application. No additional funding is being requested to effectuate the recommended modifications.

<sup>†</sup> Project led by OCTA as requested by participating agencies: Irvine, Laguna Hills, and Lake Forest

**Reasons for Project Adjustments**

1. Construction related (location accessibility, relocation of equipment, and location accessibility)
2. Keep project within eligible pavement area after median relocation
3. Cost savings from removed or deferred installations that ensure the project meets its intended objectives
4. Increased service capacity and flexibility
5. Equipment installed through separate project
6. Enhanced project benefits (enhanced stormwater capture, improved communication network functionality)

**Acronyms**

CON - Construction  
FY - Fiscal year  
IMP - Implementation  
O&M - Operations and Maintenance  
RTSSP - Regional Traffic Signal Synchronization Program



**Comprehensive Transportation Funding Programs**  
**March 2025 Semi-Annual Review Adjustment Requests**

<b>OCTA-Initiated Request: Transfer of Savings</b>									
No.	Agency	Project Number	Project	Project Title	Phase	Current FY	Current Grant	Transfer Amount	Proposed Grant
1	Anaheim	24-ANAH-CBT-4071 <sup>1</sup>	V	Anaheim Canyon Circulator	O&M	FY29/30M	\$ 331,714	TBD	TBD
2	County of Orange	24-ORCO-CBT-4072 <sup>1</sup>	V	Expanded RanchRide Transit Service Program	CAP	FY25/26M	\$ 339,660	TBD	TBD
					O&M	FY25/26M	\$ 880,124	TBD	TBD
3	Dana Point	24-DPNT-CBT-40731 <sup>1</sup>	V	Dana Point Trolley Continuity Program	O&M	FY27/28M	\$ 2,702,000	TBD	TBD
4	Irvine	24-IRVN-CBT-4074 <sup>1</sup>	V	Irvine Special Event Circulator	Initial Marketing	FY25/26	\$ 44,500	TBD	TBD
					CAP	FY25/26M	\$ 407,086	TBD	TBD
					O&M	FY25/26M	\$ 4,019,835	TBD	TBD
5	Laguna Beach	24-LBCH-CBT-4075 <sup>1</sup>	V	Off-Season Weekend and Seasonal Services	Initial Marketing	FY25/26	\$ 12,500	TBD	TBD
					O&M	FY25/26M	\$ 5,212,250	TBD	TBD
6	Laguna Beach	24-LBCH-CBT-4076 <sup>1</sup>	V	Laguna Canyon Road/El Toro Road Laguna Local Service	O&M	FY25/26M	\$ 2,011,989	TBD	TBD
7	Laguna Niguel	24-LNIG-CBT-4077 <sup>1</sup>	V	Laguna Niguel Summer Trolley	Initial Marketing	FY25/26	\$ 72,000	TBD	TBD
					CAP	FY25/26M	\$ 1,853,176	TBD	TBD
					O&M	FY25/26M	\$ 1,530,609	TBD	TBD
8	Los Alamitos	24-LSAL-CBT-4078 <sup>1</sup>	V	Los Alamitos On-Demand Service	Initial Marketing	FY25/26	\$ 1,000	TBD	TBD
					CAP	FY25/26M	\$ 333,056	TBD	TBD
					O&M	FY25/26M	\$ 1,596,416	TBD	TBD
9	Mission Viejo	24-MVJO-CBT-4079 <sup>1</sup>	V	Mission Viejo Circulator and Special Event	CAP	FY25/26M	\$ 51,100	TBD	TBD
					O&M	FY25/26M	\$ 4,372,445	TBD	TBD
10	Newport Beach	24-NBCH-CBT-4080 <sup>1</sup>	V	Balboa Peninsula Trolley Service Continuation	Initial Marketing	FY25/26	\$ 18,000	TBD	TBD
					CAP	FY25/26M	\$ 1,315,260	TBD	TBD
					O&M	FY25/26M	\$ 1,241,460	TBD	TBD
11	San Clemente	24-SCLM-CBT-4081 <sup>1</sup>	V	Trolley Program	Initial Marketing	FY25/26	\$ 9,000	TBD	TBD
					CAP	FY25/26M	\$ 270,000	TBD	TBD
					O&M	FY25/26M	\$ 7,956,081	TBD	TBD
12	San Clemente	24-SCLM-CBT-4082 <sup>1</sup>	V	On-Demand Transit Programs	Initial Marketing	FY25/26	\$ 7,500	TBD	TBD
					CAP	FY25/26M	\$ 398,448	TBD	TBD
					O&M	FY25/26M	\$ 2,858,480	TBD	TBD
13	San Juan Capistrano	24-SJCP-CBT-4083 <sup>1</sup>	V	Expanded Summer Weekend and Special Event Trolley Service	Initial Marketing	FY25/26	\$ 9,000	TBD	TBD
					CAP	FY25/26M	\$ 595,800	TBD	TBD
					O&M	FY25/26M	\$ 1,921,212	TBD	TBD

\*Up to 100 percent of savings between subsequent phases (or years) within a project may be transferred. Funds can only be transferred to a phase that has already been awarded competitive funds. Such requests must be made prior to acceptance of a final report and submitted as part of a semi-annual review process.

**Reason for Project Adjustment**

1. Project savings in earlier phases or fiscal years can support work in later awarded phases or fiscal years

**Acronyms**

CAP - Capital

FY - Fiscal Years

M - Multiple Years

O&M - Operations and Maintenance

TBD - To be determined

**Comprehensive Transportation Funding Programs**  
March 2025 Semi-Annual Review Adjustment Requests

OCTA-Initiated Request: Technical Adjustment									
No.	Agency	Project Number	Project	Project Title	Phase	Current Allocation for FY21-22	Current Allocation for FY22-23	Current Allocation for FY23-24	Proposed Allocation for FY23-24*
1	Dana Point	20-DNPT-CBT-3959	V	Dana Point Trolley Continuity Program	Initial Marketing	\$ 45,000	\$ -	\$ -	\$ 45,000
					CAP	\$ 48,060	\$ 48,240	\$ 75,510	\$ 171,810
					O&M	\$ 129,077	\$ 99,318	\$ 114,534	\$ 342,929
Total Grant						\$ 222,137	\$ 147,558	\$ 190,044	\$ 559,739

**Reason for Technical Adjustment**

\*Combines FY21-22 grant allocation of \$222,137, FY22-23 grant allocation of \$147,558, and FY23-24 of \$190,044 to coincide with actual start of program in FY23-24.  
Total Board-approved M2 grant of \$2,209,739 remains the same, subject to local match requirements. No additional M2 funding provided.

**Acronyms**

CAP - Capital  
FY - Fiscal Year  
O&M - Operations and Maintenance

**Comprehensive Transportation Funding Programs  
March 2025 Semi-Annual Review Adjustment Request Descriptions**

**Cancellations**

Local agencies may request to cancel Comprehensive Transportation Funding Programs (CTFP) projects at any time for any reason. Cancelled projects are eligible to reapply upon resolution of the issues that led to the original project cancellation. During this semi-annual review cycle, the following cancellation requests were submitted.

The City of Santa Ana (Santa Ana) is requesting a cancellation for the construction (CON) phase of the Fairview Street Improvements (9th Street to 16th Street) (21-SNTA-ACE-3996) due to construction costs increasing to more than double the engineer estimated costs with increased costs of material supplies and labor inflation.

**Delays**

Local agencies may request a one-time delay of up to 24 months to obligate funds. During the March 2025 semi-annual review cycle, the following delay requests were submitted.

The City of Mission Viejo (Mission Viejo) is requesting a 24-month delay for the operations and maintenance (O&M) phase for the following two projects. Additional time is required due to construction-related delays during the implementation phase including establishing multiple traffic signal service points, anticipated equipment lead times, traffic count data collection, and specialized traffic signal cabinet design.

- O&M phase of Marguerite Parkway RTSSP Project (23-MVJO-TSP-4048)
- O&M phase of Olympiad Road/Felipe Road RTSSP Project (23-MVJO-TSP-4049)

The City of Yorba Linda (Yorba Linda) is requesting a 24-month delay for the Right-of-Way (ROW) phase for Yorba Linda Boulevard/Savi Ranch Parkway Improvements (24-YLND-ICE-4065) due to delays with federal environmental clearance process under the National Environment Policy Act (NEPA) where regulatory and stakeholder review and approval will not be completed before the phase's award deadline.

The City of Los Alamitos (Los Alamitos) is requesting a 24-month delay for the initial marketing, capital (CAP), and O&M phases for Los Alamitos On-Demand Service (24-LSAL-CBT-4078) due to difficulties in the procurement process of awarding a vendor contract.

**Local Fair Share (LFS) Timely Use of Funds Extensions**

Once issued, LFS funds expire three years from the check issuance date. An extension may be granted but is limited to a total of five years from the date of disbursement. For review purposes, OCTA tracks expenditures based on the fiscal year<sup>1</sup> (FY) of receipt.

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<sup>1</sup> FY means July 1 through June 30. For example, funds received in March 2023, tracked by FY, should be spent by June 30, 2025.

Requests for extensions must be submitted prior to expiration and should be submitted as part of the semi-annual review process prior to the end of the second FY funds were disbursed. Local agencies may request an extension(s) of up to two years for Board consideration; however, OCTA will track Board-approved extensions in FY increments. During this semi-annual review cycle, the following timely use of funds LFS extension requests were submitted.

The City of Buena Park is requesting a two-year timely use of funds extension of \$2,097,881. The funds being considered for extensions were disbursed in FY 2022-23 through six separate installments and should be expended by the FY extension deadlines provided in Attachment B. Buena Park indicated that these funds will be directed towards traffic signal improvements and citywide street rehabilitation improvements.

- \$387,444, from June 2025 to June 2027
- \$360,484, from June 2025 to June 2027
- \$327,808, from June 2025 to June 2027
- \$356,440, from June 2025 to June 2027
- \$321,693, from June 2025 to June 2027
- \$344,012, from June 2025 to June 2027

The City of Costa Mesa (Costa Mesa) is requesting a two-year timely use of funds extension of \$1,719,614. The funds being considered for extensions were disbursed in FY 2022-23 through three separate installments and should be expended by the FY extension deadlines provided in Attachment B. Costa Mesa indicated these funds will be directed towards citywide street rehabilitation improvements.

- \$593,335, from June 2025 to June 2027
- \$539,552, from June 2025 to June 2027
- \$586,727, from June 2025 to June 2027

The City of La Habra is requesting a two-year timely use of funds extension of \$1,251,960. The funds being considered for extensions were disbursed in FY 2022-23 through three separate installments and should be expended by the FY extension deadlines provided in Attachment B. La Habra indicated these funds will be directed towards citywide street rehabilitation improvements.

- \$231,213, from June 2025 to June 2027
- \$215,124, from June 2025 to June 2027
- \$195,624, from June 2025 to June 2027
- \$212,729, from June 2025 to June 2027
- \$191,975, from June 2025 to June 2027
- \$205,294, from June 2025 to June 2027

Santa Ana is requesting a two-year timely use of funds extension of \$1,478,018. The funds being considered for extensions were disbursed in FY 2022-23 through three separate installments and should be expended by the FY extension deadlines provided in Attachment B. Santa Ana indicated these funds will be directed towards traffic signal

improvements, citywide street rehabilitation improvements, and city street bicycle lane improvements.

- \$459,697, from June 2025 to June 2027
- \$1,018,321, from June 2025 to June 2027

The City of Seal Beach is requesting a two-year timely use of funds extension of \$556,194. The funds being considered for extensions were disbursed in FY 2022-23 through three separate installments and should be expended by the FY extension deadlines provided in Attachment B. Seal Beach indicated these funds will be directed towards city street bicycle lane improvements.

- \$102,718, from June 2025 to June 2027
- \$95,571, from June 2025 to June 2027
- \$86,908, from June 2025 to June 2027
- \$94,507, from June 2025 to June 2027
- \$85,287, from June 2025 to June 2027
- \$91,204, from June 2025 to June 2027

### **Senior Mobility Program (SMP) Timely Use of Funds Extensions**

Once issued, SMP funds expire 36 months from the check issuance date. Local agencies may request an extension(s) of up to 24 months. During this semi-annual review cycle, the following timely use of funds SMP extension requests were submitted:

The City of Aliso Viejo is requesting a 24-month timely use of funds extension for \$23,983. The funds being considered for extension were disbursed in FY 2022-23 as five separate installments and should be expended by the FY extension deadline provided in Attachment B.

- \$405, from June 2025 to June 2027
- \$5,863, from June 2025 to June 2027
- \$6,352, from June 2025 to June 2027
- \$5,491, from June 2025 to June 2027
- \$5,872, from June 2025 to June 2027

The City of Anaheim (Anaheim) is requesting a 24-month timely use of funds extension for \$393,657. The funds being considered for extension were disbursed in FY 2022-23 as six separate installments and should be expended by the FY extension deadline provided in Attachment B.

- \$71,631, from June 2025 to June 2027
- \$66,647, from June 2025 to June 2027
- \$63,501, from June 2025 to June 2027
- \$68,800, from June 2025 to June 2027
- \$59,475, from June 2025 to June 2027
- \$63,602, from June 2025 to June 2027

The City of Dana Point is requesting a 24-month timely use of funds extension for \$71,932. The funds being considered for extension were disbursed in FY 2022-23 as six separate installments and should be expended by the FY extension deadline provided in Attachment B.

- \$13,089, from June 2025 to June 2027
- \$12,178, from June 2025 to June 2027
- \$11,603, from June 2025 to June 2027
- \$12,572, from June 2025 to June 2027
- \$10,868, from June 2025 to June 2027
- \$11,622, from June 2025 to June 2027

The City of Garden Grove (Garden Grove) is requesting a 24-month timely use of funds extension for \$227,183. The funds being considered for extension were disbursed in FY 2022-23 as six separate installments and should be expended by the FY extension deadline provided in Attachment B.

- \$41,339, from June 2025 to June 2027
- \$38,463, from June 2025 to June 2027
- \$36,647, from June 2025 to June 2027
- \$39,705, from June 2025 to June 2027
- \$34,324, from June 2025 to June 2027
- \$36,705, from June 2025 to June 2027

The City of Laguna Niguel is requesting a 24-month timely use of funds extension for \$125,158. The funds being considered for extension were disbursed in FY 2022-23 as seven separate installments and should be expended by the FY extension deadline provided in Attachment B.

- \$17,396, from June 2025 to June 2027
- \$19,609, from June 2025 to June 2027
- \$18,244, from June 2025 to June 2027
- \$17,383, from June 2025 to June 2027
- \$18,834, from June 2025 to June 2027
- \$16,281, from June 2025 to June 2027
- \$17,411, from June 2025 to June 2027

The City of Lake Forest is requesting a 24-month timely use of funds extension for \$47,563. The funds being considered for extension were disbursed in FY 2022-23 as three separate installments and should be expended by the FY extension deadline provided in Attachment B.

- \$17,054, from June 2025 to June 2027
- \$14,743, from June 2025 to June 2027
- \$15,766, from June 2025 to June 2027

Mission Viejo is requesting a 24-month timely use of funds extension for \$168,953. The funds being considered for extension were disbursed in FY 2022-23 as six separate

installments and should be expended by the FY extension deadline provided in Attachment B.

- \$30,743, from June 2025 to June 2027
- \$28,604, from June 2025 to June 2027
- \$27,254, from June 2025 to June 2027
- \$29,528, from June 2025 to June 2027
- \$25,526, from June 2025 to June 2027
- \$27,297, from June 2025 to June 2027

The City of Orange is requesting a 24-month timely use of funds extension for \$182,629. The funds being considered for extension were disbursed in FY 2022-23 as six separate installments and should be expended by the FY extension deadline provided in Attachment B.

- \$33,232, from June 2025 to June 2027
- \$30,919, from June 2025 to June 2027
- \$29,460, from June 2025 to June 2027
- \$31,918, from June 2025 to June 2027
- \$27,592, from June 2025 to June 2027
- \$29,507, from June 2025 to June 2027

The City of San Clemente is requesting a 24-month timely use of funds extension for \$105,221. The funds being considered for extension were disbursed in FY 2022-23 as six separate installments and should be expended by the FY extension deadline provided in Attachment B.

- \$19,146, from June 2025 to June 2027
- \$17,814, from June 2025 to June 2027
- \$16,973, from June 2025 to June 2027
- \$18,390, from June 2025 to June 2027
- \$15,897, from June 2025 to June 2027
- \$17,000, from June 2025 to June 2027

The City of Stanton (Stanton) is requesting a 24-month timely use of funds extension for \$33,693. The funds being considered for extension were disbursed in FY 2022-23 as six separate installments and should be expended by the FY extension deadline provided in Attachment B.

- \$3,298, from June 2025 to June 2027
- \$7,558, from June 2025 to June 2027
- \$8,188, from June 2025 to June 2027
- \$7,079, from June 2025 to June 2027
- \$7,570, from June 2025 to June 2027

The City of Villa Park is requesting a 24-month timely use of funds extension for \$16,060. The funds being considered for extension were disbursed in FY 2022-23 as six separate

installments and should be expended by the FY extension deadline provided in Attachment B.

- \$2,922, from June 2025 to June 2027
- \$2,719, from June 2025 to June 2027
- \$2,591, from June 2025 to June 2027
- \$2,807, from June 2025 to June 2027
- \$2,426, from June 2025 to June 2027
- \$2,595, from June 2025 to June 2027

### **Scope Changes**

Agencies may request minor scope changes for CTFP projects if they can assure that project benefits as committed to in the initial application can still be delivered. During this semi-annual review cycle, the following scope change requests were submitted. OCTA staff reviewed each scope change to assure that the adjustments meet the scoring criteria of the original applications.

Anaheim is requesting a scope change for the construction (CON) phase of the Catch Basin Screen Installation Project – FY 2023/2024 (23-ANAH-ECP-4050) to decrease the number of connector pipe screens (CPS) to 252 from 287, decrease the number of full trash capture (FTC) units to 7 from 22, and decrease the number of automatic retractable screens (ARS) to 19 from 21 where 15 catch basins originally assigned CPS will be receiving FTC instead due to issues with pre-existing CPS installations and inaccessible installation locations.

Costa Mesa is requesting a scope change for the construction (CON) phase of the 2022 Connector Pipe Screen Installation Project (22-CMSA-ECP-4035) to decrease the number of CPS to 161 from 300 due difficulties of reaching installation areas, increased material costs from inflation, and construction overruns. The proposed bid of the project award was \$283,500 but due to a \$140,805 decrease in cost adjustment, the eligible Measure M2 (M2) reimbursement is reduced to \$114,156.

Garden Grove is requesting a scope change for the construction (CON) phase of the Harbor-Garden Grove Intersection Capacity Enhancement (24-GGRV-ICE-4061) to modify concrete bus pad, additional curb and gutter, and sidewalk improvements to address changes to the median alignment to maintain a 12-foot travel lane after the realignment of the median which is causing southbound vehicles in the third lane to encroach on the existing bus pad. The scope change also relocates bus shelter, bus bench, and trash receptacle further south to address changes to address the shift of the point of entry to the bus pullout area being shifted south.

The City of Irvine (Irvine) is requesting a scope change for the implementation (IMP) phase of the Barranca Parkway Traffic Signal Synchronization Project (20-IRVN-TSP-3974) to change 32 installation locations of various traffic management systems, including CCTV cameras, video detection systems, pedestrian modules, fiber optic cables, and



traffic signal controllers, to align with project needs and cost constraints while utilizing existing infrastructure where it is feasible.

Mission Viejo is requesting a scope change for the O&M phase of the Mission Viejo Local Transit Circulator (16-OCTA-CBT-3836) to expand local circulator services to additional special event days of Arbor Day in April to operate 2 shuttles for 5-hour shifts to move groups of people from an offsite location to event location, and National Night Out in July or August to operate 2 shuttles from 4:00 PM to 8:00 PM (8-hours) to move people from City Hall to Youth Athletic Park in Mission Viejo.

OCTA, as administrative lead for the County of Orange and the cities of Irvine, Laguna Hills, and Lake Forest is requesting a scope change for the Lake Forest Drive Regional Traffic Signal Synchronization Program (19-OCTA-TSP-3940) project. The scope change removes an Actelis ML 680DF Ethernet Switch from the project as the equipment was installed in a separate project.

Stanton is requesting a scope change for the CON phase of the Western Storm Channel Grate Replacement Project (24-STAN-ECP-4094) to modify a custom inlet grate to enhance the project benefits through enhanced stormwater capture, reduction of debris, and improved water quality.

Yorba Linda is requesting a scope change for IMP phase of the Yorba Linda Boulevard/Weir Canyon Road Regional Traffic Signal Synchronization Program (22-YLND-TSP-4026) to Extend fiber optic communications path along Casa Loma Avenue from Yorba Linda Boulevard to the Yorba Linda City Hall Traffic Management Center (TMC), replace the originally planned installation of 72-strand single-mode fiber optic (SMFO) cable with 120-strand SMFO cable, and install fiber optic cable in existing conduit to connect the City's five project intersection.

### **Transfers**

The CTFP guidelines allow agencies to request to transfer up to 100 percent of savings of funds between subsequent phases or years within a project. Funds can only be transferred to a phase or year that has already been awarded competitive funds. Such requests must be made prior to the acceptance of a final report and submitted as part of the semi-annual review process. During this review cycle, the following transfer requests were submitted due to the need to utilize project savings. Installation of new equipment

### **OCTA-Initiated Requests**

Approval of 13 transfer of savings is requested for the 2024 Project V call for projects grants. Several continuing services awarded under the recent call for projects had unspent Measure M2 balances from prior funding cycles. In accordance with program guidelines, these remaining balances may be expended before the expiration of their respective cooperative agreement terms, allowing agencies to utilize prior funds before drawing from their newly awarded 2024 Project V allocations. Additionally, local agencies

experienced extended lead times for capital vehicle purchases, which further postponed the operational start dates for certain 2024 Project V services.

The CTFP Guidelines allow agencies to transfer 100 percent of funds between subsequent phases or years within a project. Funds can only be transferred to a phase or year that has already been awarded competitive funds. Such requests must be made prior to the acceptance of a final report and submitted as part of the semi-annual review. During this cycle, staff is requesting project savings from all FYs moving forward from the initial marketing, capital, and O&M phases in amounts to be determined to be distributed to the immediate subsequent year on a go forward basis for the following Project V grants:

- Anaheim Canyon Circulator (24-ANAH-CBT-4071)
- Dana Point Trolley Continuity Program (24-DPNT-CBT-4073)
- Irvine Special Event Circulator (24-IRVN-CBT-4074)
- Off-Season Weekend and Seasonal Services (24-LBCH-CBT-4075)
- Laguna Canyon Road/El Toro Road Laguna Local Service (24-LBCH-CBT-4076)
- Laguna Niguel Summer Trolley (24-LNIG-CBT-4077)
- Los Alamitos On-Demand Service (24-LSAL-CBT-4078)
- Mission Viejo Circulator and Special Event (24-MVJO-CBT-4079)
- Balboa Peninsula Trolley Service Continuation (24-NBCH-CBT-4080)
- Expanded RanchRide Transit Service Program (24-ORCO-CBT-4072)
- San Clemente Trolley Program (24-SCLM-CBT-4081)
- San Clemente On-Demand Transit Programs (24-SCLM-CBT-4082)
- Expanded Summer Weekend and Special Event Trolley Service (24-SJCP-CBT-4083)

Approval of one technical adjustment is also requested for the Dana Point Trolley Continuity Program (20-DNPT-CBT-3959) in order to align Year 1 (FY 2021-22), Year 2 (FY 2022-23), and Year 3 (FY 2023-24 funding allocations with the revised service implementation timeline. Due to operational suspensions resulting from the COVID-19 pandemic, the 2020 Project V grant was initiated in FY 2023-24. Staff is requesting approval to combine the funding for FY 2021-22, FY 2022-23, and FY 2023-24 into one aggregate allocation for under FY 2023-24, consistent with the start date of the project. The proposed modification will be accommodated with the existing 2020 approved grant programming.



## **AGENDA**

*Technical Advisory Committee*

*Item #3*

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# **Local Agencies Pavement Policies and Action Discussion**

# OCTA Local Jurisdiction Pavement Management Survey



# Survey Overview

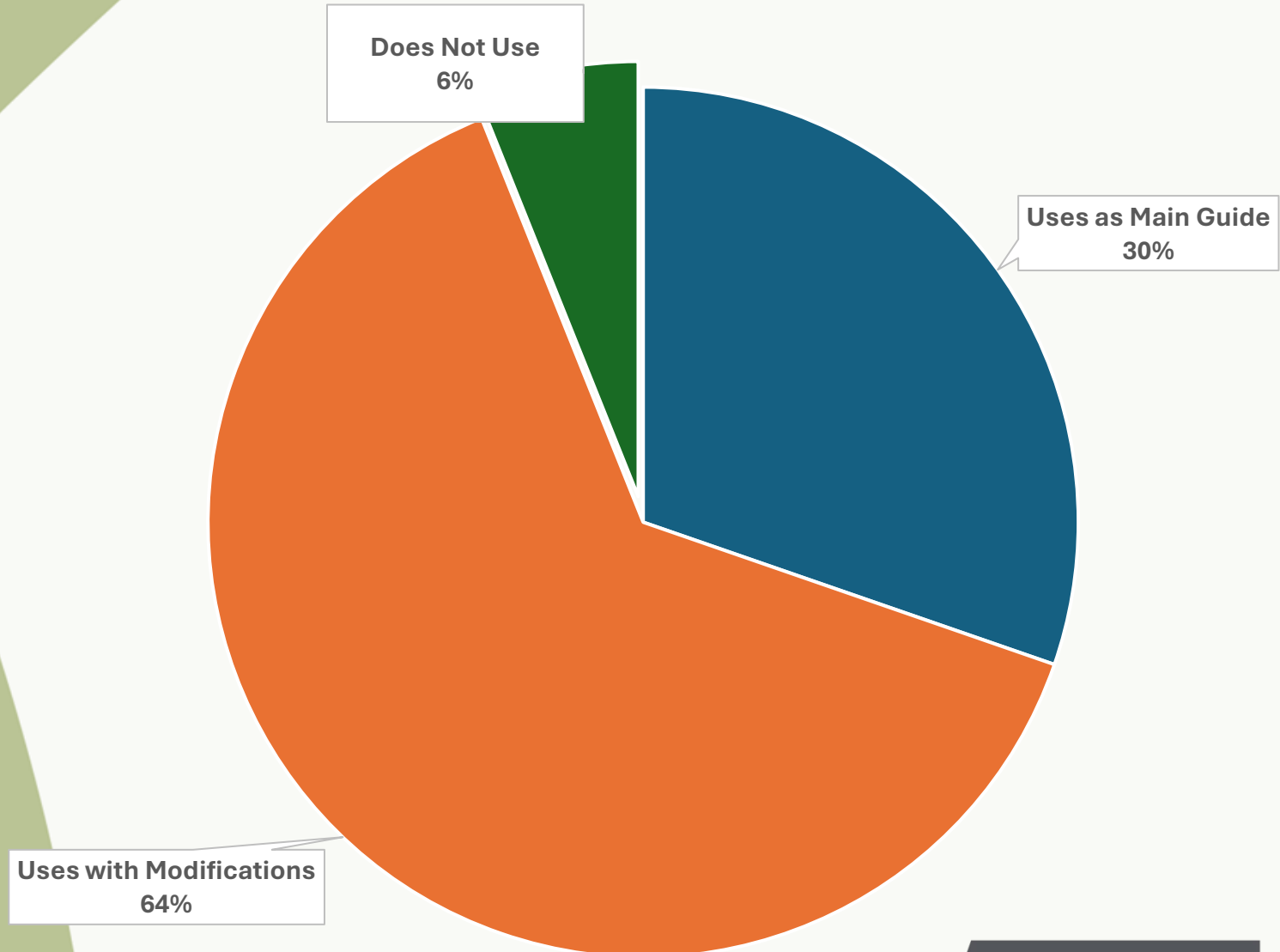
- **Comprehensive pavement management survey conducted across Orange County**
- **97% participation rate:** 34 out of 35 local agencies responded
- **Goal:** Understand how agencies utilize PMP M2 Report, Treatments used, prioritize projects and identify best practices
- **Focus areas:** Budget allocation, maintenance strategies, innovation, collaboration

*"This survey provides unprecedented insight into how Orange County agencies manage their pavement assets in the face of significant constraints."*

# PMP Usage

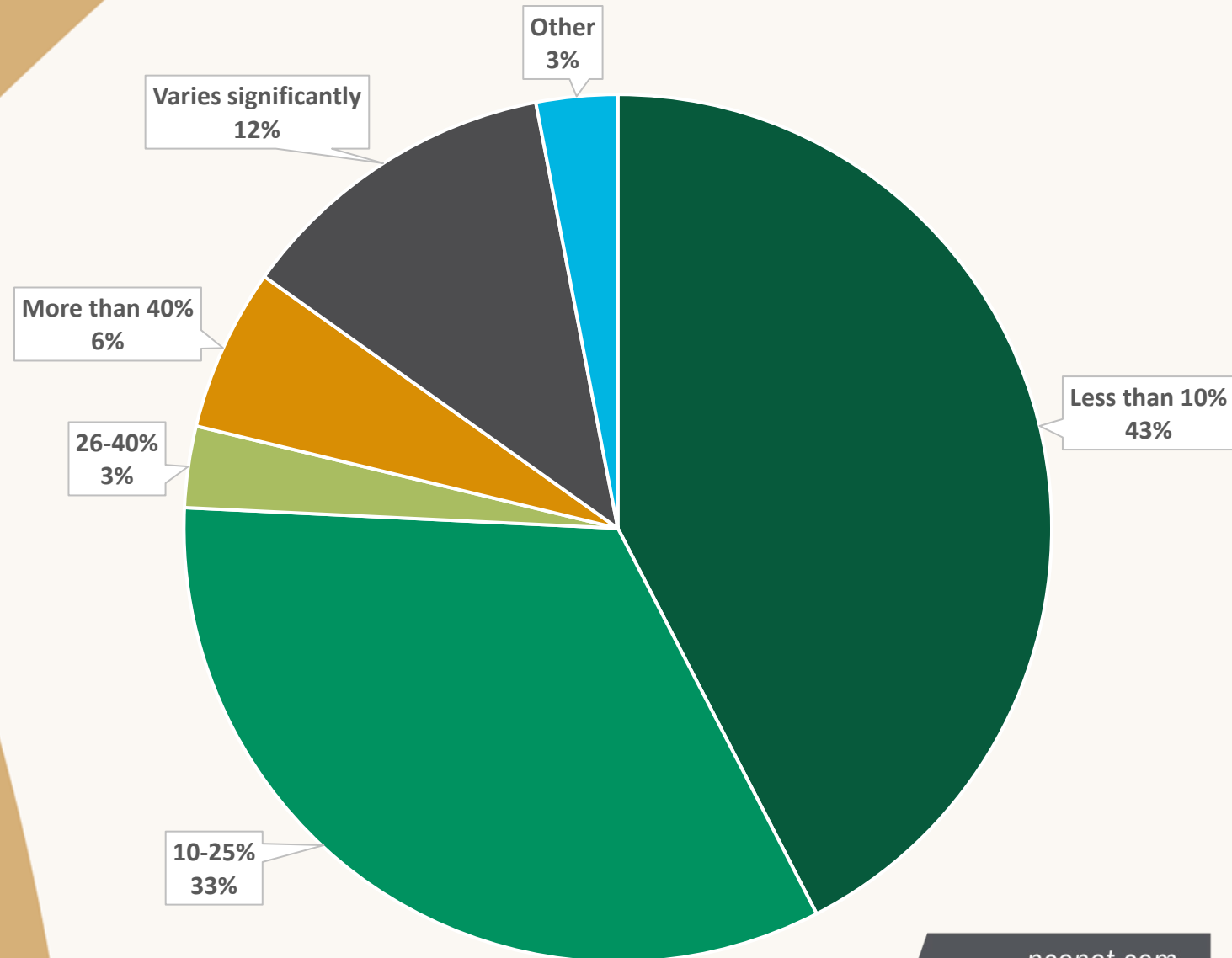
94% of agencies use the M2 Pavement Management Program's 7-Year plan in some capacity.

*"The 7-year plan serves as a foundation for our pavement management strategy, but we integrate it with our own assessment criteria and priorities."*



# Agency-Wide Budget Allocation

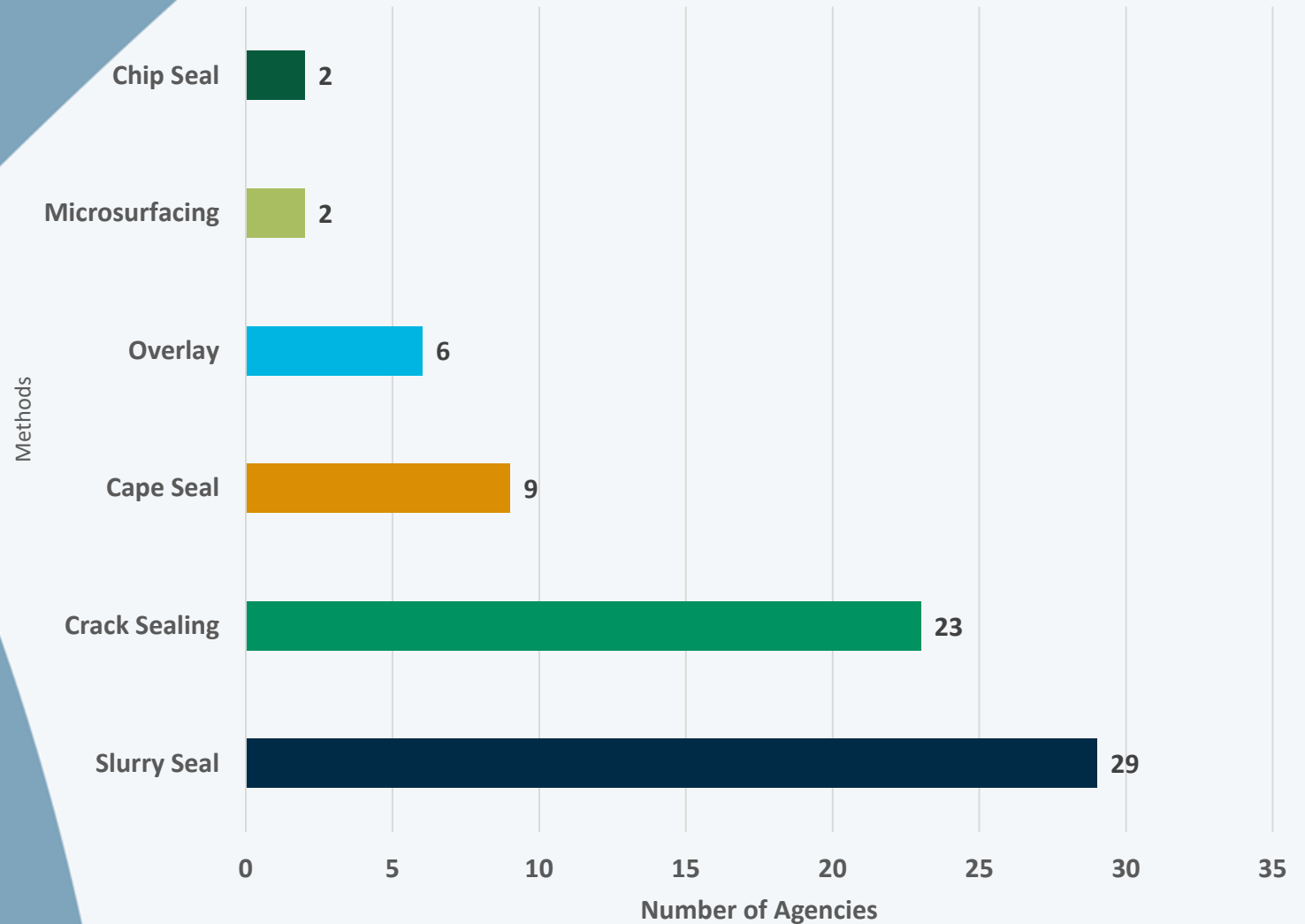
75% of local agencies allocate less than 25% of their agency-wide budget to street repairs and maintenance.



# Preventative Maintenance Methods

Slurry sealing and crack sealing are the predominant maintenance methods across Orange County agencies.

*"We employ a balanced approach that includes preventative maintenance (slurry seal) for streets with PCI above 70, rehabilitation (overlay) for streets with PCI between 50-70, and reconstruction for streets with PCI below 50."*

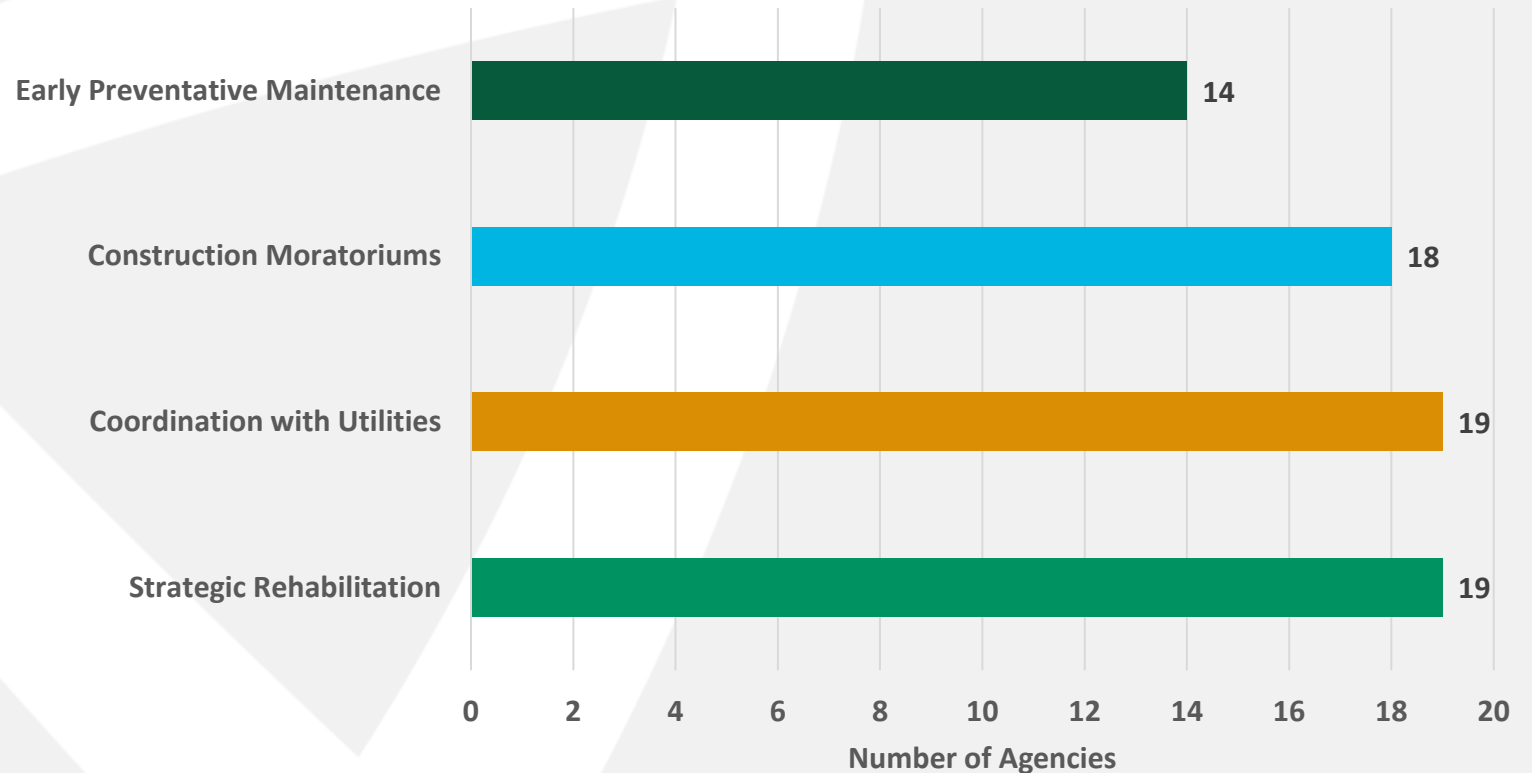




# PCI Maintenance Strategies Infographic

Most agencies employ a tiered approach based on PCI thresholds.

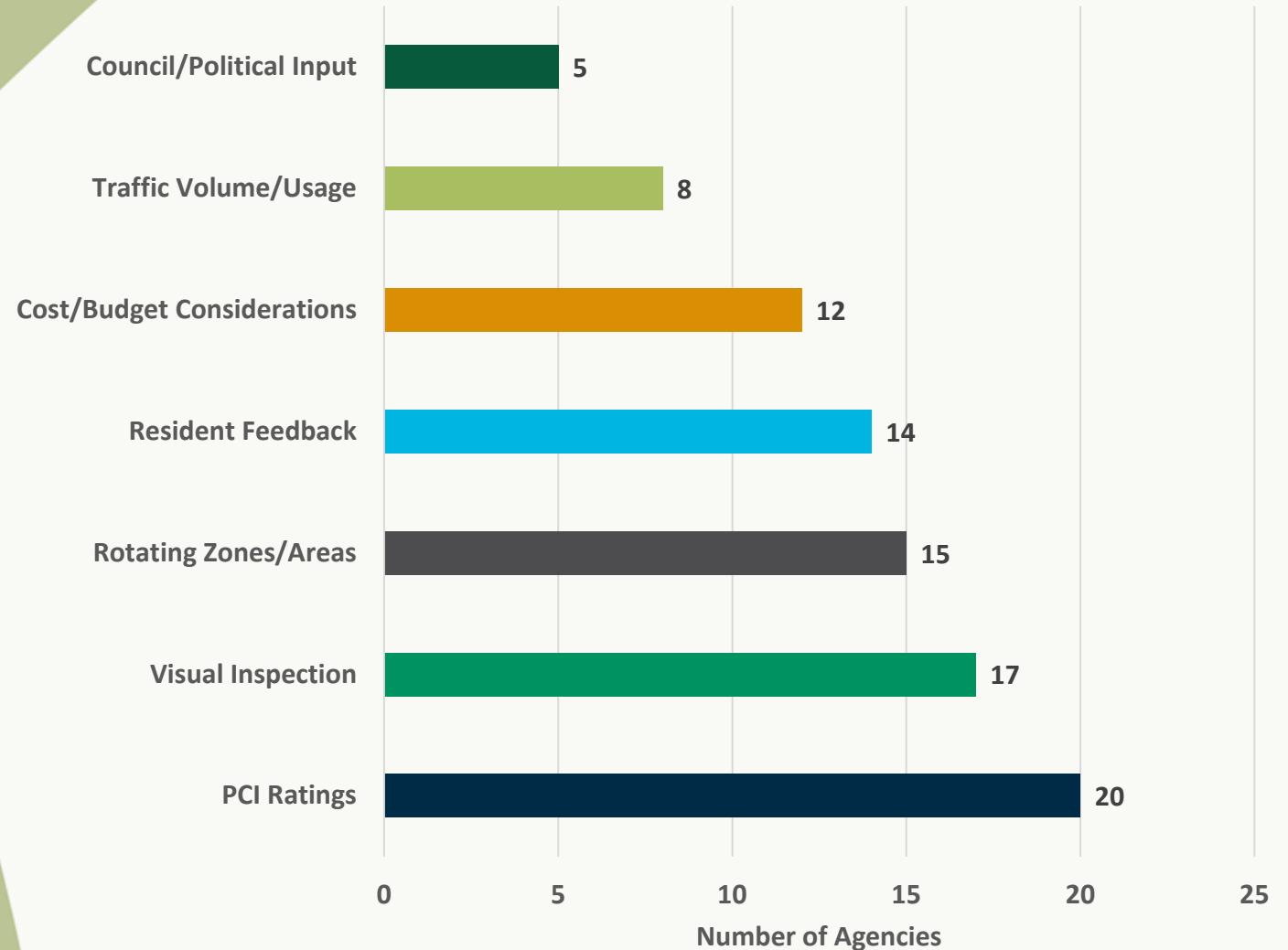
“Early preventative maintenance through crack sealing and slurry seals on a 5-7 year cycle, strategic rehabilitation of streets with PCI between 55-70, and reconstruction of streets with PCI below 55.”



# Street Selection Criteria

Agencies use multiple factors to select streets for treatment, combining data-driven approaches with community input.

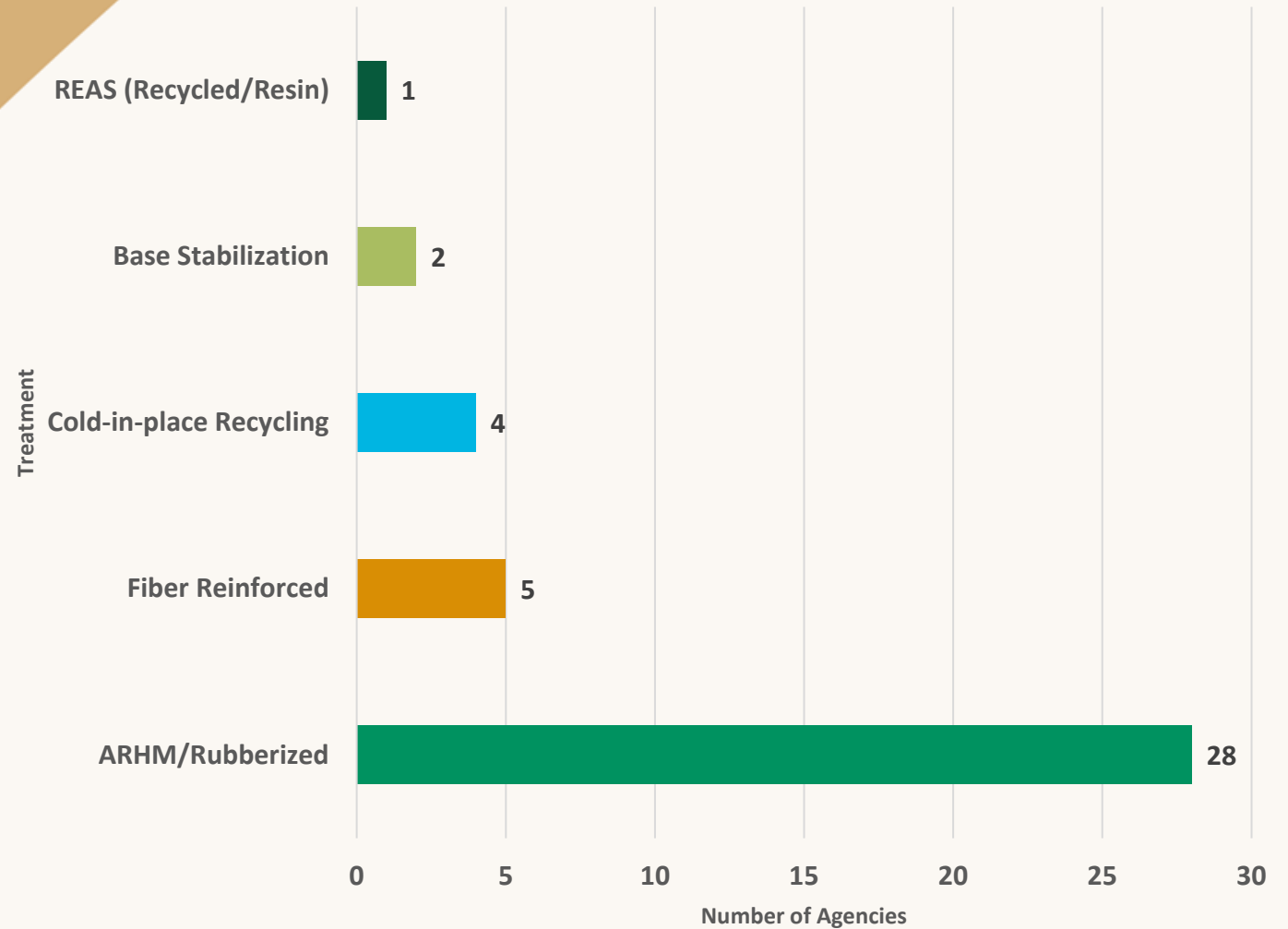
*"PCI ratings, visual inspections, rotating through different zones, resident feedback, and coordination with utilities."*



# Innovative Treatments Adoption

Asphalt rubber hot mix (ARHM) and rubberized materials are the dominant innovative approach, likely due to proven performance and environmental benefits.

*"We utilize ARHM (Asphalt Rubber Hot Mix) and have piloted cold-in-place recycling on several projects. The recycling approach has shown promising results for sustainability while reducing costs by reusing existing materials."*



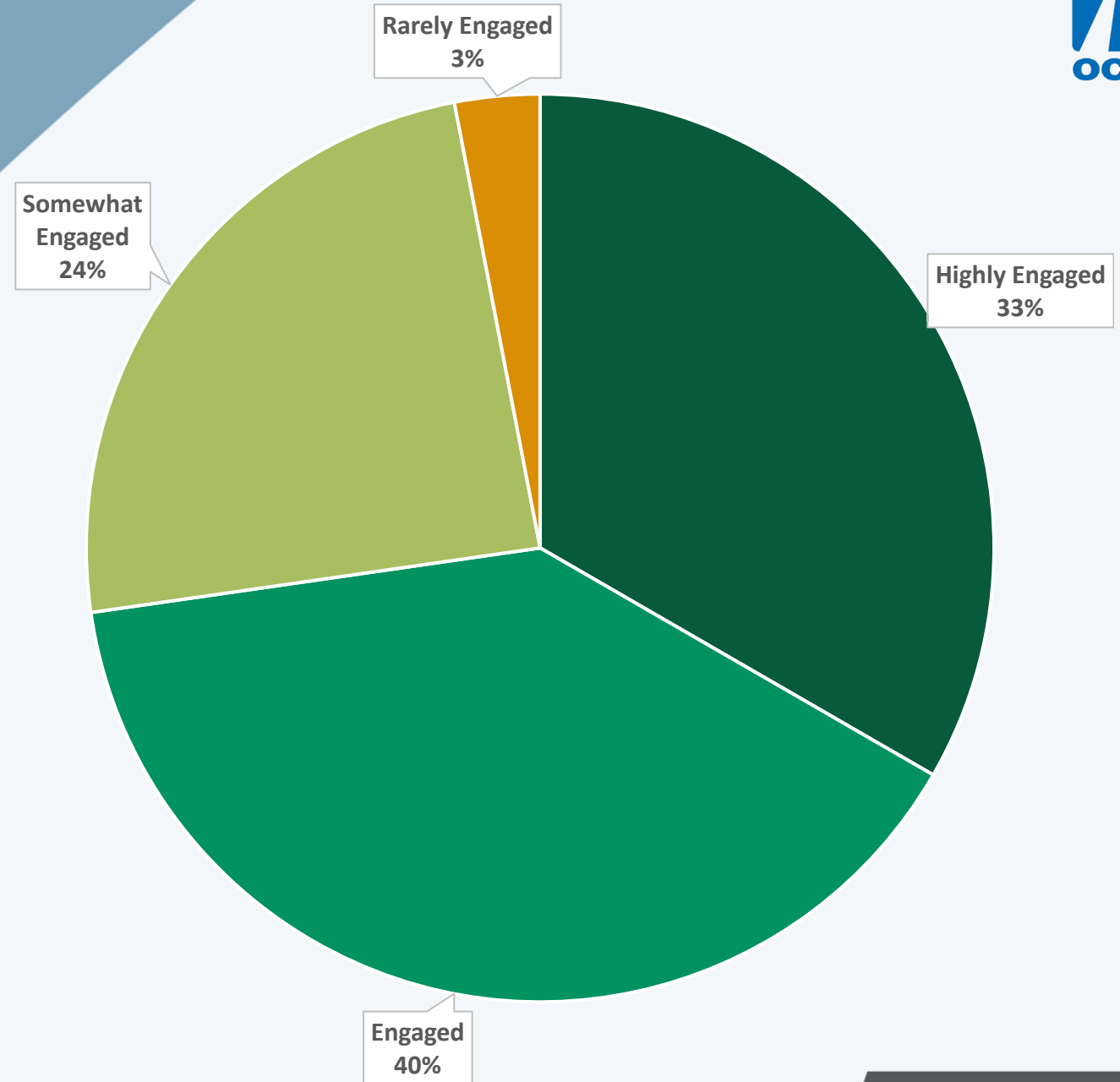


# Public Engagement Levels

73% of agencies report residents as 'engaged' or 'highly engaged' on pavement issues

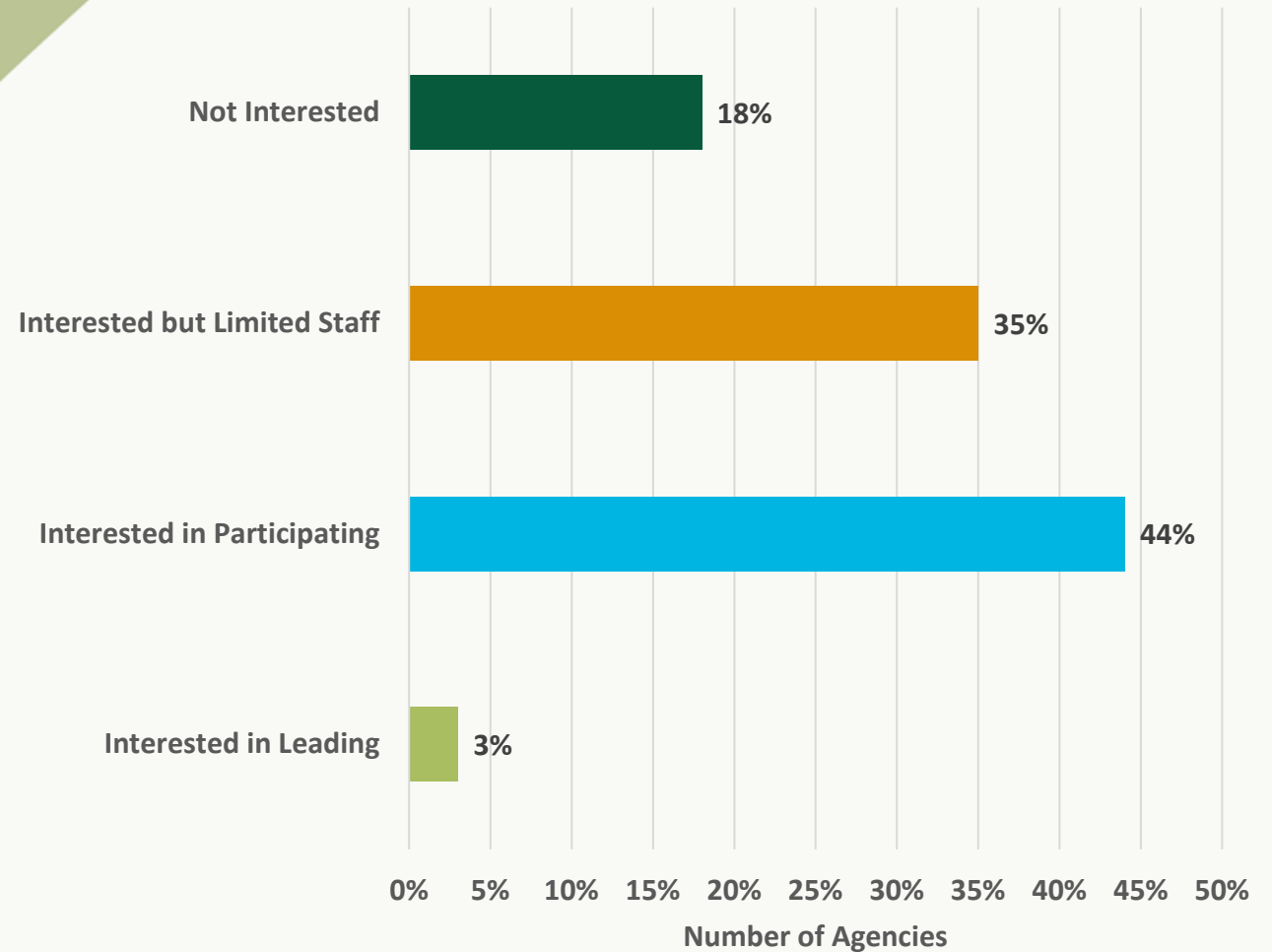
42% of agencies incorporate resident feedback into street selection

"Highly engaged - The City receives numerous service requests for street repairs daily."



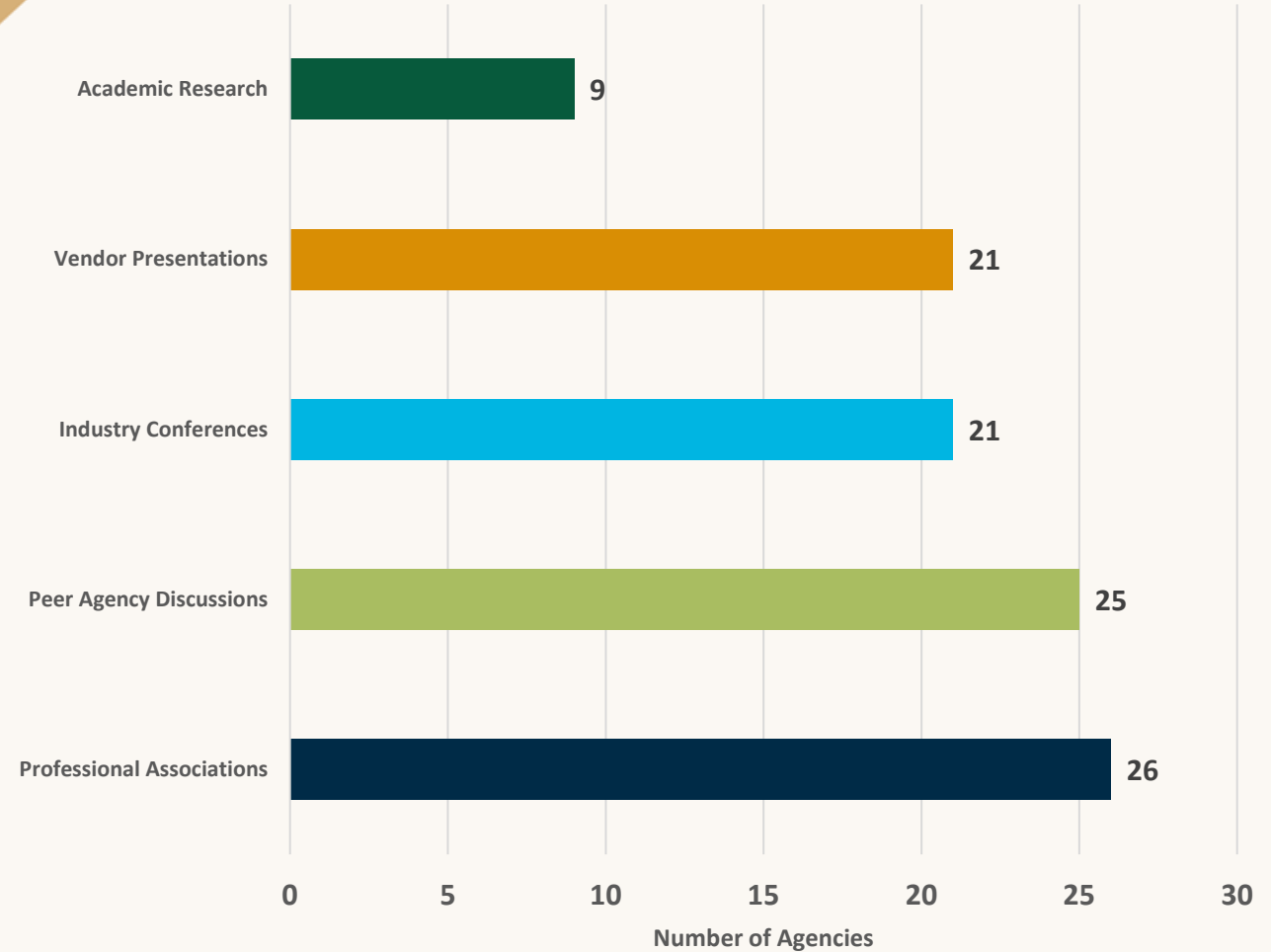
# Interest in Forums

82% of agencies expressed interest in participating in forums to discuss pavement management strategies.



# Information Sources for New Pavement Technology

"Professional associations, Industry conferences, Vendor presentations, Peer agency discussions, Academic research."



# Innovations Beyond Pavement Treatments

## ❑ Inter-Departmental Coordination Systems

- GIS-based project mapping systems (16% of agencies)
- Formal coordination committees (39% of agencies)

## ❑ Data-Driven Decision Making

- Shared project databases (27% of agencies)
- Look-ahead scheduling (33% of agencies)

## ❑ Utility Coordination Approaches

- Construction moratoriums (55% of agencies)
- Pre-project utility coordination (58% of agencies)

## ❖ Reported Benefits

- ✓ **Cost savings:** 15-25% through shared mobilization, reduced street cuts
- ✓ **Reduced redundant work:** 10-30% reduction in street cuts
- ✓ **Better project timing:** Reduced conflicts between departments and utilities
- ✓ **Improved public perception:** Less disruption from repeated construction

*"We have established an Infrastructure Coordination Committee that includes representatives from Public Works, Utilities, Planning, and other departments. This group meets monthly to coordinate projects."*

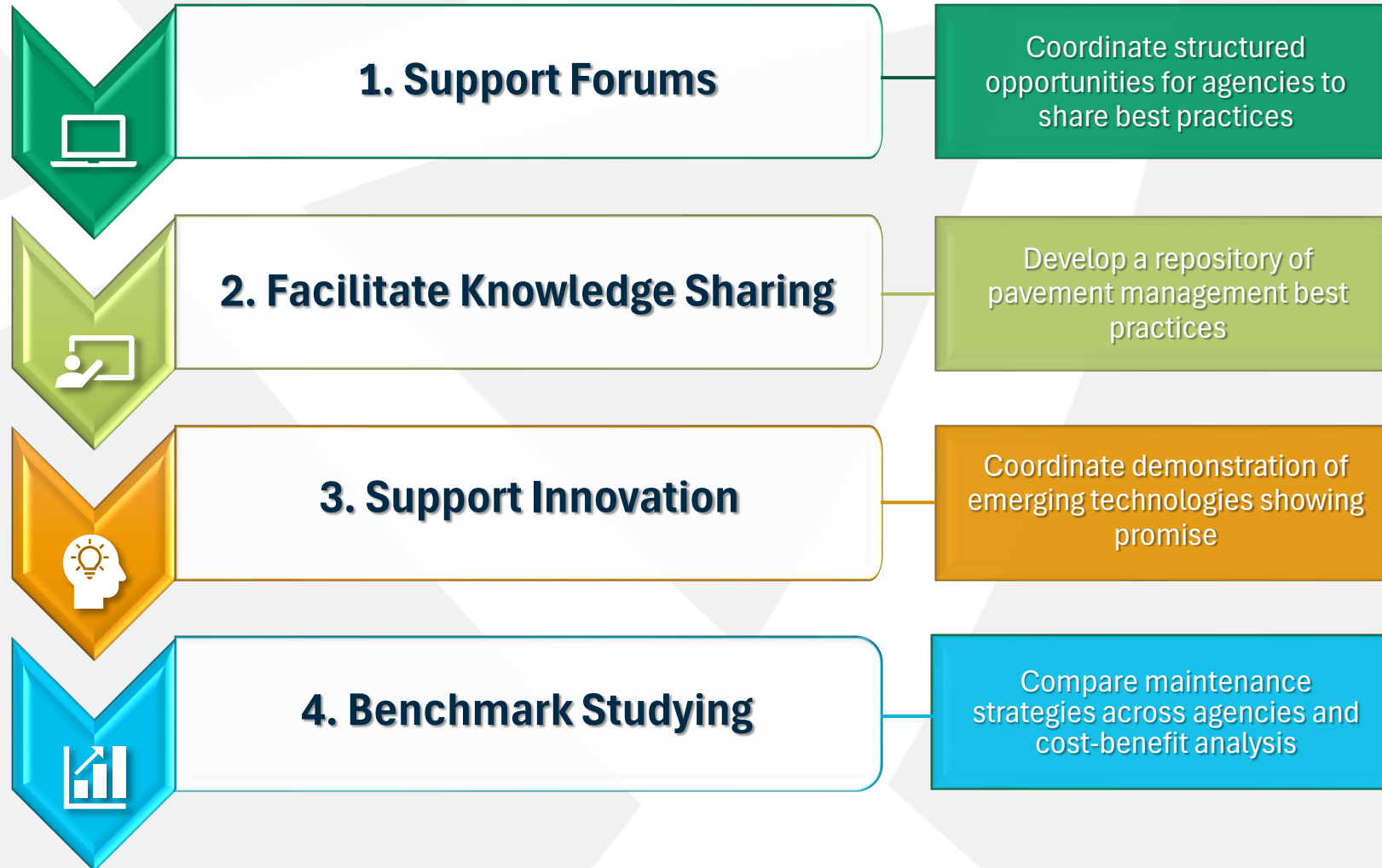
# Biggest Challenges

- **Utility coordination:** Mentioned by 19 agencies (58%)
- **Budget constraints/funding limitations:** Mentioned by 18 agencies (55%)
- **Preventing damage to newly paved streets:** Mentioned by 18 agencies (55%)
- **Meeting community expectations:** Mentioned by 14 agencies (42%)
- **Rising costs/inflation:** Mentioned by 13 agencies (39%)
- **Staffing and resource limitations:** Mentioned by 11 agencies (33%)





# Recommendations for TAC





## **AGENDA**

*Technical Advisory Committee*

*Item #4*

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# **Correspondence**

## Item 4, Attachment A: OCTA Board Items of Interest

- **Monday, October 28, 2024**

*Item #21:* Measure M2 Next 10 Delivery Plan: Market Conditions Key Indicators Analysis and Forecast

- **Monday, November 12, 2024**

*Item #4:* 2024 Board of Directors and Chief Executive Officer Initiatives and Action Plan - Third Quarter Progress Report

*Item #5:* Regional Planning Update

*Item #6:* Orange County Transportation Authority Climate Adaptation and Sustainability Plan Follow-Up Activities Update

*Item #7:* 2025 Active Transportation Program Regional Project Prioritization Point Assignments for Orange County

*Item #16:* Amendment to Agreement for Regional Modeling-Traffic Operations On-Call Support Staffing Agreement

*Item #17:* Active Transportation Program Biannual Update

*Item #18:* Measure M2 2024 Update: Next 10 Delivery Plan

- **Monday, November 25, 2024**

*Item #13:* Acceptance of Grant Award from Department of the Homeland Security Transit Security Grant Program

*Item #14:* Low Carbon Transit Operations Program Corrective Action Plans

*Item #15:* Draft Orange County Human Services Transportation Coordinated Plan

*Item #16:* Funding Recommendations for the 2024 Enhanced Mobility for Seniors and Individuals with Disabilities Program

- **Monday, December 9, 2024**

*Item #12:* 2025 Active Transportation Program Regional Project Prioritization Point Assignments for Orange County

*Item #13:* State and Federal Grant Acceptance for the Coastal Rail Infrastructure Resiliency Project

*Item #22:* Measure M2 Environmental Mitigation Program Update

*Item #23:* 2025 Technical Steering Committee Membership

*Item #24:* Comprehensive Transportation Funding Programs Semi-Annual Review - September 2024

*Item #25:* Measure M2 Quarterly Progress Report for the Period July 2024 through September 2024

*Item #26:* Agreement for Traffic Signal Improvements for Regional Traffic Signal Synchronization Program Projects

*Item #28:* 2024 OC Transit Vision Progress Update



# AGENDA

Technical Advisory Committee

Item #4

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*Item #29: Principles for 405 Express Lanes Excess Toll Revenue Policy and Expenditure Plan*

- **Monday, January 13, 2025**

*Item #10: Proposed New Fare Media*

*Item #11: Update on Measure M2 Project I*

*Item #12: Update on Measure M2 Project C and D (Interstate 5 Improvement Project Between State Route 73 and El Toro Road)*

- **Monday, January 27, 2025**

*Item #3: 2025 Board of Directors and Chief Executive Officer Initiatives and Action Plan*

*Item #12: Measure M2 Community-Based Transit Circulators Program Project V Ridership Report*

*Item #13: Cooperative Agreement with the City of Santa Ana for the First Street Multimodal Boulevard Study*

*Item #14: OC Streetcar Project Quarterly Update*

*Item #15: Proposed State Route 241/91 Express Connector Update*

- **Monday, February 10, 2025**

*Item #7: Competitive Grant Programs - Update and Recommendations*

*Item #10: Measure M2 Annual Eligibility Review*

*Item #11: Coastal Rail Resiliency Study Update*

*Item #12: Coastal Rail Stabilization Priority Project Update*

*Item #13: Update on Measure M2 Project B Interstate 5 Improvement Project Between Interstate 405 and State Route 55*

- **Monday, February 24, 2025**

*Item #9: State Legislative Status Report*

*Item #10: Federal Legislative Status Report*

*Item #15: OC Streetcar Funding and Schedule Update and Amendments to Supporting Agreements*

*Item #16: Zero-Emission Bus Program Update*

- **Monday, March 10, 2025**

*Item #11: Federal Fiscal Year 2026-2027 and 2027-2028 Surface Transportation Block Grant/Congestion Mitigation and Air Quality Program Prioritization Guidance*

*Item #14: Measure M2 Environmental Cleanup Program (Project X) - 2025 Tier 1 Grant Program Call for Projects Item*

*#15: Revisions to the Measure M2 Eligibility Guidelines*

*Item #16: Measure M2 Quarterly Progress Report for the Period of October 2024 through December 2024*

*Item #17: Measure M2 Performance Assessment Report*



# AGENDA

Technical Advisory Committee

Item #4

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*Item #18: Measure M2 Ten-Year Review Look Ahead*

- **Monday, March 24, 2025**

*Item #14: May 2025 OC Bus Service Change*

- **Monday, April 14, 2025**

*Item #9: Capital Programming Update*

*Item #10: Active Transportation Program Biannual Update*

*Item #11: Amendments to the Master Plan of Arterial Highways*

*Item #12: Low Carbon Transit Operations Program Recommendations for OC Bus Transit Projects*

*Item #15: Cooperative Agreement with the California Department of Transportation for the State Route 91 Improvement Project Between La Palma Avenue and State Route 55*

*Item #16: Amendment to Cooperative Agreement with the California Department of Transportation for the State Route 55 Improvement Project Between Interstate 5 and State Route 91*

*Item #20: Comprehensive Transportation Funding Programs - 2025 Call for Projects Programming Recommendations*

- **Monday, April 28, 2025**

*Item #8: State Legislative Status Report*

*Item #9: Federal Legislative Status Report*

*Item #12: Independent Accountants' Report on Applying Agreed-Upon Procedures, City of Buena Park*

*Item #13: Independent Accountant's Report on Applying Agreed-Upon Procedures, City of Orange*

*Item #14: Orange County Local Transportation Authority Measure M2 Agreed-Upon Procedures Reports, Year Ended June 30, 2024*

*Item #15: Orange County Local Transportation Authority Report on Compliance with the Measure M2 Ordinance, Year Ended June 30, 2024*

- **Monday, May 12, 2025**

*Item #9: 2025 Board of Directors and Chief Executive Officer Initiatives and Action Plan - First Quarter Progress Report*

*Item #10: Regional Planning Update*

*Item #12: Cooperative Agreement with the California Department of Transportation for the Interstate 5 Improvement Project Between Interstate 405 and Yale Avenue*

*Item #17: Measure M2 Eligibility for the City of Orange*

*Item #18: Amendment to the Master Plan of Arterial Highways*

*Item #19: OC Streetcar Project Quarterly Update*

*Item #20: Measure M2 Eligibility for the City of Huntington Beach*

*Item #21: Orange County Transportation Authority Fiscal Year 2025-26 Budget Workshop*



# AGENDA

Technical Advisory Committee

Item #4

## **Item 4, Attachment B: Announcements by Email**

- October 23, 2024 OCTA Technical Advisory Committee Agenda and Meeting Information, *sent on 10/18/2024*
- REMINDER: 2025 Projects O & P Call Applications Due on October 24th at 5:00pm, *sent 10/21/2024*
- November 2024 OCTA Technical Steering Committee (TSC) and Technical Advisory Committee (TAC) Meeting Cancellation Notices, *sent on 11/8/2024*
- Orange County Transportation Authority Congestion Mitigation and Air Quality Improvement Program, Surface Transportation Block Grant Program Letter of Interest, *sent on 11/14/2024*
- REMINDER: OCTA CMAQ STBG Letters of Interest Due Monday, November 25, *sent on 11/21/2024*
- December 2024 OCTA Technical Steering Committee and Technical Advisory Committee Meeting Cancellation Notices, *sent on 12/4/2024*
- M2 Ten-Year Review: TAC Stakeholder Meeting, *sent on 1/7/2025*
- January 22, 2025 OCTA Technical Advisory Committee Meeting Cancellation Notice, *sent on 1/17/2025*
- REMINDER: M2 Ten-Year Review: TAC Stakeholder Group, *sent on 1/22/2025*
- March 2025 Measure M2 CTFP Semi-Annual Review is Now Open, *sent 1/29/2025*
- Southern California Association of Governments (SCAG) Upcoming FFY2026-27 and FFY 2027-28 STBG/CMAQ Funding Program Workshop on March 12, 2-4 p.m. and March 18, 10 a.m. to noon, *sent on 3/4/2025*
- DEADLINE TO EXTENDED: March 2025 CTFP Semi-Annual Review Closes March 17<sup>th</sup>, *sent on 3/5/2025*
- M2 Eligibility Workshop on Tuesday, March 18, 2025, from 10:00 AM – 11:30 AM, *sent on 3/5/2025*
- March 12, 2025 OCTA Technical Steering Committee Cancellation Notice, *sent on 3/10/2025*
- FFY2026-27 and FFY 2027-28 STBG/CMAQ Funding Program Update, *sent on 3/12/2025*
- REMINDER: M2 Eligibility Workshop Tomorrow, March 18th at 10:00am, *sent on 3/17/2025*
- Action Requested: OCTA Local Jurisdiction Pavement Management Survey, Due: April 1<sup>st</sup>, *sent on 3/19/2025*
- March 26, 2025 OCTA Technical Advisory Committee Cancellation Notice, *sent on 3/24/2025*
- Final Reminder - Action Requested: OCTA Local Jurisdiction Pavement Management Survey, Due: April 1st, *sent on 4/1/2025*



# AGENDA

*Technical Advisory Committee*

*Item #4*

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- 2025 OCTA Pavement Management Training Dates, *sent on 4/2/2025*
- Now Open: SCAG STBG/CMAQ Call for Project Nominations, *sent on 4/2/2025*
- April 9, 2025 OCTA Technical Steering Committee Meeting Cancellation Notice, *sent on 4/9/2025*
- [Rescheduled Date] May 14, 2025 OCTA Technical Advisory Committee Meeting Confirmation Notice, *sent on 4/22/2025*
- Now Open: SCAG STBG/CMAQ Call for Project Nominations, *sent 4/28/2025*
- Safe Streets and Roads for All (SS4A) Grant Program, *sent on 4/30/2025*



## **AGENDA**

*Technical Advisory Committee*

*Item #6*

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# **Orange County Goods Movement Vision**





# 2025 OC Goods Movement Vision

OCTA Technical Advisory  
Committee (TAC) Meeting

Jolene Hayes & Biling Liu, Fehr & Peers | 5.14.2025



SECTION 01

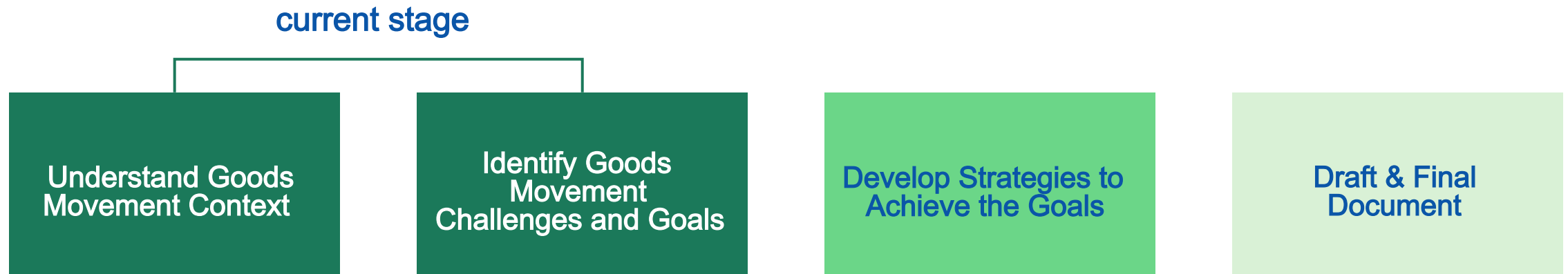
# Project Overview

# Project Overview

## Project Goals

- Evaluate the **current** state of **freight infrastructure**
- Address economic, environmental, and logistical **challenges**
- Assess future needs and proposed actionable **strategies** to enhance goods movement systems

## Project Path



## SECTION 02

# Goods Movement Context

# Data Sources

Data	Source	Year/Geography	Note
Freight Industry Employee	Claritas	2023, Census Block Group	Identifies locations with high freight-related activity based on <b>freight employment</b> .
Origin-Destination (O/D) Patterns	LOCUS	2023, Census Block Group	Shows truck <b>travel flows</b> between origins and destinations at census block group level.
Safety	TIMS	2019 – 2024	Provides collision data for identifying <b>high-risk areas</b> and evaluating collision trend.
Truck Parking	Geotab	2024	Tracks real-time and historical truck <b>parking locations</b> and usage patterns.
ZEV Infrastructure	USDOE	2024	Includes <b>locations and types</b> of zero-emission vehicle (ZEV) charging and fueling stations.

# Freight Industry Employment

Data source: Claritas (2023), employee statistics by

NAICS Code

## Wholesale Trade

- Estimated employees: 66,973
- Hotspots include Irvine and Santa Ana

## Retail Trade

- Estimated employees: 220,770
- Hotspots include Laguna Hills, Irvine, and Lake Forest

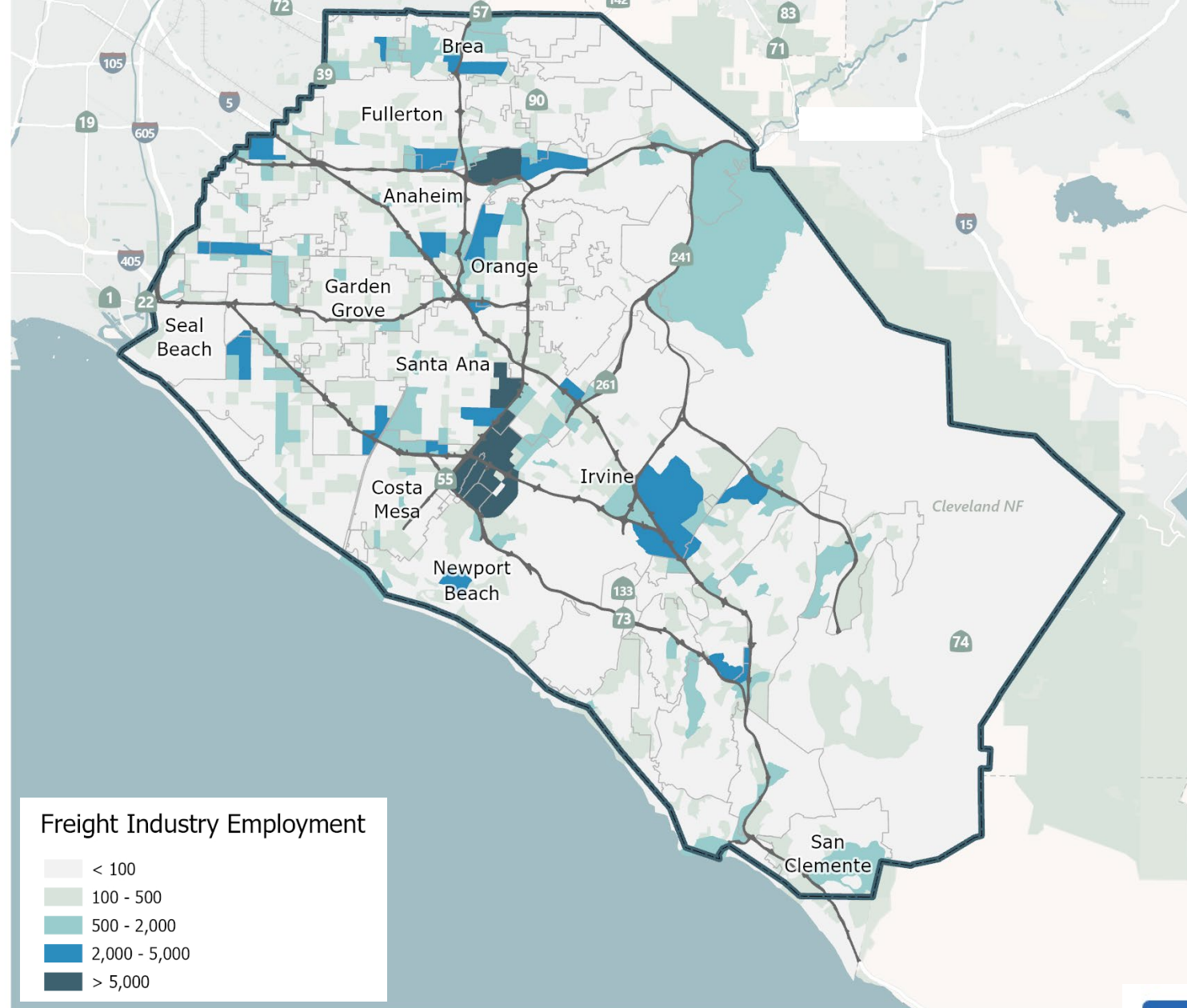
## Transportation and Warehousing

- Estimated employees: 24,483
- Hotspots include Irvine, Santa Ana, and Brea



# Freight Industry Employment

- Freight Generators highly concentrated in Irvine and Santa Ana.

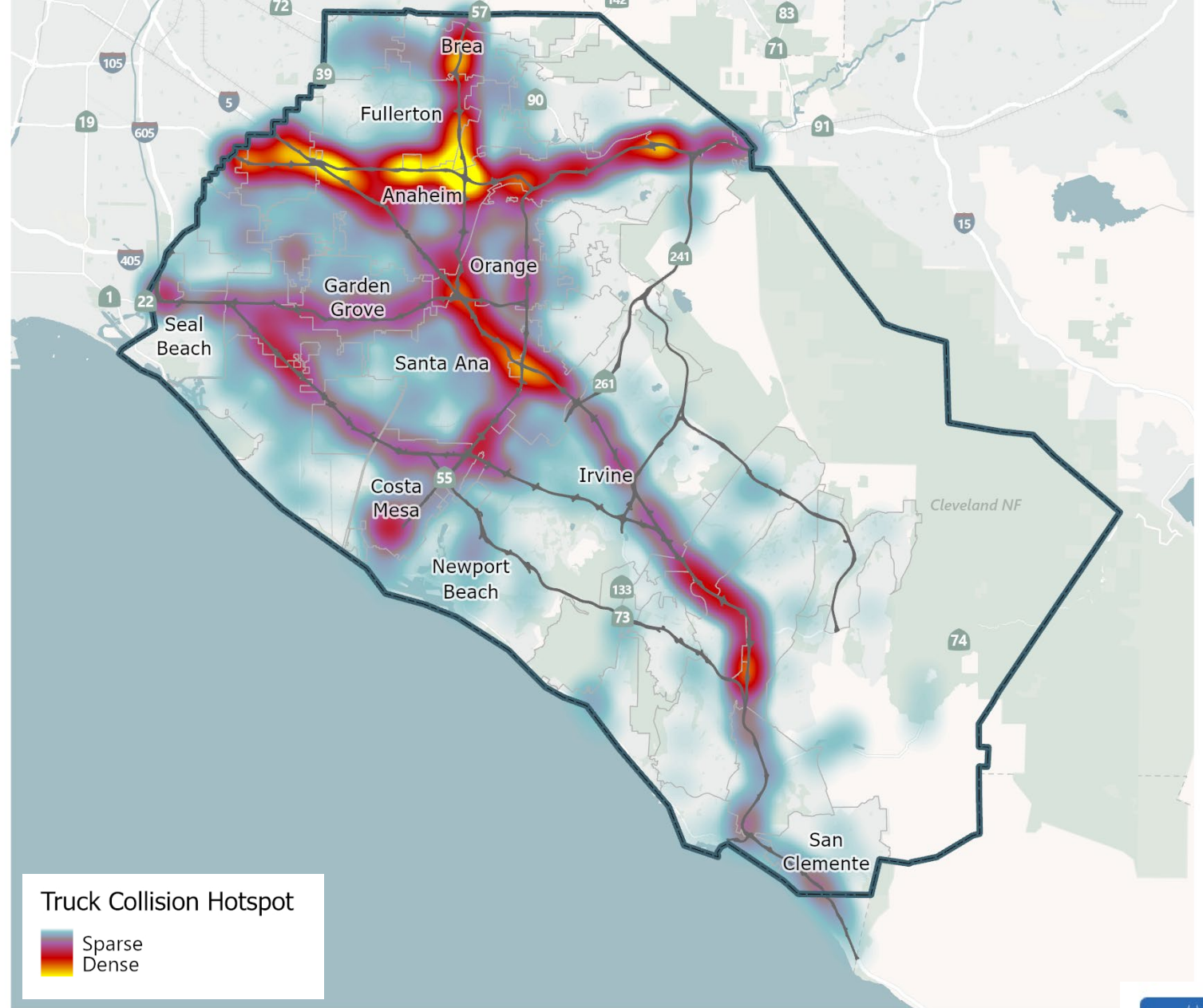


# Truck Collision Heatmap

Source:

Transportation Injury Mapping System (TIMS) : 2019 - 2024

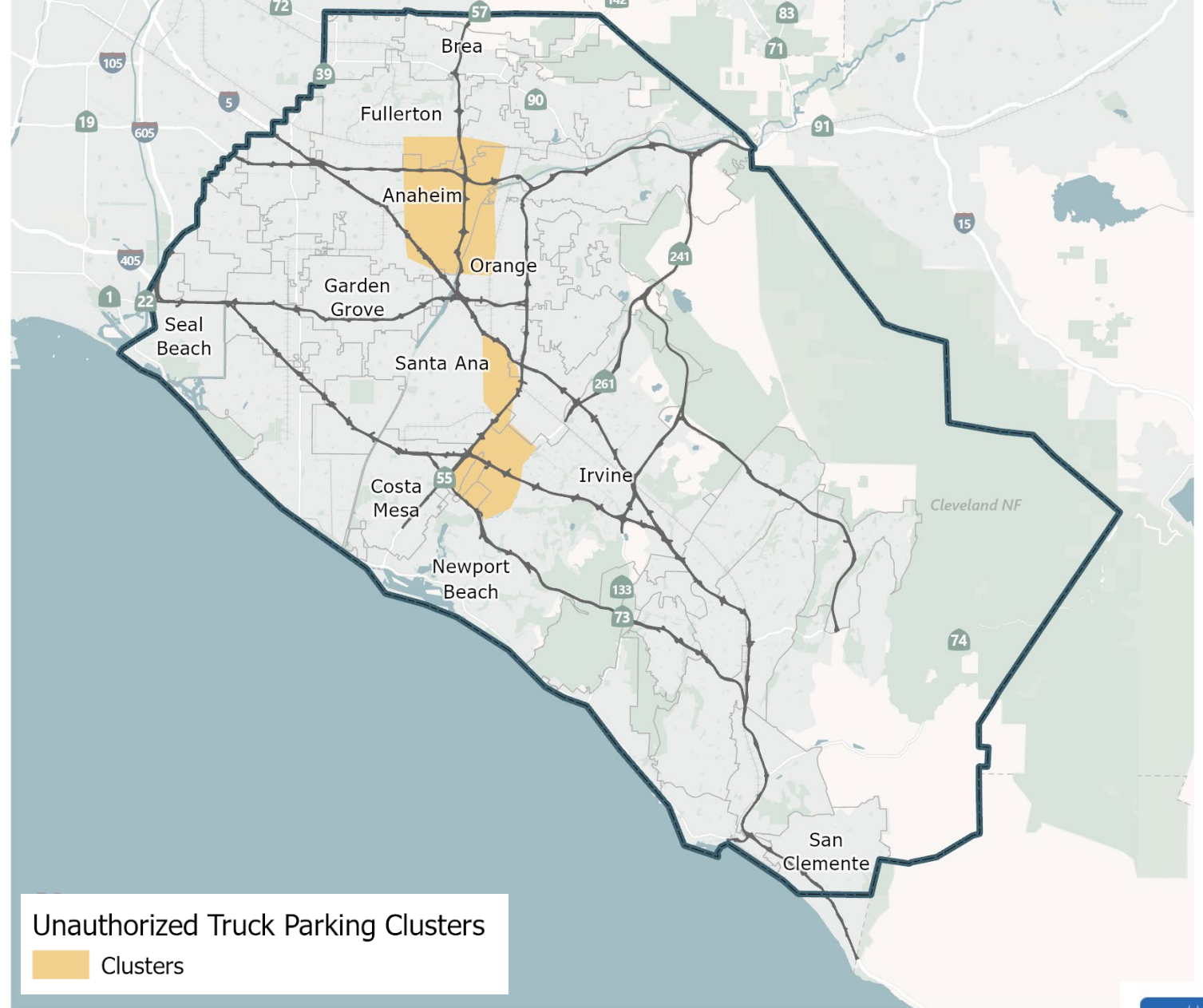
- Truck-involved collisions: 1,899 (3% of all collisions)
- Top Collision Factor:
  - Unsafe speed (38%)
  - Improper turning (15%)
  - Unsafe lane change (15%)
- Concentrated along highways (I-5, SR-91, SR-55)





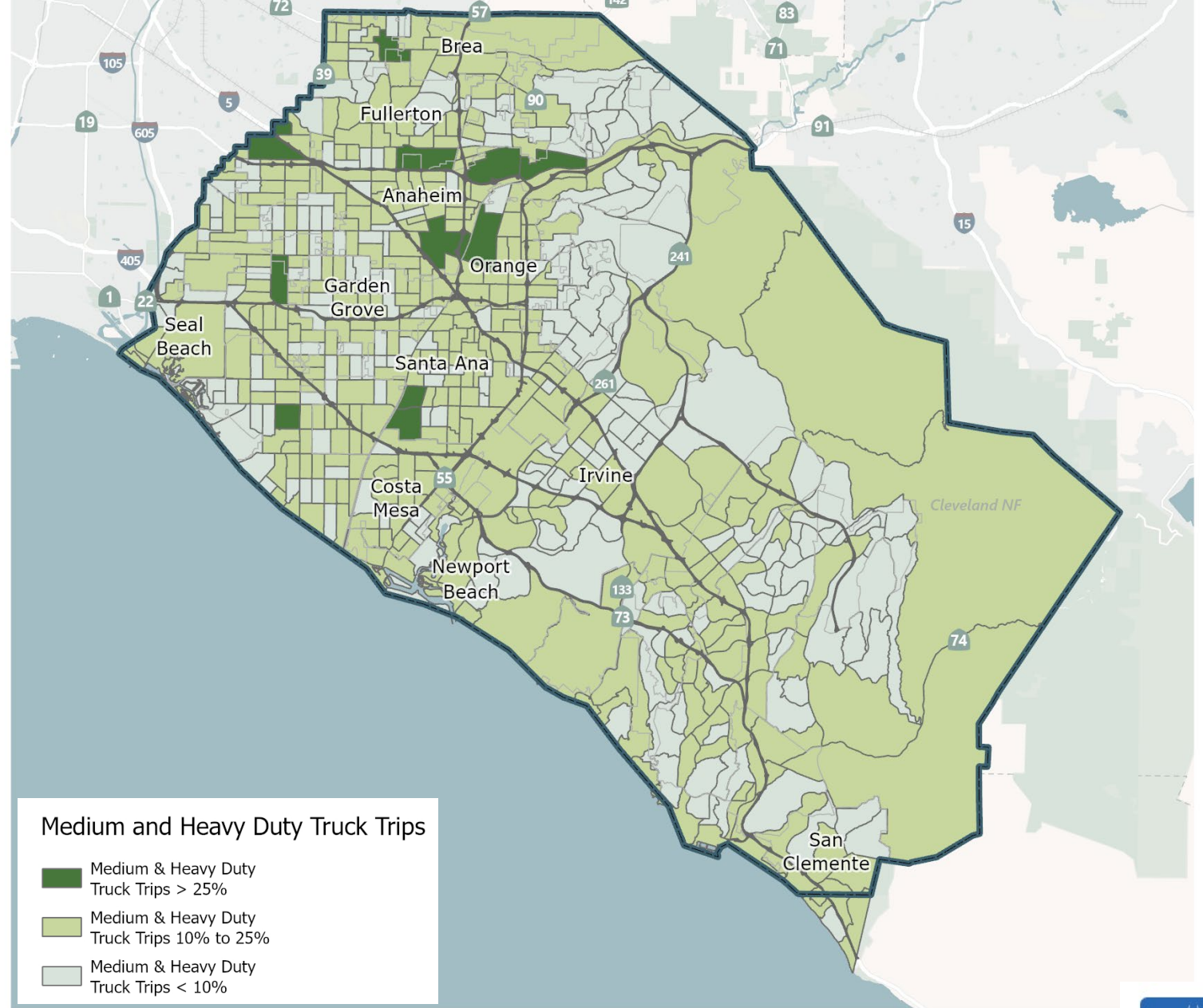
# Truck Parking Clusters

- Identified two unauthorized trucking clusters
- Anaheim - Fullerton - Placentia cluster
- Irvine - Santa Ana - Tustin cluster



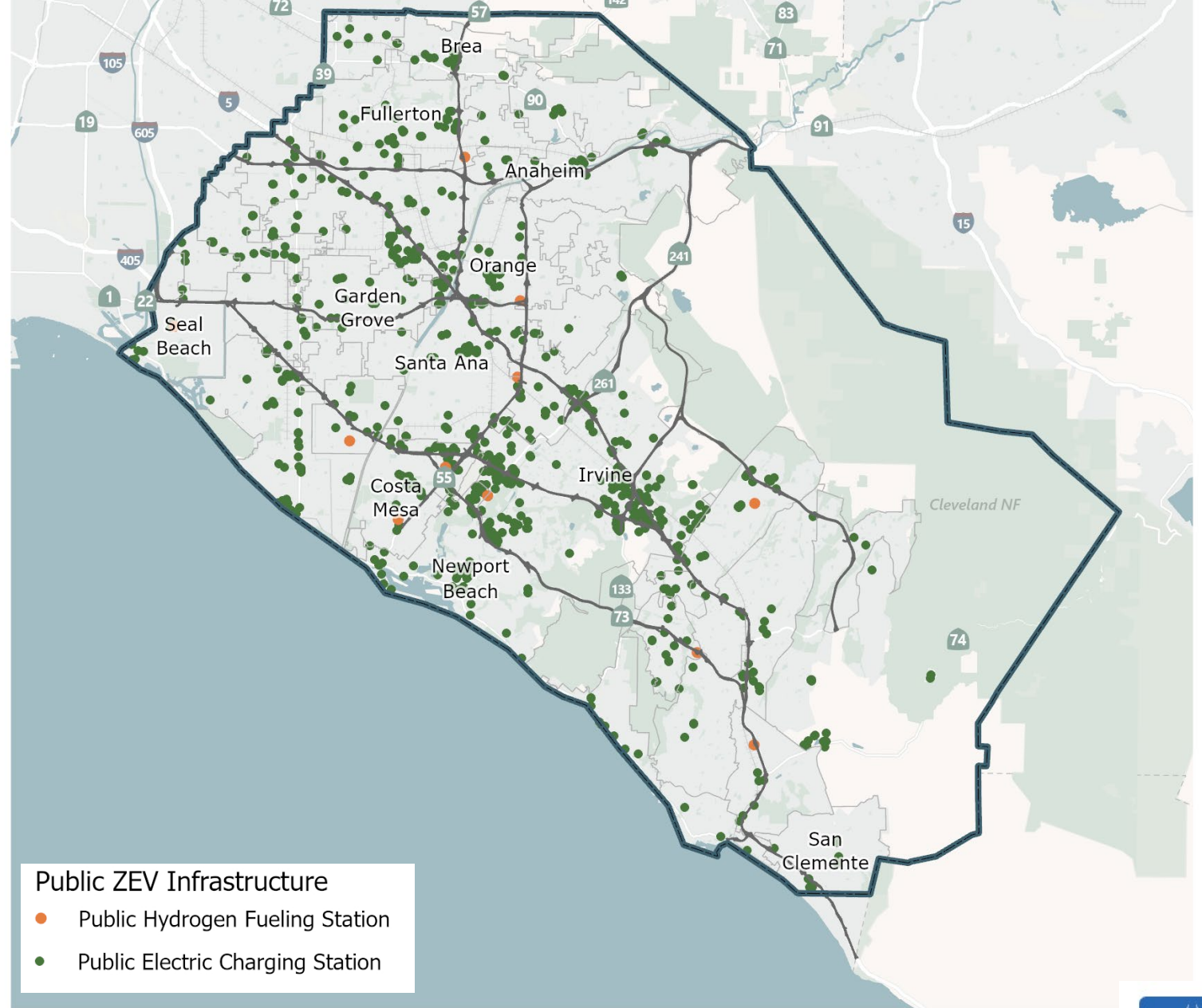
# High Truck Activity Zones

- The high - truck - activity zones include **Brea**, **North Anaheim** , and the **Platinum Triangle** .



# Public ZEV Infrastructure

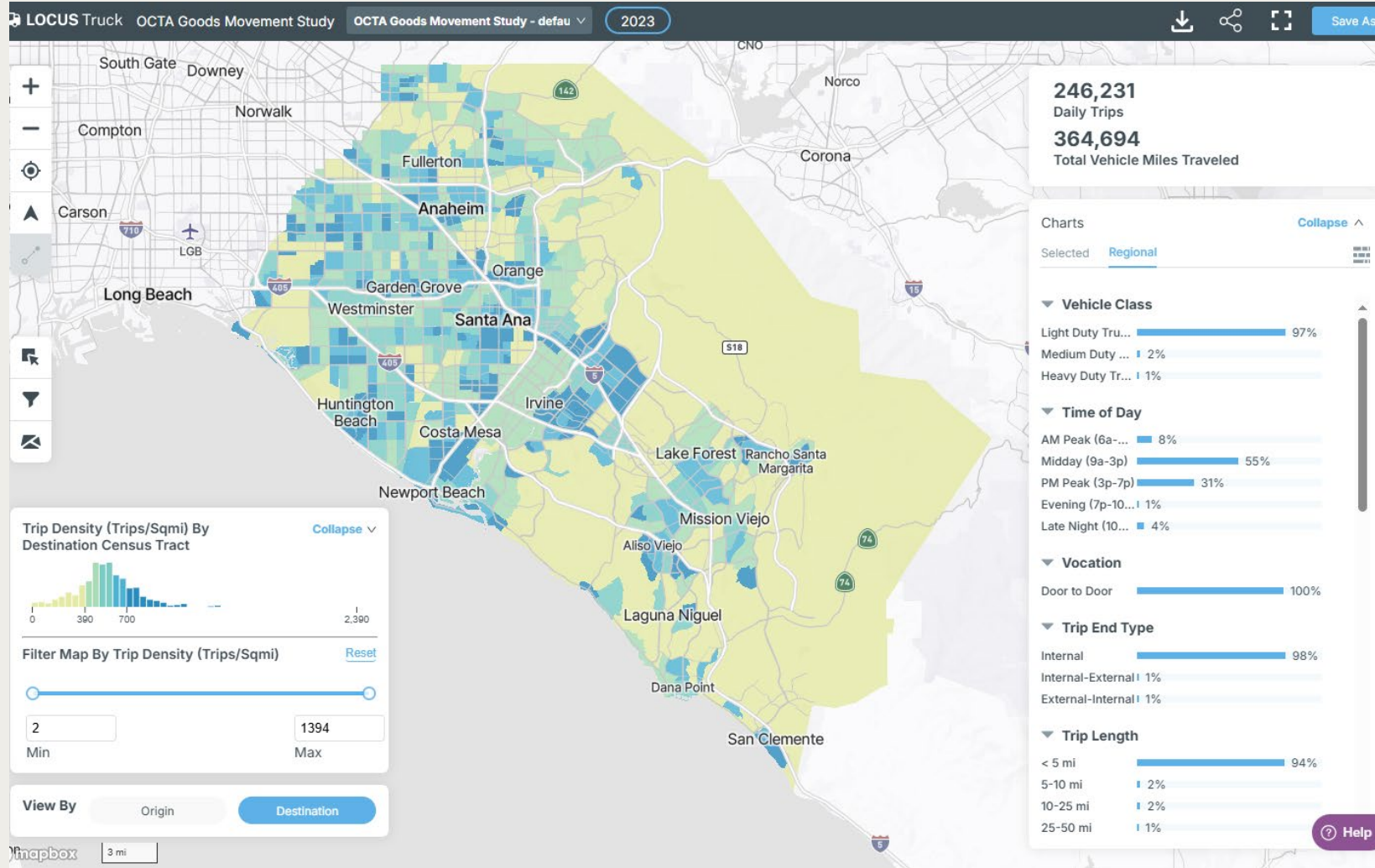
- EV charging infrastructure is dense in coastal cities and major population centers, such as **Irvine** and **Anaheim**.
- **None** of the existing public charging or fueling stations are designed to serve **medium - or heavy - duty** trucks.





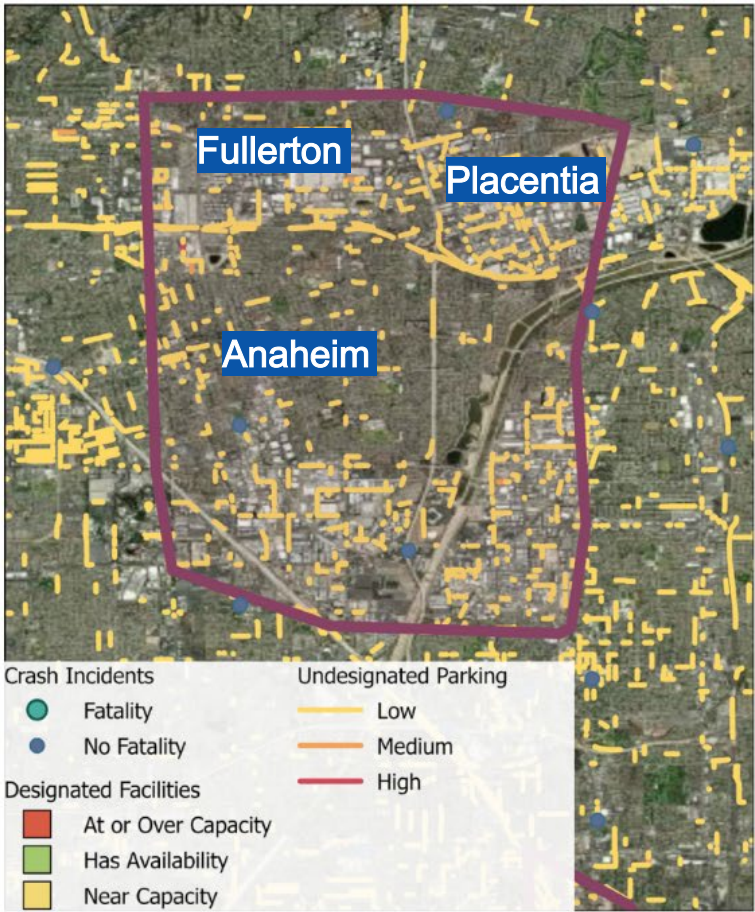
# E-Commerce Activity

- **Anaheim, Santa Ana, and Irvine** show the highest trip densities.
- Nearly all trips (98%) occur internally **within Orange County**, demonstrating that e-commerce logistics are highly localized.
- 97% of trips are made by **light-duty trucks**, typical for e-commerce fleets such as Amazon, UPS, and FedEx vans.



# Anaheim Cluster

- Location: Anaheim, Fullerton, Placentia
- Key Industries Served: Transportation/Warehousing, Wholesale Trade
- Parking Type: Short- term staging
- Service Type: Medium local and long- distance
- Truck Parking Spaces Needed: 150- 300

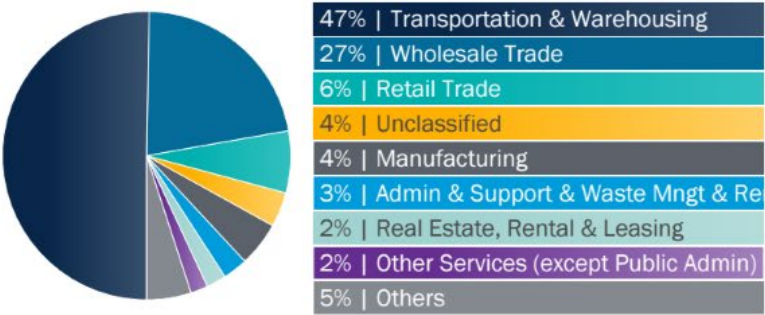


PARKING CONTEXT	CAPACITY (ONLY FOR DESIGNATED)	TOTAL DAILY PARKING EVENTS	TOTAL HOURS PARKING	ADDITIONAL SPACES NEEDED
Designated Facilities	-	-	-	-
Public	-	-	-	-
Private	-	-	-	-
Undesignated Parking	-	1,127	3,568	150-300
Type of parking needed: short-term staging				

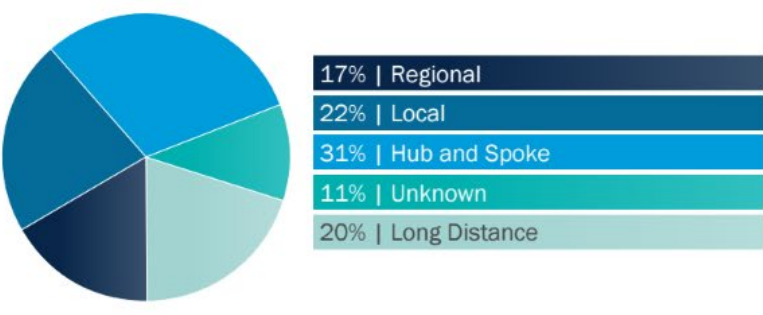
## Stop Duration and Percent Share

DURATION	PERCENT SHARE
Short Break (<1 hour)	48%
Short Staging (1-3 hours)	25%
Long Staging (3-6 hours)	7%
10-Hour Rest (6-10 hours)	6%
Long Break (>10 hours)	14%
Total	100%

## Associated Industry



## Service Type

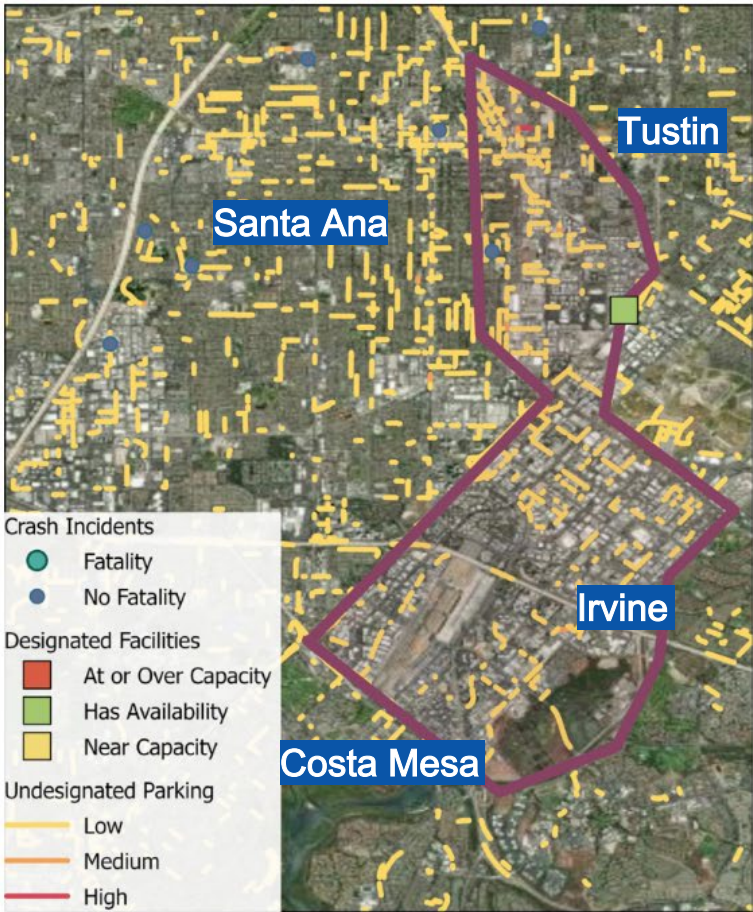


## Pre- and Post-stop Travel Time



# Irvine Cluster

- Location: Irvine, Santa Ana, Tustin, Costa Mesa
- Key Industries Served: Transportation/Warehousing, Wholesale Trade
- Parking Type: Short- term staging
- Service Type: High local and medium long - distance
- Truck Parking Spaces Needed: 50 - 150

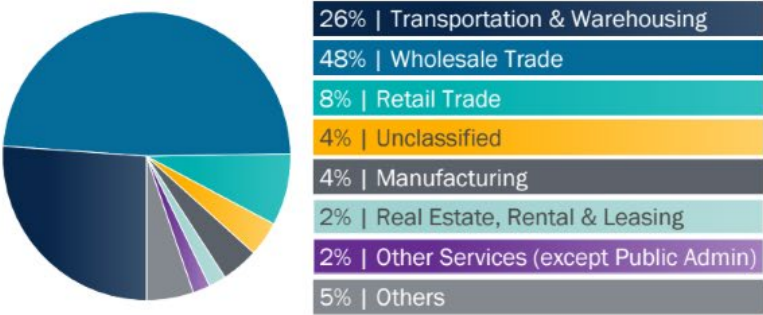


PARKING CONTEXT	CAPACITY (ONLY FOR DESIGNATED)	TOTAL DAILY PARKING EVENTS	TOTAL HOURS PARKING	ADDITIONAL SPACES NEEDED
Designated Facilities	-			
Public	-	-	-	-
Private	-	-	-	-
Undesignated Parking	-	811	2,690	50-150
Type of parking needed: short-term staging				

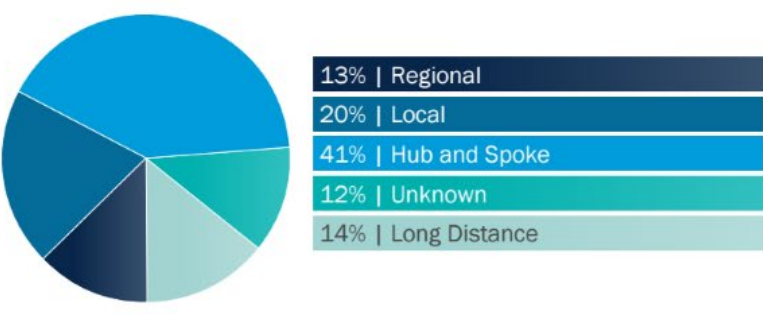
Stop Duration and Percent Share

DURATION	PERCENT SHARE
Short Break (<1 hour)	48%
Short Staging (1-3 hours)	25%
Long Staging (3-6 hours)	7%
10-Hour Rest (6-10 hours)	6%
Long Break (>10 hours)	14%
Total	100%

Associated Industry



Service Type



Pre- and Post-stop Travel Time

## SECTION 03

# Assembly Bill (AB98)

# AB 98 Purpose & Intent

Protect vulnerable residents from the negative externalities of industrial warehousing.

Effective data:

- Regions with high warehouse concentration: January 1, 2026
- Other areas: January 1, 2028



## General Plan Updates

Circulation, Land Use, Housing,  
and Potentially Others



## Siting Requirements

Proximity to Sensitive  
Receptors



## Design Standards

Setbacks, Ingress/Egress, On-  
Site Circulation, etc.



# AB 98 Requirements

## AB 98 Implementation Guidance:

- Designate truck routes to support freight movement and **avoid residential areas** and **sensitive receptors** .
- **Prioritize** interstates, state highways, arterials, and commercially oriented streets as preferred routes.
- Require logistics - related projects to be **accessible** via designated truck routes.
- Post **clear signage** for truck routes and truck **parking/idling locations** .
- Provide truck route maps in **GIS** format and distribute to facility operators and drivers.
- Include minimum public involvement requirements in truck route planning.

## SECTION 04

# Engage With Us

# Online Survey

## Your Input is Important

- Provide your input via the link below or scan the QR code



## Share Your Insights on the Map

Welcome to the Goods Movement Feedback Map! This interactive tool lets you tell us exactly where you see opportunities, issues, or ideas related to freight movement in Orange County.



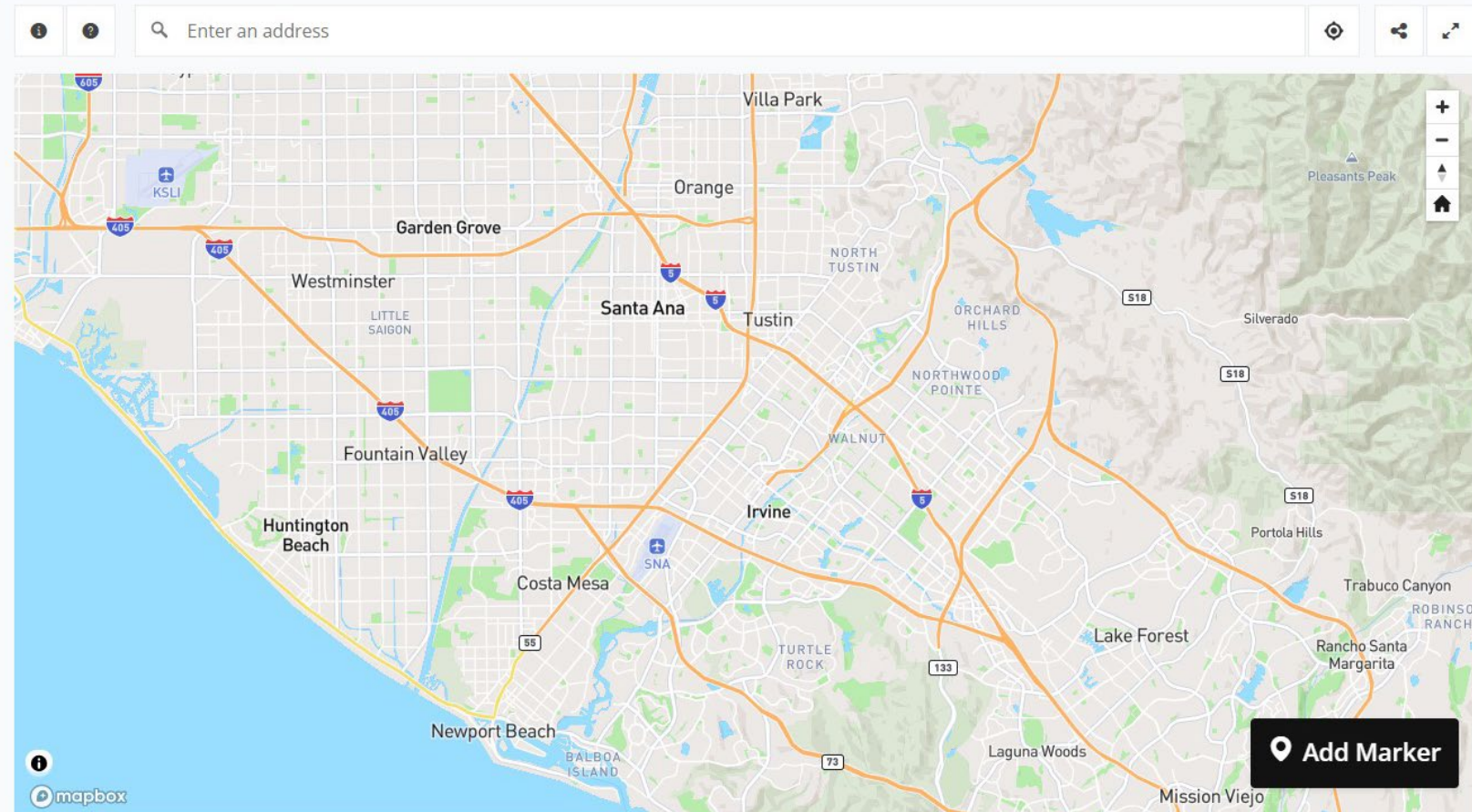
Open

### Goods Movement Feedback Map

#### How to Use the Map:

1. **Zoom in** and **pan** to find a location you care about (you can also use the search bar in the top right).
2. **Select a pin** at the top of the map that matches your type of comment.
3. **Drag the pin** to your chosen location.
4. **Add your comment** in the pop-up box—feel free to include details or even upload an image.
5. Click **"Add Comment"** to submit.
6. Want to share more? Repeat the steps to add more input.

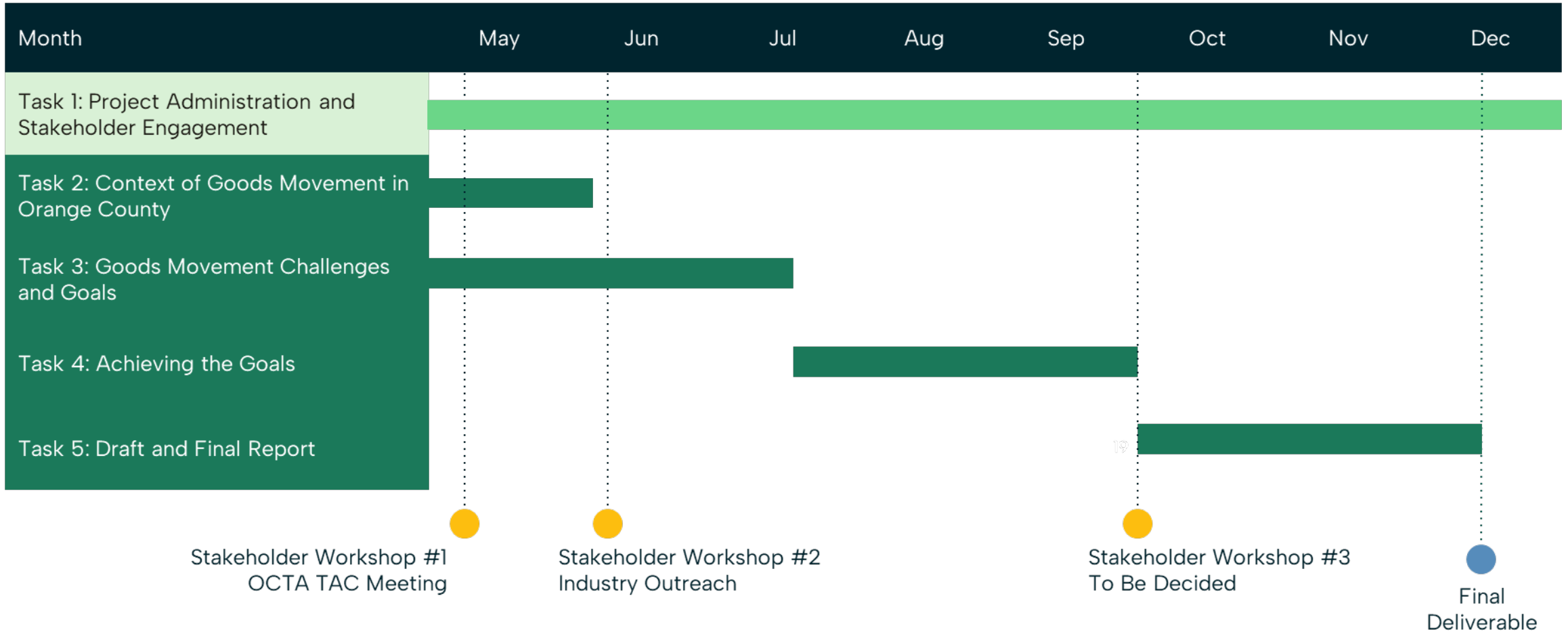
0 contributions so far



## SECTION 05

# Next Steps

# Project Timeline & Milestone





# Any Questions?

# Thank you!

2025 OC Goods Movement Vision Stakeholder Workshop



## **AGENDA**

*Technical Advisory Committee*

*Item #6*

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# **Payment Processing Update**



## CTFP Payment Process Streamlining - Prioritization of Recommendations

Phase	Task	Status
Implemented	Category 24: Review Sequencing	In Progress
Implemented	Category 2: Digital Application Consolidation	Completed
Immediate	Category 3: Identifying Appropriate Local Jurisdiction Submission Stakeholders	In Progress
Immediate	Category 6: Examples of Quality Submissions	In Progress
Immediate	Category 7: Digital Review	In Progress
Immediate	Category 14: Forms – QA/QC, Standardization, & Consolidation	Planning Stage
Immediate	Category 15: Form Linkages	Planning Stage
Immediate	Category 19: Guidelines Accessibility	In Progress
Immediate	Category 17: OCFundtracker Notifications	In Progress
Immediate	Category 22: Ineligibility Review Process	In Progress
Immediate	Category 31: Staffing	In Progress
Near-Term	Category 18: Document Standards	Not Started
Near-Term	Category 5: Checklist - QA/QC and Specificity	In Progress
Near-Term	Category 26: Digital Training Delivery	Planning Stage
Near-Term	Category 27: Training	Planning Stage
Near-Term	Category 4: Require Checklist Review	Not Started
Near-Term	Category 10: Hardware/Software Provisions	Not Started
Near-Term	Category 13: Digital Engineering Review	Not Started
Near-Term	Category 21: Process And Communication Alignment	In Progress
Near-Term	Category 22: Ineligibility Review Process	In Progress
Near-Term	Category 29: Personnel Visibility	In Progress
Near-Term	Category 30: Distribution List Updates	Planning Stage
Mid-Term	Category 12: Data Visibility & Accessibility	Not Started
Mid-Term	Category 20: Guideline & Requirements Specific Updates	In Progress
Mid-Term	Category 23: Progress Payments	Not Started
Mid-Term	Category 9: Optimize MS 365	Not Started
Mid-Term	Category 25: Prioritization	Not Started
Long-Term	Category 8: Historical Database	Not Started
Long-Term	Category 11: Centralized Data	Not Started
Long-Term	Category 16: OCFundtracker – Forms, Performance, Reliability, & Capability	In Progress
Long-Term	Category 28: Handover and Onboarding Standardization	Not Started
Out of Scope	Category 1: Application Process Communications	n/a

Section Four  
FINDINGS and RECOMMENDATIONS



# Section Four | Findings and Recommendations

## General Observations Across Categories

There were observations that applied on a more general level to the overall reimbursement process and are significant contributors to the overall payment experience.

### GENERAL OBSERVATION 1: CONFLICTING SUBMISSION DATE DEFINITION

#### Observations:

- OCTA describes the submission date as the date when a completed packet is received. The completed packet status is determined by the individual OCTA staff member reviewing the packet.
- Local jurisdictions describe the submission date as the date when they first send materials to OCTA for review.
- The submission date listed in the OCFundtracker does not reflect either of the definitions. In the software, the submission date is simply the date local jurisdictions opened the request on the system, or the date OCTA staff opened the request on behalf of the local jurisdiction.

#### Result(s)

- The discrepancy in definition has led to misalignment around timelines, with a perception of excessive review timelines from the local jurisdiction viewpoint, and a perception of delayed submission timelines from the OCTA viewpoint.

#### Recommendation:

- Clearly define a submission date and include this definition in training materials and discuss this in the semi-annual review meeting.

### GENERAL OBSERVATION 2: AUDIT AWARENESS

#### Observations

- Throughout the entire reimbursement process, OCTA is cognizant of third-party auditors as well as oversight committees who will audit the reimbursement scope to confirm appropriate allocation of funds.
- Local jurisdictions have little to no awareness about any audit processes that may occur after reimbursement and how it may affect future funding.

#### Result(s)

- OCTA centers the reimbursement process around achieving excellent standing through the audit process, with the goal of securing future funds by maintaining trust with taxpayers.
- Local jurisdictions frequently get frustrated by specific documentation requests and lack the broader context as to why the review process for reimbursement can be detailed.

#### Recommendation:

- Share the goal of the auditing process with local jurisdictions to incentivize working together and foster mutual understanding around documentation requirements.



## Specific Findings and Recommendations

The specific 31 findings are listed below in conjunction with their associated recommendations. Categories are grouped together under their respective Type. Types are listed alphabetically with no preference to prioritization of importance.

### Type: Application

#### CATEGORY 1: APPLICATION PROCESS COMMUNICATIONS\*

#### CATEGORY 2: DIGITAL APPLICATION CONSOLIDATION \*

\*Indicates out-of-scope item noted during discovery phase.

### Type: Checklist

#### CATEGORY 3: IDENTIFYING APPROPRIATE LOCAL JURISDICTION SUBMISSION STAKEHOLDERS

**Description:** Local jurisdiction staff who are submitting the reimbursement requests are not always the individuals receiving the checklists and other information from OCTA. Some local jurisdictions were unaware of, or unable to easily locate the submission checklist.

**Example:** During an interview with one of the local jurisdictions speaking with an individual working on multiple reimbursement requests, they were unaware that checklists existed to reference and had difficulty finding information on OCFundtracker.

**Source:** Interviews, OCTA, and local jurisdiction respondent

##### Recommendation:

- Create a verification process that identifies who is directly working on the submission and confirm that this contact(s) receives the information.
- Potentially tie into an automated onboarding for local jurisdiction submitters.

**Goal:** To get critical information about the submission process to the right person.

**Notes:** Also see related categories Type: OCFundtracker- Category 14: OCFundtracker Notifications and Type: Forms- Category 23 OCFundtracker: Forms, Performance, Reliability, Validation, & Capability for recommendations relating to automation and system upgrades.

#### CATEGORY 4: REQUIRE CHECKLIST REVIEW

**Description:** While the checklist is technically part of the submission package, there is nothing that actually forces the submitter to review and acknowledge they have provided the complete checklist. Some submissions happen despite not fully reviewing and completing the checklist, leading to errors and delays later on in the reimbursement process.

**Example:** OCTA staff noted that local jurisdictions do not always look at the checklist and seem to frequently miss items that are listed on the checklist. Interviewees noted having a requirement that forces submitters to review the checklist prior to submission would mitigate this issue.

**Source:** Interviews, OCTA

##### Recommendation:

- Implement a digital routing and verification process (see examples such as [DocuSign](#)) to guarantee submissions are as complete as possible.



**Goal:** To ensure checklist completion by local jurisdictions prior to submission of final packet to start the reimbursement process.

**Notes:** Also see related categories [Type: Digitization- Category 11: digital Review](#) and [Type: Checklist- Category 16: Checklist- QA/C and Specificity](#).

## CATEGORY 5: CHECKLIST - QA/QC AND SPECIFICITY

**Description:** Some checklists include errors on requirements for some M2 CTFP grant programs, and do not include enough detail to have any meaningful impact on the review process. The generalized format of the checklist appears to lead local jurisdictions into a false sense of confidence with submitting all requirements, resulting in many missed or incomplete items.

**Example:** OCTA has noted specific pieces of information may be frequently missed for some projects such as ridership data for project V, and including more detail may support complete packet submissions and the overall review process. Local jurisdictions echo this experience by requesting more detailed checklists.

**Source:** Interviews, OCTA, and local jurisdictions

### Recommendation:

- Create a list of all checklists involved in the submission process.
- Review checklists:
  - Identify and remove outdated checklists.
  - Identify generic checklist items and replace them with specific items.
  - Identify errors and correct checklists as required.
- Create new checklists if warranted.
- Post final QA/QC'd checklists by project M2 CTFP grant program on website and include with onboarding experience.

**Goal:** Provide checklists that are current, accurate, and have a helpful level of detail.

**Notes:** Also see related categories [Type: Checklist- Category 5 Require Checklist Review](#).

## Type: Digitization

## CATEGORY 6: EXAMPLES OF QUALITY SUBMISSIONS

**Description:** Currently, the local jurisdictions rely on the guidelines to determine how to submit specific items. However, oftentimes, and especially on non-standard projects (which are most projects), there is lack of clarity on what is required to submit, and how certain calculations should be made. Text descriptions alone that are provided in the guidelines also appear to fall short with communicating what an acceptable submission looks like.

**Example:** During interviews with OCTA, staff noted sharing past examples of good submissions to support local jurisdictions, however there is no standard reference material for staff. Additionally, local jurisdictions note they must specifically request this information, and the current OCTA website and guidelines do not have actual past examples that are accessible.

**Source:** Interviews, local jurisdictions and OCTA and Survey



#### Recommendation:

- For each project type, identify a full packet that was previously submitted that successfully went through the review process with minimal review iterations.
- For each M2 CTFP grant program, identify submission items that frequently result in incorrect or rejected information, and create a red-line example of corrections to illustrate the differences.
- Post the full packet examples and the specific review examples online for local jurisdictions to access.
- Include above examples in a potential onboarding experience for submitters.

**Goal:** To provide local jurisdictions and OCTA with quality references for acceptable submissions.

#### Notes:

- **Onboarding Experience Definition (see appendix for more detail):** a structured, interactive, and personalized process designed to integrate new employees into an organization seamlessly. It provides them with the necessary tools, resources, and knowledge to succeed in their role while fostering a sense of belonging and purpose. This experience includes clear communication of culture, expectations, and growth opportunities, coupled with hands-on training, mentorship, and meaningful connections with colleagues. A well-executed onboarding process ensures new hires feel supported, confident, and motivated to contribute effectively from day one.
- Society for Human Resource Management ([Source](#))
  - *Best-in-class onboarding has a host of proven benefits.*
    - **Increased retention:** A Click Boarding study found employees are 58 percent more likely to stay with a company for three years if they have a [structured onboarding experience](#).
    - **Increased productivity:** The same study found new hires are 50 percent more productive when they go through standardized onboarding.
    - **Higher employee engagement:** A Gallup report found employees who had a great onboarding experience are 2.6 times more likely to be "[extremely satisfied](#)" at work.
    - **Shorter time-to-productivity:** Effective onboarding can shave months off a new hire's [time-to-productivity](#), according to a [SHRM Foundation guide](#).
- Oak Engage Article on Employee Onboarding Statistics ([Source](#))

## CATEGORY 7: DIGITAL REVIEW

**Description:** Currently, requests are reviewed via large packets of paper that are physically routed from desk to desk and occasionally are couriered physically from office to office in the case of off-site engineering review. The physical paper routing removes any potential for automation, simultaneous review, and creates numerous challenges with documenting historical information. It is also observed that it can take approximately two weeks alone to print the packet after the documents have been digitally submitted via OCFundtracker, notes are made via paper stickies on the packet, and there is no way to know which packet will be up for review next.

**Example:** OCTA staff note challenges with mobility, tracking, and accessibility:

- Transition to digital in lieu of physical packet that must be mailed/picked up/transferred manually.
- Have a digital routing process similar to DocuSign /e-signature tracking.
- Have simultaneous review

**Source:** Interviews, OCTA and local jurisdictions and Survey

#### Recommendation:

- Apply a digital transformation strategy to the review process in a phased approach.



**Goal:** Reduce or eliminate down-time from having to physically deliver packets to and from various reviewers.

### CATEGORY 8: HISTORICAL DATABASE

**Description:** Currently, no prior examples of past submissions and projects are openly available to local jurisdictions and OCTA to reference. Past data including submissions that create precedent are inaccessible as they are stored in paper packets or are in extremely limited in digital formats as scanning efforts are partial and inconsistent.

**Example:** Local jurisdictions note having difficulty finding old submissions, and OCTA staff note having to support local jurisdictions with pulling past materials as a reference.

**Source:** Interviews, OCTA, and local jurisdictions

**Recommendation:**

- Evaluate the current status of ongoing scanning efforts.
- Identify and implement additional resources to complete this as necessary.
- Create best practices and train staff on how to access and use the information.

**Goal:** Create a long-term resource for OCTA staff to easily access past project information and examples in a digital format.

**Notes:** Also see related categories [Type: Digitization- Category 8: Examples of Quality Submissions](#) and [Category 11: Digital Review](#)

### CATEGORY 9: OPTIMIZE MS 365

**Description:** OCTA has access to a Microsoft 365 environment, which includes automation capabilities and more services that can potentially assist with improving various phases of the review process.

**Example:** It was demonstrated that Microsoft Office 365 has automation capabilities that can be helpful for tracking and populating data into a centralized tracking location to increase information transparency as well as mitigate manual tracking efforts.

**Source:** Interviews, OCTA

**Recommendation:**

- Identify strategic steps in the overall reimbursement process that would benefit from automation via existing Microsoft 365 services such as Power Automate.
- Evaluate and implement feasible automation opportunities.

**Goal:** Utilize and optimize existing platforms and systems to deliver a more efficient process.

**Notes:** Optimizing MS 365 could be a feasible interim step to potential technical upgrades or replacements to OCFundtracker. Also see related categories [Type: Forms- Category 23: OCFundtracker – Forms, Performance, Reliability, Validation, & Capability](#)



## CATEGORY 10: HARDWARE/SOFTWARE PROVISIONS

**Description:** OCTA is limited in the ability to send large files, resulting in general inefficiencies with the exchange of data for review. Additionally, some consultants, such as engineers do not have the appropriate hardware/software to securely access OCTA data unless on-premises, barring the possibility for effective remote digital work.

**Example:** OCTA noted constraints in the past of staff having difficulty with firewall access remotely. Additionally, consultants with OCTA do not have an OCTA provided PC, which reportedly blocked access to the OCTA data, requiring physical packet review.

**Source:** Interviews, OCTA

### Recommendation:

- Confirm consultants who are not direct OCTA staff have an easy and secure way to access OCTA documents required for their review.
- Document any specific access procedures and incorporate into training materials.

**Goal:** Ensure consultants have reliable and secure access to files.

**Notes:** Also see related categories [Type: Training- Category 20: Training \(Multiple\)](#).

## CATEGORY 11: CENTRALIZED DATA

**Description:** Precedent information, frequently asked questions (FAQs), and past and current project information are currently either non-existent or stored in various locations with OCTA staff. This poses challenges to reference the same information from all staff and limits the efficiency at which OCTA staff can respond to local jurisdiction questions.

**Example:** For information that is outside of specific project M2 CTFP grant program information such as precedents, the information is siloed in physical memos within the packets and retained through previous staff experience. It is not listed in a searchable list accessible to all team members.

**Source:** Interviews, OCTA, and local jurisdictions

### Recommendation:

- Create database (ideally in conjunction with Categories 11 and 12 above) and develop SOP for how to store the information.
- Digitize precedent information.
- Update SOP for adding new precedents, FAQs, and project data.

**Goal:** Provide accessible and searchable information per project to reduce time to become familiar with a project and improve responses to questions.

**Notes:** Also see related categories [Type: Digitization- Category 11: Digital Review and Category 12: Historical Database](#)





## CATEGORY 12: DATA VISIBILITY & ACCESSIBILITY

**Description:** For local jurisdictions, there is no feasible way other than taking time from OCTA staff to verify the status of their submissions, and other important information. Additionally, for OCTA staff, important project status information and more is at best accessible via Excel spreadsheet.

**Example:** OCTA staff have the most relevant project updates manually logged in the M2 Master Tracker document within comments in the cells, and the CTFP Aging Report Excel workbook. The capabilities that are used in Excel for tracking do not exist within OCFundtracker, leading to fragmented data updates.

**Source:** Interviews, OCTA, and local jurisdictions

### Recommendation:

- Identify the correct data source of where the status is tracked for each project, which may be the aging report or other Excel document.
- Evaluate and select the appropriate solution to share the data.
  - Suggested that this may be OCFundtracker, PowerBI through Office 365, or DocuSign.
- Implement the solution and communicate new status updating procedures to OCTA staff and local jurisdictions.
- Incorporate training into onboarding experience.

**Goal:** To provide a platform that delivers transparency on submission status for OCTA and local jurisdictions.

**Notes:** Also see related categories [Type: Forms - Category 23 OCFundtracker: Forms, Performance, Reliability, Validation, & Capability.](#)

## CATEGORY 13: DIGITAL ENGINEERING REVIEW

**Description:** When engineering plan review is required, engineering consultants typically print the plans on paper and do manual takeoffs by hand. This results in excess time to potentially print, and ship drawings, complete hand-markups, scan, and/or ship marked up drawings to the appropriate location and removes potential for automation.

**Example:** For the engineering review process, staff describe this as first starting with reviewing the size and complexity of the project, if the project is large and complex, then hand takeoffs are completed on the drawings, which takes a few days for takeoffs. Once takeoffs are complete, engineering completes the remaining review items and sends the review to the project-specific review. Next, the feedback is relayed from project-specific review to the local jurisdiction to address. Finally, the local jurisdiction and OCTA staff, including project specific reviewer and engineering reviewer will discuss and agree on the final eligibility items.

**Source:** Interviews, OCTA, and local jurisdictions

### Recommendation:

- Identify current gaps with manual review processes.
- Implement training on digital software solutions such as Bluebeam Revu to address gaps.
- Ensure both local jurisdictions and OCTA have appropriate training on the implemented platform.



**Goal:** Enable a fully digitized review process, providing the opportunity for increased efficiency, reduced printing costs and delays, and potential automation.

**Notes:** Also see related categories Type: Digitization- Category 11: Digital Review.

- [Bluebeam Revu](#) is an industry standard tool for Architecture, Engineering and Construction (AEC) industries. It is used to digitally review drawings and has specific tools designed to improve collaboration and productivity on PDFs. Advantages to using software such as Bluebeam includes, but is not limited to:
  - Real-time, digital collaboration with audit history on drawing reviews using Studio Sessions.
  - Unlimited file storage using Studio Projects.
  - Digital markup tools to efficiently complete takeoffs, measure areas, add notes, and more.
- Similar tools include but are not limited to:
  - Drawboard: <https://www.drawboard.com/>
  - Range: <https://www.range.io/>
  - Apryse: <https://apryse.com/>

## Type: Forms

### CATEGORY 14: FORMS – QA/QC, STANDARDIZATION, & CONSOLIDATION

**Description:** The current state of the forms required for submission are observed to be a direct contributor to unnecessary, repeated back-and-forth exchanges between local jurisdiction and OCTA staff members. Issues such as duplicative yet contradictory form requirements, inability for the form to display the data required, mis-labeling, and lack of accessibility to required forms and more all result in exacerbated review times and extra effort to communicate requirements.

**Example:** Both local jurisdictions and OCTA had specific observations about forms in the following categories:

- Consolidation: Consolidate forms so that the same information is not required multiple times in different places.
- Correction: Forms or instructions refer to old form numbers and some forms have incorrect formulas
- Communication: Not all forms and spreadsheet templates are posted; they are only available by manual email

**Source:** Interviews, local jurisdictions and OCTA and Survey

#### Recommendation:

- Create a list of all Forms involved in the submission process.
- Review forms:
  - Identify and remove outdated forms.
  - Identify overlap and/or duplications on forms per project M2 CTFP grant program.
  - Identify errors and correct forms as required.
  - Label current forms correctly.
- Potentially create new forms, if possible, and/or request revisions as needed.
- Post final QA/QC'd forms by project M2 CTFP grant program on website and include with onboarding experience.

**Goal:** Provide forms that are current, accurate, accessible, and easy to understand.



**Notes:** Forms that were identified most frequently for updates include but are not limited to 10-14, 10-6, 10-17A, 10-13, Section 4, Add Payment. Also see related categories Type: Forms- Category 17: Form Linkages and Category 23: OCFundtracker: Forms, Performance, Reliability, Validation, & Capability. Type: OCFundtracker- Category 18: Document Standards.

### CATEGORY 15: FORM LINKAGES

**Description:** Forms are currently standalone documents and typically do not include smart references back to related data such as the guidelines, or other forms. This results in extra time and effort, particularly for local jurisdictions to manually key or pull up outside references to complete the form appropriately.

**Example:** Not all updated versions of Forms are currently posted in an easy to access location, such as on the OCTA website or within OCFundtracker. OCTA also observed that Forms can be improved through additional links within the form to related information.

**Source:** Interviews, OCTA

#### Recommendation:

- Create a list of all Forms involved in the submission process.
- Review forms:
  - Identify and remove outdated forms.
  - Identify overlap and/or duplications on forms per project M2 CTFP grant program.
  - Identify errors and correct forms as required.
  - Label current forms correctly.
- Potentially create new forms, if possible, and/or request revisions as needed.
- Post final QA/QC'd forms by project M2 CTFP grant program on website and include with onboarding experience.

**Goal:** Deliver interactive forms with additional functionality for auto-updating to reduce human error for improved accuracy and efficiency across submissions.

**Notes:** Recommended to complete this in tandem with Category 10 recommendations. Forms that were identified most frequently for updates include but are not limited to 10-14, Invoice template and 10-6. Also see related categories Type: Forms- Category 10: Forms: QA/QC, Standardization, & Consolidation. For onboarding experience definition, see Type: Digitization, Category 8: Examples of Quality Submissions.

### CATEGORY 16: OCFUNDTRACKER – FORMS, PERFORMANCE, RELIABILITY, VALIDATION, & CAPABILITY

**Description:** OCFundtracker is fraught with a multitude of issues which cause uncommunicated or mis-communicated information, lost data, underutilized data, and lack of automation.

**Example:** Local jurisdictions and OCTA both noted frustration with completing uploads and other work within OCFundtracker and unfortunately experiencing an error where the work is lost and/or the user cannot tell if uploads have successfully been completed. Stakeholders involved in using OCFundtracker also lack awareness on where to report such errors to get technical support. Additionally, the system functions primarily for document storage, and does not have the level of detail and capability currently covered by spreadsheet and email use.

**Source:** Interviews, OCTA, and Survey



#### Recommendation:

- *Note: Replacing OCFundtracker may be a feasible long-term alternative solution but would potentially requiring a separate evaluation process. Two solution options are provided as follows:*
- **Option 1 – Continuing with OCFundtracker**
  - Document all business requirements for the submission process both from the local jurisdiction and OCTA staff perspective.
  - Review business requirements with EcoInteractive to:
    - Identify where the platform is underutilized.
    - Identify gaps between requirements and current functional capabilities
    - Understand platform limitations.
  - Review reported errors with EcoInteractive to resolve the core issues.
    - Create an easily accessible way to contact support for local jurisdictions and OCTA staff
    - Provide training on support options to local jurisdictions and staff.
  - Evaluate and implement changes to OCFundtracker as necessary.
- **Option 2 – New Software**
  - *Disclaimer: this is a basic overview of new software implementation and would require in-depth discovery and evaluation prior to execution.*
  - Document all business requirements for the submission process both from the local jurisdiction and OCTA staff perspective.
  - Issue an RFP and/or invite software vendors to participate in an evaluation process.
  - Evaluate and test based on business requirements criteria.
  - Select a system and implement, including potential customizations.

*\*See appendix for a list showing a snapshot of current products and services that are currently available on the market.*

**Goal:** Optimize functionality within the existing OCFundtracker platform to provide services beyond document repository that will improve transparency, efficiency, and reliability.

**Notes:** Also see related categories Type: Checklist- Category 4: Identifying Appropriate Local Jurisdiction Submission Stakeholders, Type: Digitization- Category 15: Optimize MS 365 and Category 27: Data Visibility & Accessibility, Type: Forms- Category 10: Forms – QA/QC, Standardization, & Consolidation and Category 17: Form Linkages, Type: OCFundtracker- Category 14: OCFundtracker Notifications. For onboarding experience definition, see Type: Digitization, Category 8: Examples of Quality Submissions.

#### Type: OCFundtracker

##### CATEGORY 17: OCFUNDTRACKER NOTIFICATIONS

**Description:** The OCFundtracker platform does not notify both the submitters and reviewers as expected and is limited in its notification capabilities. This leads to delays in reviewing information, lack of understanding of what phase the review is in, and internal communication issues within local jurisdictions.

**Example:** Local jurisdictions have noted that the initial contact who set up the project in OCFundtracker is the only contact receiving any notifications from the system. Additionally, during screensharing it was demonstrated that a specific button must be clicked in a two-step process to receive any notification from the system, which most users are unaware of, resulting in no notification being sent. OCTA reviewers also demonstrated relying on email only from the local jurisdictions to know when documentation is added to OCFundtracker, because OCFundtracker does not notify OCTA.

**Source:** Interviews, OCTA, and local jurisdiction



**Recommendation:**

- Set up a session with EcoInteractive to review the current notification settings on OCFundtracker.
  - Record this session and document the information clearly and concisely.
  - Communicate the notification settings to local jurisdictions and OCTA staff.
- Identify gaps in expected vs. current system notifications. Suggested notifications include but are not limited to when:
  - documents are submitted/uploaded.
  - project status is updated.
  - reviews are complete, e.g. when engineering review is complete.
  - projects are opened in OCFundtracker.
  - payment is being processed and finalized.
- Evaluate gaps and determine if additional updates to OCFundtracker or other solution(s) can be implemented to address the notification need.

*\*See appendix for a list showing a snapshot of current products and services that are currently available on the market.*

**Goal:** Enable accurate system notifications from OCFundtracker to improve communication and process transparency.

**Notes:** Also see related categories [Type: Checklist- Category 4: Identifying Appropriate Local Jurisdiction Submission Stakeholders](#) and [Type: Forms- Category 23: OCFundtracker: Forms, Performance, Reliability, Validation, & Capability.](#)

## CATEGORY 18: DOCUMENT STANDARDS

**Description:** Currently, there are no required naming conventions for files and documents that are uploaded to OCFundtracker. Additionally, documents are allowed to be submitted in whatever order the submitter provides; there is no structure that is enforced for document organization. This puts the onus on OCTA staff to spend weeks opening the documents, labeling them as needed, and sorting them into the appropriate order for review prior to printing.

**Example:** When reviewing OCFundtracker through screensharing with OCTA, the document repository is shown as a long, unorganized list of document names. The naming is up to the submitter and the files are at best in upload date order. However, no other filter or sort capabilities exist, and it can be quite difficult to locate specific documents in the list. \*\*See appendix for image example

**Source:** Interviews, OCTA, and local jurisdictions

**Recommendation:**

- Create a list of all document types that are required for submission across all project M2 CTFP grant programs.
- Associate each document type with a standard naming convention.
- Publish types into the guidelines and incorporate onboarding experience for both OCTA staff and local jurisdictions.
- If possible, set required document type naming conventions in OCFundtracker to select prior to uploading new documents.

**Goal:** Easy to find files and understand the content of each file without opening it to reduce review times.

## Type: Guidelines

## CATEGORY 19: GUIDELINES ACCESSIBILITY

**Description:** Local jurisdictions report various challenges with finding copies of guidelines from past years. This causes challenges with the submission process and in some cases, leads to the incorrect guideline being referenced for eligible vs. ineligible items prior to submission.



Additionally, local jurisdictions have difficulties accessing appropriate means to suggest updates to the guidelines and submitters specifically do not have any requirements to review redlines made for future edits.

**Example:** During the interviews, multiple local jurisdictions noted difficulty accessing guidelines, and both local jurisdictions and OCTA mentioned issues with communicating or locating guidelines and suggested adding links to OCFundtracker and/or the OCTA website.

**Source:** Interviews, local jurisdiction, and OCTA Respondents

**Recommendation:**

- Review current website pages and identify if there are any outdated guidelines posted. Update outdated guidelines.
- Provide an accessible location that hosts all the Guidelines for historical reference and ensure there is a current link to Eligibility Guidelines on each funding program page.
  - Include a copy of the red-lined versions for review.

**Goal:** Consistent information and consolidated location for guidelines.

## CATEGORY 20: GUIDELINE & REQUIREMENTS SPECIFIC UPDATES

**Description:** The guidelines currently include gray areas intended to allow flexibility and allowance with eligible items and the overall approval process. The unintended result, however, is confusion from both local jurisdictions and OCTA on requirements, reviews that drag out for up to 7+ years, and long-term relationship degradation between local jurisdictions and OCTA.

Additionally, a common comparison and point of confusion is the difference in level of detail required for invoices for CalTrans projects vs. OCTA.

**Example:** See Appendix

**Source:** Interviews, OCTA and local jurisdictions and Survey and Site Visit

**Recommendation:**

- Identify the most frequent and challenging review items that are open to interpretation in the guidelines.
- Collaboratively create new language that provides a clear determination for the item.
- Add examples in parallel with the new language that illustrates specific requirements.
- Incorporate changes following the standard guideline update procedure.

**Goal:** Minimize review iterations around items that are open to interpretation by improving clarity of ambiguous requirements in the guidelines.

**Notes:** Also see related categories [Type: Digitization- Category 8: Examples of Quality Submissions](#)



## Type: Review

### CATEGORY 21: PROCESS AND COMMUNICATION ALIGNMENT

**Description:** See Stakeholder Relationships and General Observation 1 for details.

*From Stakeholder Relationships Section:*

*In the current process, the local jurisdictions are responsible for communicating when they wish to open a reimbursement request. Local jurisdictions lack responsibility for communication in subsequent steps and are in a support role only when it comes to the initial submission and adhering to engineering requirements. Notably, OCTA bears the majority of communication responsibility after the local jurisdictions open a request.*

**Example:** Two local jurisdictions suggested via survey to receive comments sooner than 3-6 months after initial submission. There is no established guideline dictating when OCTA should respond back to the local jurisdictions about review comments. From one timeline audit of a challenged project, Cumming group discovered at least five (5) separate instances of review delay which were at least four (4) weeks or more, ultimately resulting in a 14-month delay for the local jurisdiction to receive all corrections needed.

**Source:** Interviews, local jurisdictions, and Survey

#### Recommendation:

- Define what the submission date is and communicate this to both OCTA and local jurisdictions to ensure alignment on submission timeline.
- Establish a standard operating procedure for OCTA staff for the entire process, including the time period prior to submission of the fully completed packet.
  - Should include expected response times from OCTA
  - Should include expected response times from local jurisdictions after receiving OCTA feedback.

**Goal:** Align local jurisdictions and OCTA on expected process and timelines and reduce differing perceptions and expectations around the submission process.

**Notes:** Also see CARS framework documented in Stakeholder Relationships section.

### CATEGORY 22: INELIGIBILITY REVIEW PROCESS

**Description:** For quite a few reimbursement requests of varying size and priority, it is observed that the review gets stuck in a never-ending process loop, and there is no established path on how to exit the loop. For items that are not agreed upon between the local jurisdiction and OCTA, occasionally the item will get raised up to OCTA staff for review but will then return to the original reviewer and consequently have zero resolution, forcing the same cycle to continue. This drags some reviews out for years.

**Example:** Local jurisdictions report frustration with the review process, particularly for items where they disagree with the OCTA interpretation of the guidelines. In some of these instances, local jurisdictions have noted having the contested item reviewed and approved verbally or in a meeting by a higher-level staff member, however after this occurs, the item is still deemed ineligible. Additionally, OCTA allows multiple chances for the local jurisdictions to prove eligibility, which substantially extends the process.

**Source:** Interviews, OCTA, and local jurisdiction

**Recommendation:**

- Establish a standard operating procedure for review and resolution of challenging items.
  - Includes clear levels of review.
  - Includes a transparent timeline on when a final decision should be made.
- Communicate the general process to local jurisdictions and include this with training and onboarding materials for both local Jurisdictions and OCTA staff.

**Goal:** Mitigate circulate review process, potential stalemates, and ensure a decision is made in a timely manner.

**Notes:** Ideally this SOP is collaboratively created with feedback from local jurisdictions to promote engagement on a long-term process.

Also see related categories: [Type: Review, Category 7: Process and Communication Alignment](#)

### CATEGORY 23: PROGRESS PAYMENTS

**Description:** Payments are typically allowed only at two points in the project: 1) just before the start of the project through the initial invoice process to secure funds to get started, and 2) at the very end of the project once all activities are complete, and all costs can be submitted in a single package for review. The initial payments can range to 75% to 90% of the total project cost and enables local jurisdictions to effectively start projects. The large upfront payment unintentionally introduces opportunity for a higher volume of discrepancies upon final payment submission and a longer review cycle.

For projects that span multiple years and have staff turnover, which is almost all of them, the current payment frequency results in a mass compilation of erroneous information, with limited and challenging paths of recourse to correct past errors.

**Example:** Both local jurisdictions and OCTA provided feedback on desiring more frequent interim payments outside of the initial and final payment requests. Almost half of all projects listed on the M2 Master Tracker dated 24.09.18 are at least two (2) years or greater in scheduled product duration (Scheduled Completion – Scheduled Start). It is increasingly difficult to track past data once projects are ongoing for two years or more.

**Source:** Interviews, OCTA, and local jurisdictions

**Recommendation:**

- Develop a submission process with input from both local jurisdictions and OCTA staff that requires more frequent reviews.
- Establish a milestone payment timeline; suggested timelines were quarterly or 6-months.
- Develop strategies to incentivize timely and complete submissions packets.
- Implement the new submission frequency.

**Goal:** Reduce time between the initial and final reviews, catching errors earlier and enabling higher quality submissions.

**Notes:** The incentivization recommendation can potentially apply to many areas of the overall process. OCTA to consider strategies such as, but not limited to:

- Reduce initial payment percentages
- Opportunities to reduce local match share
- Fast pass review of payment requests





## CATEGORY 24: REVIEW SEQUENCING

**Description:** The existing sequencing of various parts of the OCTA review process is a direct cause in some instances of confusion and issues that drag on for months, and sometimes even years. Some notable areas for improvement include how comments are initially provided from OCTA to the local jurisdictions, when engineering reviews occur in the process, and the level of detail at which reviews earlier in the sequence have.

**Example:** Feedback from local jurisdictions specifically note challenges with getting information too late after the project is completed about which items require documentation for eligible vs. Ineligible expenses. Receiving feedback earlier during the design phase of the projects was requested to alleviate delays from time required to gather information. Also see progress payments.

**Source:** Interviews, OCTA, and local jurisdictions

### Recommendation:

- Provide a review of eligible vs. Ineligible items earlier on in the project and notify local jurisdictions of the results ideally prior to construction and before final payment request.
- Train OCTA staff to provide feedback on packet submissions in a comprehensive manner.

**Goal:** Improve the overall efficiency of the review process and mitigate circular review processes.

**Notes:** Also see incentive recommendation included notes for [Category 25: Progress Payments](#). Also see related categories: [Type: Review](#), [Category 25: Progress Payments](#)

## CATEGORY 25: PRIORITIZATION

**Description:** OCTA uses an Excel aging report to prioritize and determine which reviews get completed first. This is currently done in order of last received, causing reviewers to switch frequently between different projects, adding time to re-familiarize with project specifics and pushing straightforward reviews off for years.

**Example:** One example noted through interviews is in some circumstances, the local jurisdiction and OCTA will collaborate on a priority list of submissions. For some submissions on the priority list, the local jurisdiction provides requested revisions to OCTA for review, but once the revisions are sent to OCTA, the overall submission gets placed at the bottom of the OCTA priority list. Additionally, from an overall management perspective, the details listed in column L of the aging report is limited in its status functionality.

**Source:** Interviews, OCTA, and local jurisdictions

### Recommendation:

- Confirm how OCTA staff prioritize submission review and document the current process and inconsistencies specifically for prioritization (not the overall reimbursement process).
- Develop a prioritization strategy that allows in-progress projects to maintain momentum through the review process. Strategy considerations include:
  - Avoiding FIFO (first-in-first-out) approach due to compounding delays
  - [Eisenhower Matrix](#) (urgent vs. Important)
  - Value vs. Effort – prioritize based on high-value, low-effort tasks first
  - Weighted Scoring- assign numerical values based on factors like urgency, importance, effort, ROI, etc. Then prioritize based on the total score.
- Implement this with OCTA staff and incorporate into training and onboarding experience.



**Goal:** Focus review efforts to reduce backlog of project reviews and close out more projects in the queue.

**Notes:** Suggest including Category 27: Data Visibility & Accessibility with Category 30: Prioritization to potentially include a way for local Jurisdictions to view status of payment requests and have queue transparency.

Also see related categories Type: Digitization- Category 27: Data Visibility & Accessibility.

## Type: Training

### CATEGORY 26: DIGITAL TRAINING DELIVERY

**Description:** Training, if provided and accessible, tends to be in person, ad-hoc and non-standardized. The outcome of this delivery format is that staff both from the local jurisdictions and OCTA are relying on the availability of other experienced staff on the team to receive training, receive variations on the information, and fall on trial and error to self-teach or guess at what the correct procedures are.

**Example:** 81% of survey respondents noted they received either Some Training or None, below the threshold of Adequate Training. Additionally, from interviews, both OCTA and local jurisdictions indicated that being able to access pre-recorded training content would be helpful.

**Source:** Interviews, local jurisdiction and OCTA respondents and Survey

#### Recommendation:

- Identify training gaps where key information is not accessible in a video format.
  - Example: OCFundtracker usage for OCTA staff and local jurisdictions
  - Example: Reimbursement submission preparation by M2 CTFP grant program for local jurisdictions
- Create training videos that include:
  - Structured process review
  - Standardized curriculum
- Post training videos that apply to local jurisdictions on webpage.
- Post training videos that apply to OCTA staff at an internal location.

**Goal:** Training content that captures standard operating procedures for OCTA staff and local jurisdictions that are available on-demand.

### CATEGORY 27: TRAINING (MULTIPLE)

**Description:** Currently, training is provided in person or via direct 1:1 sessions with a limited number of OCTA staff. Access to insights and expertise requires critical OCTA staff to take time away from the review process and allocate it to training and/or providing custom resources.

Incorrect personnel from local jurisdictions also receive training in lieu of the actual submitters, and there is no real requirement enforced for submitters to receive training.

Standard provided training is also not specific enough to be effective for the complexities present in the CTFP and is not delivered in a timely manner relative to submission.



**Example:** OCTA staff during interviews report having to regularly spend extra time training and coaching local jurisdictions through the reimbursement process, which takes away from time that ideally should be used for review. Local jurisdictions report that the training provided so far is helpful but is difficult to access and must be requested separately, or taken during traffic forum, which is not available on-demand.

**Source:** Interviews, OCTA, and local jurisdictions

**Recommendation:**

- For both local jurisdictions and OCTA, documenting the submission and review process from start to finish, and developing on-demand standardized training content. Should include but is not limited to:
  - Videos on the overall process
  - Videos on specific project M2 CTFP grant program processes and requirements
  - Past examples of known issues
  - FAQ
- Publish training content in an accessible location for local jurisdictions and OCTA staff as required and include in onboarding experience.

**Goal:** Deliver consistent and accurate information to all parties involved in the submission process to reduce the frequency of questions and time required to individually address each one as they come up. Additionally, promote high quality first submissions, reducing overall review time.

**Notes:** Also see related categories [Type: Digitization- Category 24: Centralized Data](#). For onboarding experience definition, see [Type: Digitization, Category 8: Examples of Quality Submissions](#).

## CATEGORY 28: HANDOVER AND ONBOARDING STANDARDIZATION

**Description:** There is no standard onboarding and offboarding process both for local jurisdictions and OCTA in the event of staff turnover. The overall review process was formulated in a time where turnover in general was not as frequent or standard as it is today. The current process assumes continuity between all team members involved in a project. In today's standards, it is typical for many team members to leave the project, and have new staff added who will quickly need to learn about past project details in order to effectively manage things moving forward. Strong onboarding and offboarding practices are essential in today's work environment to streamline the exchange of information from past to present staff.

**Example:** Both OCTA and local jurisdictions report discontinuity and challenges with keeping consistent staff on projects. This creates challenges for each entity with communication and in many instances prolongs the review period. For some projects, when project management staff changes as well, it becomes increasingly difficult for local jurisdictions to track down information from years prior.

**Source:** Interviews, OCTA, and local jurisdictions

**Recommendation:**

- For both local jurisdictions and OCTA staff, develop an onboarding experience to complete where possible for new team members.
- For both local jurisdictions and OCTA staff, develop an offboarding experience to complete where possible before transitioning staff.
- Note: the onboarding/offboarding is not intended to bottleneck or delay movement of staff as necessary for operations.



**Goal:** Minimize transition time, lack of information transfer, and improve general staff retention.

**Notes:** See Appendix for an example of a structured onboarding experience.

Also listed in Category 8: Examples of Quality Submissions

- **Onboarding Experience Definition (see appendix for more information):** a structured, interactive, and personalized process designed to integrate new employees into an organization seamlessly. It provides them with the necessary tools, resources, and knowledge to succeed in their role while fostering a sense of belonging and purpose. This experience includes clear communication of culture, expectations, and growth opportunities, coupled with hands-on training, mentorship, and meaningful connections with colleagues. A well-executed onboarding process ensures new hires feel supported, confident, and motivated to contribute effectively from day one.
- Society for Human Resource Management ([Source](#))
  - *Best-in-class onboarding has a host of proven benefits.*
    - **Increased retention:** A Click Boarding study found employees are 58 percent more likely to stay with a company for three years if they have a [structured onboarding experience](#).
    - **Increased productivity:** The same study found new hires are 50 percent more productive when they go through standardized onboarding.
    - **Higher employee engagement:** A Gallup report found employees who had a great onboarding experience are 2.6 times more likely to be "[extremely satisfied](#)" at work.
    - **Shorter time-to-productivity:** Effective onboarding can shave months off a new hire's [time-to-productivity](#), according to a [SHRM Foundation guide](#).
- Oak Engage Article on Employee Onboarding Statistics ([Source](#))

## Type: Staffing and Turnover

### CATEGORY 29: PERSONNEL VISIBILITY

**Description:** Frequently, staff at both the local jurisdictions and OCTA do not know who the appropriate point of contact is for certain inquiries. The long-term relationship between local jurisdictions and OCTA also suffers due to confusion from personnel changes from turnover, and lack of understanding on who to go to for support.

**Example:** OCTA noted during an interview that local jurisdictions had provided feedback on not knowing who to contact for specific project questions related to submission, resulting in assigning a dedicated OCTA staff member per M2 CTFP grant program. Additionally, a survey response from the local jurisdiction echoed this experience, noting the desire to have contact information provided for the multiple contacts at OCTA.

**Source:** Interview, OCTA and Survey, local jurisdiction Respondent

**Recommendation:**

- Review current website pages and identify if there are any outdated contacts listed.
- Format pages to include a consistent Contact section for each M2 CTFP grant program on the OCTA webpage.
  - Example: M2 CTFP grant program ([Project P](#)) – [Regional Traffic Signal Synchronization](#) Contact section is different than other M2 CTFP grant programs.
  - Contact section could be included on M2 CTFP grant program Overview pages.
    - i. Example [linked here](#), (Project X) webpage
- Update OCTA website to include a visible and easy to find contact page that lists staff members by assigned program M2 CTFP grant program, with contact information and function. This could include:
  - Calls for projects contact
  - Payments contact
  - General questions contact
  - See M2 Eligibility webpage, “References” section as an example.

**Goal:** Concise, accessible, and current information displayed.

### CATEGORY 30: DISTRIBUTION LIST UPDATES

**Description:** There is important information about the review processes that are distributed from one OCTA staff member to a general distribution list of key local jurisdiction contacts. For any new local jurisdiction staff, there is no automated way to get on this distribution list, and team members rely on luck that there will be: 1) a prior local jurisdiction team member to request they be added to the list or 2) OCTA staff will somehow notice them and add them to the list.

**Example:** Local jurisdictions have described scenarios where important emails from OCTA are sent to past employees, and the important information is not received by current staff. Local jurisdictions note having to rely on the semi-annual review process to confirm the correct contacts with OCTA, which is a six (6) month cycle, resulting in delayed communications of key information about the reimbursement process.

**Source:** Interviews, local jurisdictions

**Recommendation:**

- Develop an opt-in to email notifications where new team members can add themselves to important distribution lists.
- Create a standard operating procedure for local jurisdictions to notify OCTA when staff turnover occurs.
- Incorporate information about signing up for distribution lists and turnover notifications in guidelines and onboarding experience.

**Goal:** Close communication gaps of essential information from OCTA to local jurisdiction submitters when there is turnover.

**Notes:** Also see related categories [Type: Checklist- Category 4: Identifying Appropriate Local Jurisdiction Submission Stakeholder](#) and [Type: Training- Category 21: Handover and Onboarding Standardization](#)

### CATEGORY 31: STAFFING

**Description:** After a period of large turnover and challenges from COVID-19, there was not enough staff to appropriately manage the volume of cases coming into OCTA for review. Since then, OCTA has backfilled staff, but it is not adequate to make up for the deficit from COVID-19 peak. Relationships with local jurisdictions are also affected from limited staff, as it is difficult to have personalized attention that is currently needed to move the review process along.



**Example:** OCTA has over sixty (60) open payments in the system, and currently around one staff member per M2 CTFP grant program. This volume is about three times (3X) greater than the volume of open payments prior to 2020 as reported by OCTA. OCTA also described during interviews that it takes time and experience to be able to effectively review submissions, so their current team is understaffed to handle the current number of requests and is also in training. Additionally, local jurisdictions have noted having a reviewer assigned by local jurisdiction for a more personalized experience may be helpful for longer-term reviews.

**Source:** Interviews, OCTA, and local jurisdictions

**Recommendation:**

- Add additional OCTA staff reviewers to the team.
  - Level of staffing will depend on factors such as:
    - i. total headcount of current staff
    - ii. Level of experience
    - iii. Existing backlog needs
  - Experienced staff who are familiar with all programs in-depth should be added to address current backlog at a ratio of open reimbursement requests to staffers prior to 2020 numbers.
    - i. A temporary position(s) will be helpful with reducing the current backlog.
    - ii. Permanent position(s) should be added to address long-term needs and maintain progress.
- Potentially include a new role that is focused solely on providing oversight for the entire submission process, driving review efficiency and ensuring standards are upheld.
  - The oversight role responsibilities would include but not be limited to:
    - i. Responsible for smooth process operations from the first submission of final payment request to actual payment.
    - ii. Act as a coordination resource to align timelines and communication between OCTA staff reviewers and local jurisdictions.
    - iii. Identify potential bottlenecks and work with stakeholders to resolve potential challenges.
    - iv. Guide OCTA staff and local jurisdiction staff and provide support as needed.

**Goal:** Address the current demands and staffing shortage at OCTA