Capital Improvement Program (CIP)

User's Manual

April 2021

Orange County Transportation Authority   OCTA

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About OC Fundtracker Capital Improvement Program (CIP)

OC Fundtracker CIP is designed to assist local agencies with one element of the Measure M2 (M2) annual eligibility process: the preparation of a seven-year Capital Improvement Program (CIP). The use of OC Fundtracker CIP streamlines the process for an agency to prepare and submit a CIP, and helps to ensure that the agency meets eligibility requirements for M2.

Using the OC Fundtracker CIP, local agencies can:
- Present their local CIP in a format that meets the required guidelines for M2 and reduces potential problems later in the OCTA review process;
- Create a repository of information that can easily be updated for subsequent CIP submittals;
- Provide a system to track projects beyond the typical one- to two-year budget periods.

Definitions

- <u>Adoption</u> – Populating the current year's CIP during the M2 eligibility cycle for submittal on June 30.
- <u>Amendment</u> – Making modifications to projects in between adoptions is an amendment.
- <u>Carry Over</u> – Projects can be "carried over" into an open amendment or adoption from other modules, like CTFP or WATER. During an adoption, projects can also be "carried over" from the previous to the current fiscal year.
- <u>Escalated Cost</u> – Cost includes inflation and is compounded.

Help

For help, contact [kimler@octa.net.](mailto:kimler@octa.net)

Navigating in OC Fundtracker CIP

Log-In

To log-in, the user will navigate to the OC Fundtracker website (https://ocfundtracker.octa.net) and enter their username and password. The user will click "LOGIN" and select "CIP" to navigate to the main menu. New users must click "CLICK HERE" to create an account.

Forgot Password?

Click "CLICK HERE" to reset the password. An e-mail will be sent to the address associated with the account.

Main Menu Overview
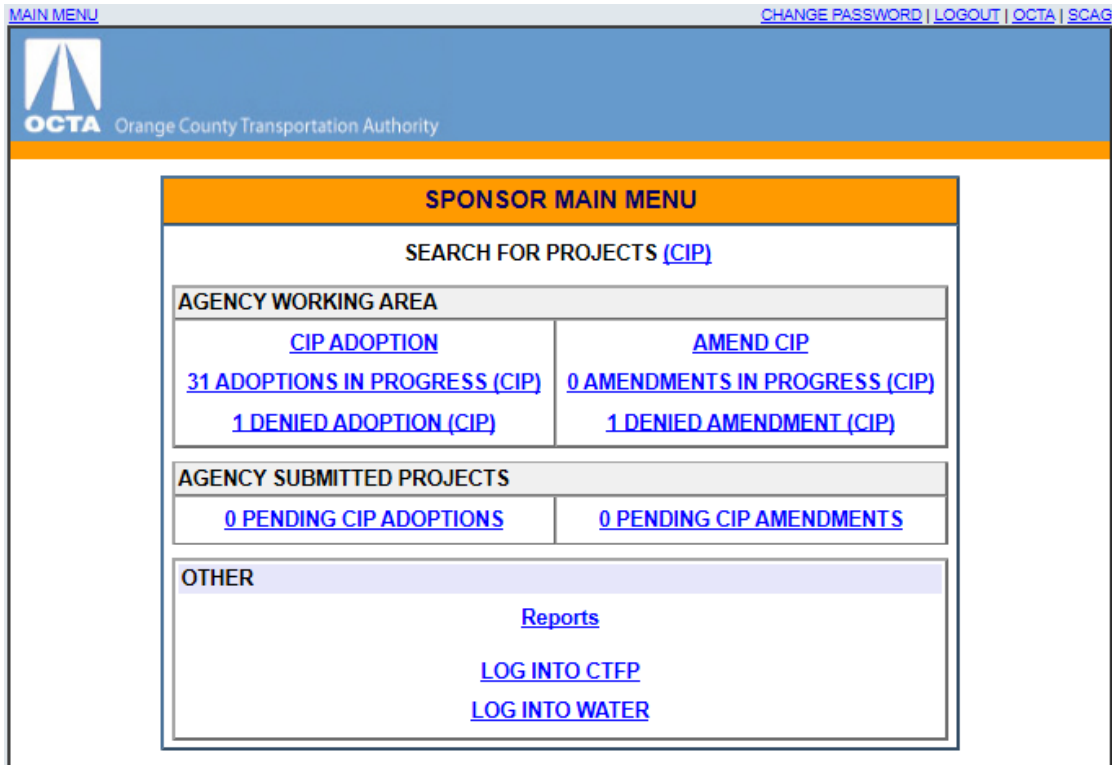
- Search for Projects (CIP) – Search for an existing CIP project.
- CIP Adoption – Adopt a CIP project by creating a new one, carrying over from a previous fiscal year, or carrying over from the CTFP or WATER database.
- Adoptions in Progress (CIP) – CIP adoptions that get "Saved for Later" can be accessed here.
- Denied Adoption (CIP) – Submitted adoptions that have been denied by OCTA can be accessed here.
- Amend CIP – A CIP amendment allows users to make modifications to their CIP off-cycle between adoptions.
- In Progress Amendment (CIP) – CIP amendments that get "Saved for Later" can be accessed here.
- Denied Amendment (CIP) – Submitted amendments that have been denied by OCTA can be accessed here.
- Pending CIP Adoptions – CIP adoptions that are "Submitted to OCTA" can be found here. To make further edits, the user must "Un-submit" the project.
- Pending CIP Amendments – CIP amendments that are "Submitted to OCTA" can be found here. To make further edits, the user must "Un-submit" the project.
- Reports – Run reports like CIP Revenue by Funding Source and CIP Project Listing.
- Log into CTFP – Switch to the CTFP database.
- Log into WATER – Switch to the WATER database.

Project Page Overview

Refers to the name given to amendments or adoptions, i.e. 21-00 is the CIP Document name for an adoption for fiscal year 2021-22.

Upload any relevant documentation. Note: This is optional.

Include the OCTA project number, if applicable. This is the CTFP project number and refers to an OCTA-approved project. If not applicable, this field can be left blank.

Input any additional project IDs associated with the project. Note: This is optional.

Provide a summary description of the project. There is a 250 character limit.

Enter the project limits/location. Scroll over the blue circled icon for a brief description of information to include.

Click on the drop-down button to display the list of possible entries and select the "Type of Work" that best represents the project. If project type of work is not available on the drop-down list, select "Other" and explain in the "Project Notes" field.

ADDING A NEW CIP PROJECT

ADMINISTRATIVE EDIT

CIP DOC
21-00 - CIP

PROJECT INFORMATION

* IMPLEMENTING AGENCY
Anaheim, City of

LOCAL PROJECT NUMBER   ADDITIONAL PROJECT IDS

* PROJECT TITLE

* PROJECT DESCRIPTION

* LIMITS ⓘ

* TYPE OF WORK   * TYPE OF WORK DESCRIPTION

UPLOAD PROJECT DOCUMENTS

OCTA Orange County Transportation Authority

*An asterisk denotes a required field for submission.

Input funding amounts by fiscal year, fund type, and phase. Additional rows will appear as needed.

Funding from prior years will be read only and will not appear on the current year's CIP. It is for historical reference and is not included in the total project cost.

The project must be saved before the mapping function is available. See the next page for more information on how to map a project.

PROGRAMMING INFORMATION ($0)   [MAP]   [HISTORICAL REVENUES]   [GRAPH REVENUES]

FISCAL YEAR	FUND TYPE (PROGRAMMED REVENUE SOURCE)	ENG	ROW	CON/IMP	O&M	TOTAL	
20/21	Arterial Capacity Enhancements (ACE)	$762,000.00	$1,147,669.00	$0.00	$0.00	$1,909,669	X
20/21	Unfunded/Unknown	$0.00	$0.00	$3,600,000.00	$0.00	$3,600,000	X
21/22	Gas Tax	$0.00	$0.00	$1,000,000.00	$0.00	$1,000,000	X
						$0	
						$0	
						$0	
						$0	
						$0	
						$0	
	Gas Tax	$0	$0	$1,000,000	$0	$1,000,000	
	GRAND TOTAL	$0	$0	$1,000,000	$0	$1,000,000	

HISTORICAL COMMENTS

PROJECT NOTES - LAST UPDATED: 5/27/2020 - ⓘ

Use the "Project Notes" field to include an explanation for projects with a fund source of "Other" or "Unfunded". This field can also be used to provide any additional information not captured in the previous fields, including project description.

Save for Later   Submit to OCTA   PRINT

Click "Save for Later" to move the project to the "Adoptions in Progress (CIP)" menu to continue editing later.

Once all the information has been verified for accuracy and completeness, the agency is ready to submit to OCTA for approval. After clicking "Submit to OCTA", the user cannot make additional edits unless they "Un-submit" the project in the "Pending" list.

Mapping

1. Click "Map" and a new window will open. Note: The project must be saved before the mapping function is available.

2. Click anywhere on the map and the mapping tools will appear.
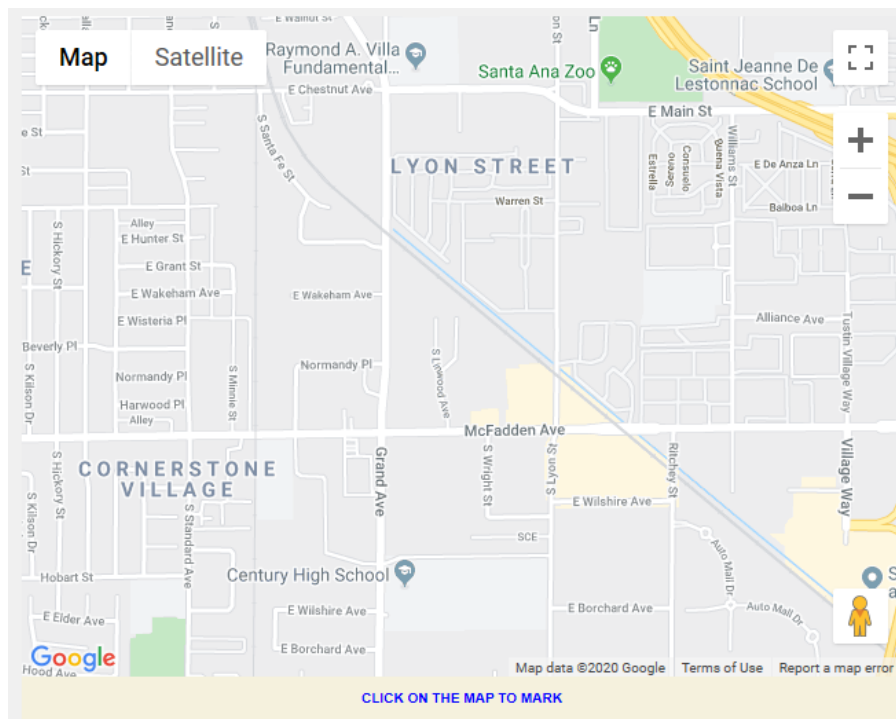
3. Click on the intersection(s) and/or road(s) that best demonstrate where the project is located. It will turn from blue to red. If the project is citywide, it does not need to be mapped.
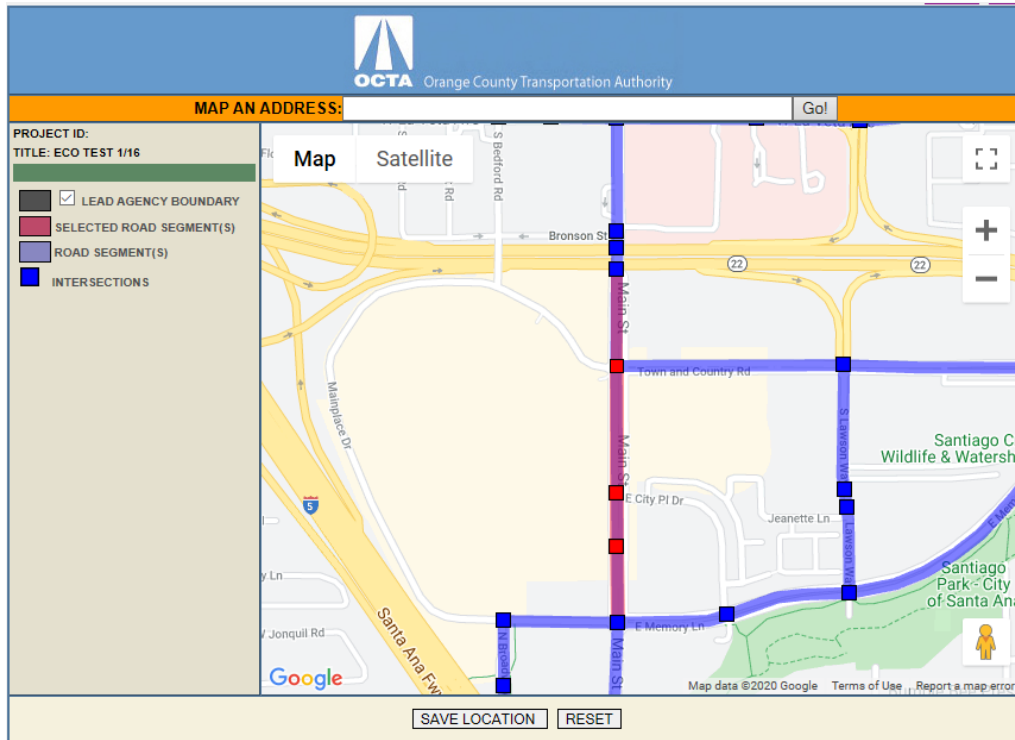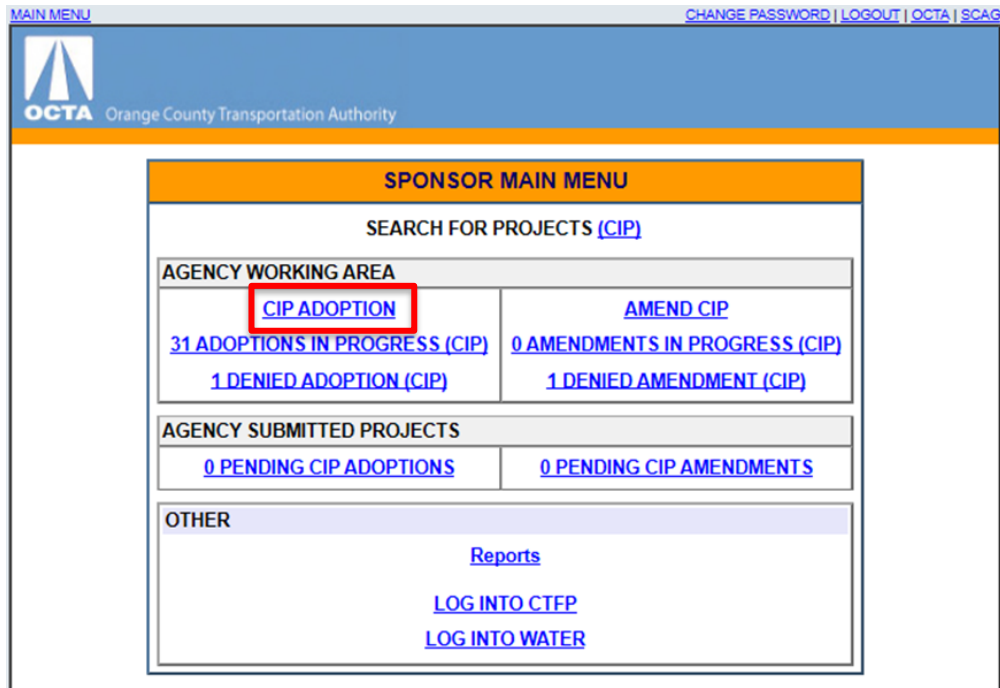

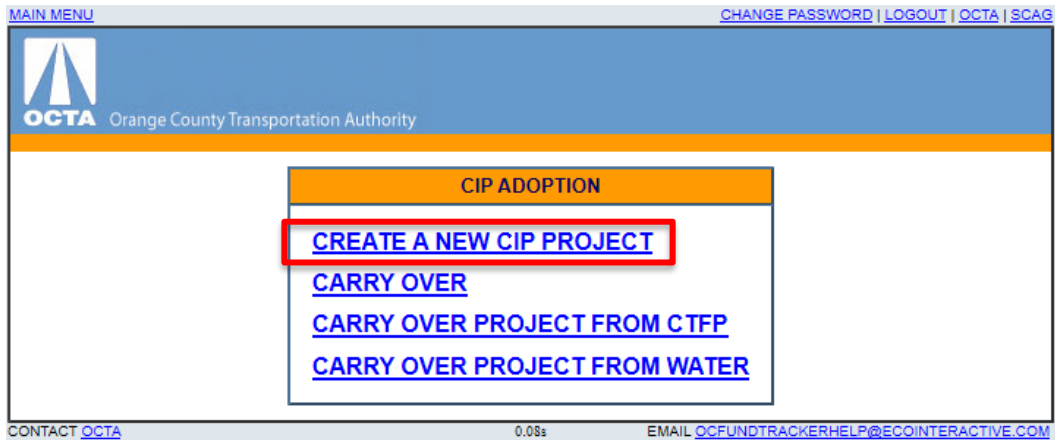4. Once finished, click "Save Location" and then exit out of the window.

Adoptions

Create a New Project in an Adoption

1. Click "CIP Adoption".

2. Click "Create a New CIP Project".

3. Fill out the project information and map the project location.
   a. Implementation agency, title, description, limits, type of work, type of work description, and at least one row of funding is required to submit a project.

Carry Over a Previous CIP Project

1. Click "CIP Adoption".
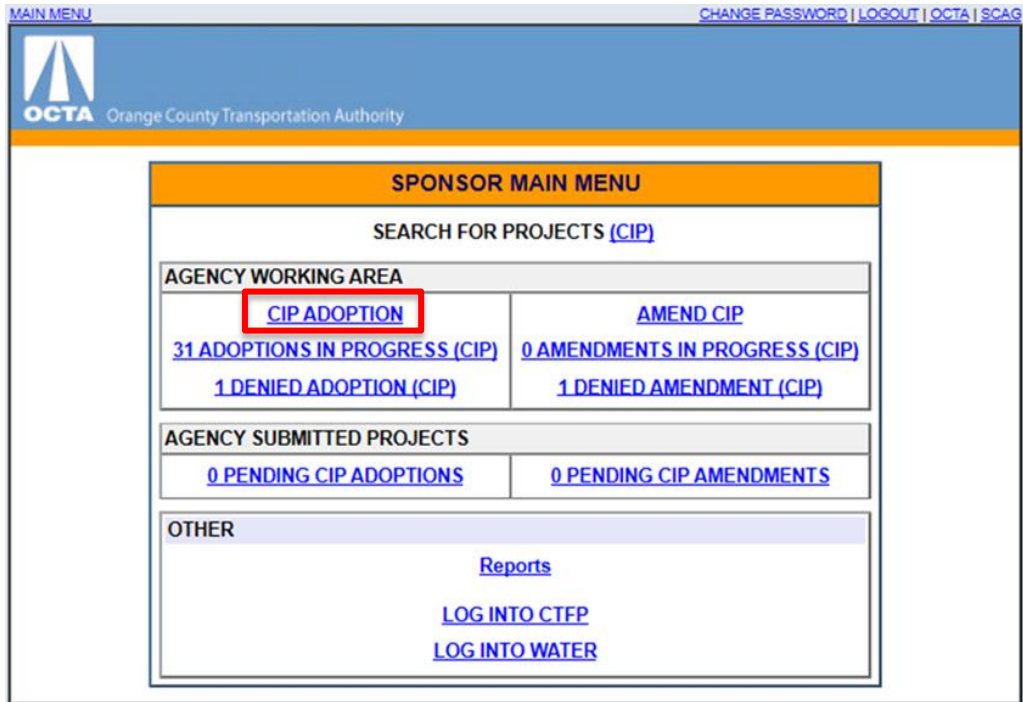
2. Click "Carry Over".
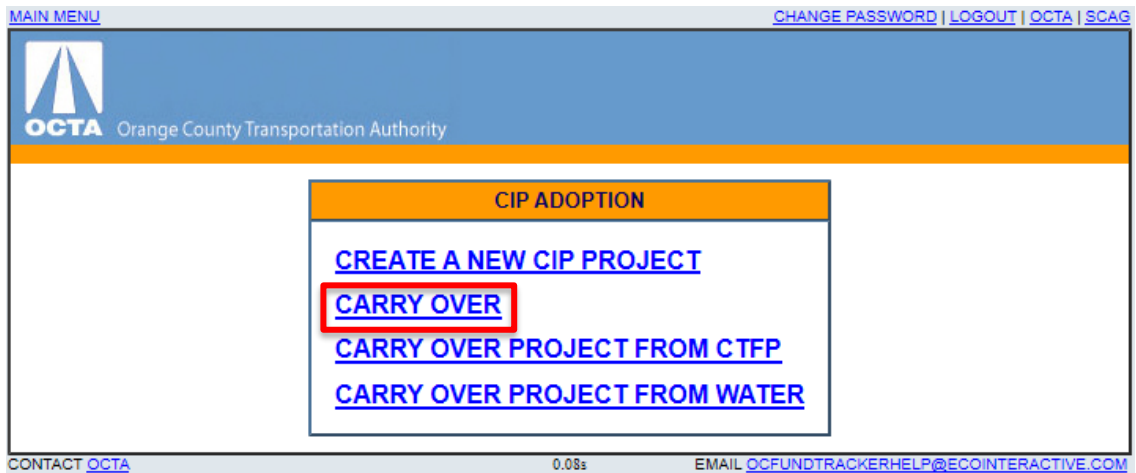
3. Search for the project to be carried over using the search filters as needed and then click "Search for Project". Tip: Filter by just the "Implementing Agency" to pull up the agency's complete list.

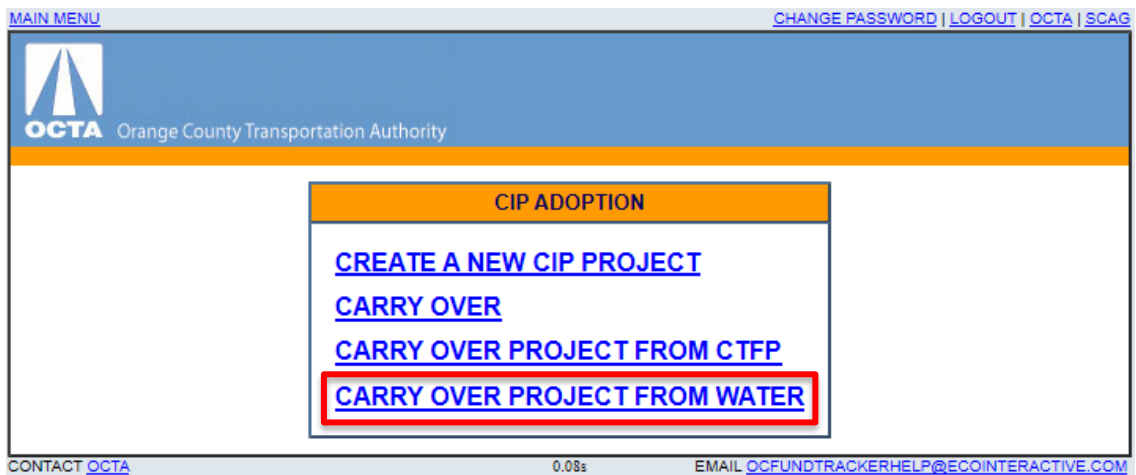4. Select the project to be carried over by clicking "[Carry-Over]".

5. Update the project information as needed. Note: Only the first 250 characters of the project description will be saved. Please edit the project description to fit within the character limit.

Carry Over a CTFP Project for Adoption

1. Click "CIP Adoption".

2. Click "Carry Over Project from CTFP".

3. Search for the existing project using the search filters as needed and then click "Search for Project". Tip: Input the last four digits of the project's OCTA project number in the "Application #" field to quickly pull up a specific project.

4. Select the CTFP project to be carried over by clicking "[Carry-Over]".


5. Update the project information as needed. Note: Only the first 250 characters of the project description will be saved. Please edit the project description to fit within the character limit.
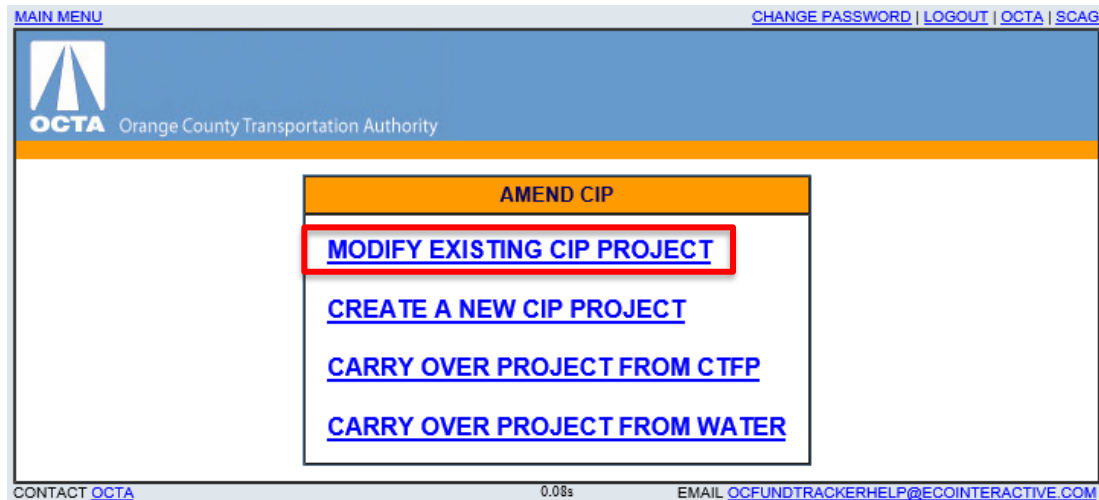
Carry Over a WATER Project for Adoption

1. Click "CIP Adoption".

2. Click "Carry Over Project from WATER".

3. Search for the existing project using the search filters as needed and then click "Search for Project". Tip: Input the last four digits of the project's OCTA project number in the "Application #" field to quickly pull up a specific project.

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SEARCH FOR A WATER PROJECT TO AMEND

APPLICATION #   PROJECT ID/#/IFAS   WATER PROJECT LIST

Active

IMPLEMENTING AGENCY

Anaheim, City of

' DESCRIPTION

FUNDING TYPE

☐ Submitted Projects to OCTA

Search for Project   Reset Form

CONTACT OCTA   0.38s   EMAIL OCFUNDTRACKERHELP@ECOINTERACTIVE.COM

4. Select the WATER project to be carried over by clicking "[Carry-Over]".

PROJECT SEARCH RESULTS

APPLICATION NUMBER
18-   -ECP-   [CARRY OVER]

5. Update the project information as needed. Note: Only the first 250 characters of the project description will be saved. Please edit the project description to fit within the character limit.

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Amendments

Modify an Existing Project for an Amendment

1. Click "Amend CIP".
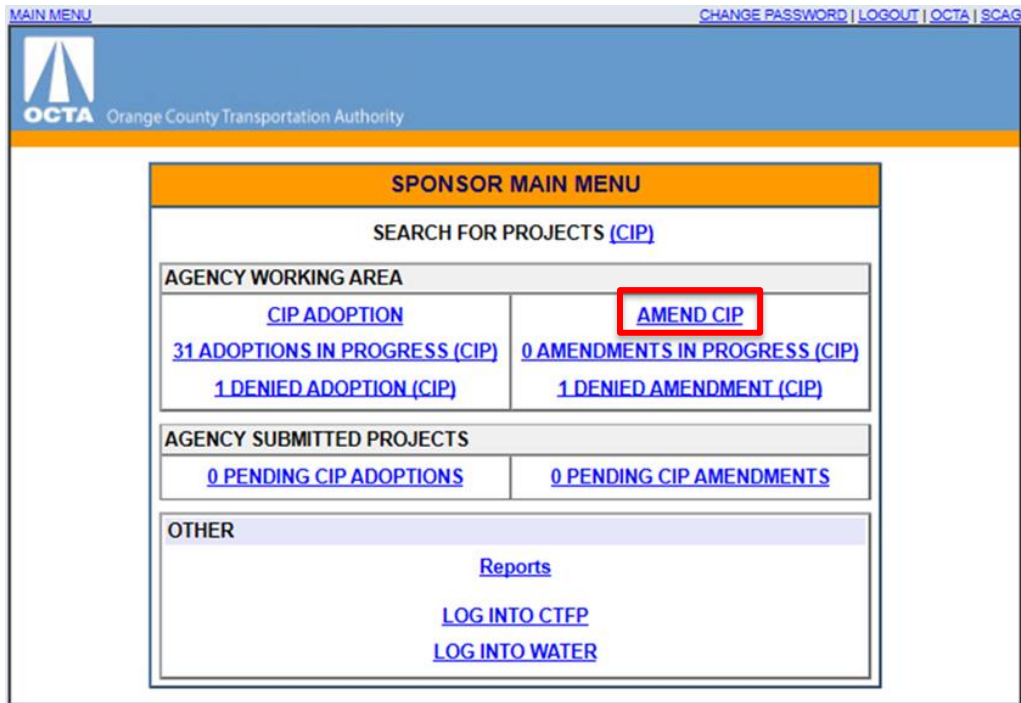
2. Click "Modify Existing CIP Project".

3. Search for the existing project using the search filters as needed and then click "Search for Project". Tip: Filter by just the "Implementing Agency" to pull up the agency's complete list.

4. Select the existing project to be amended by clicking "[Amend]".

5. Update project information as needed.

Create a New Project for an Amendment
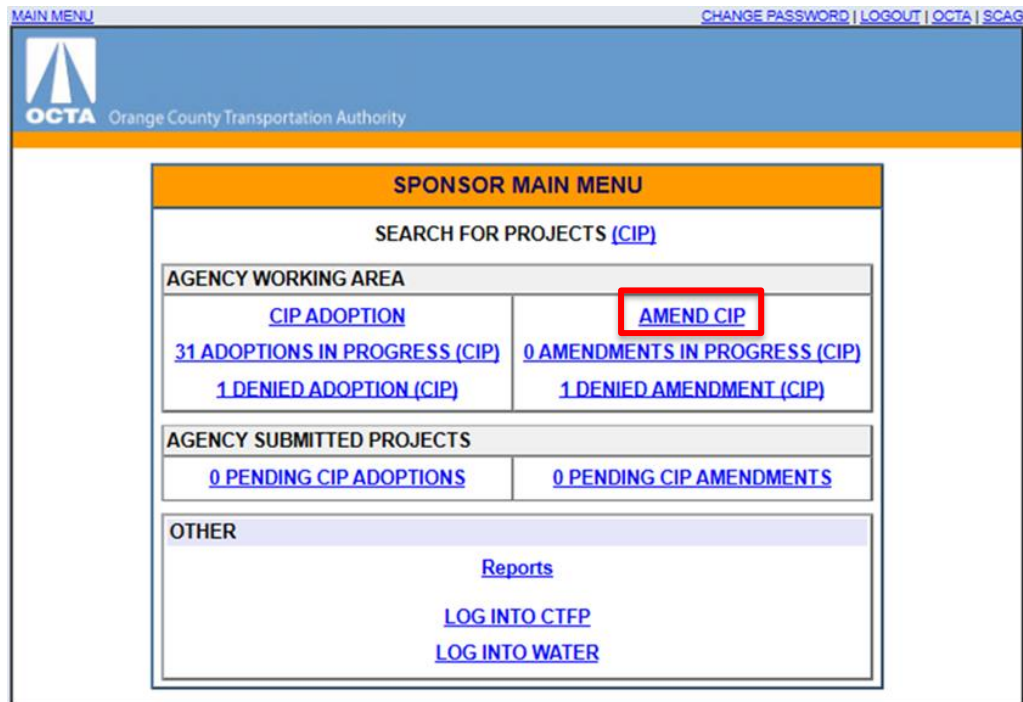
1. Click "Amend CIP".

2. Click "Create a New CIP Project".

3. Fill out the project information and map the project location.
   a. Implementation agency, title, description, limits, type of work, type of work description, and at least one row of funding is required to submit a project.

Carry Over a Project from CTFP for an Amendment

1. Click "Amend CIP".
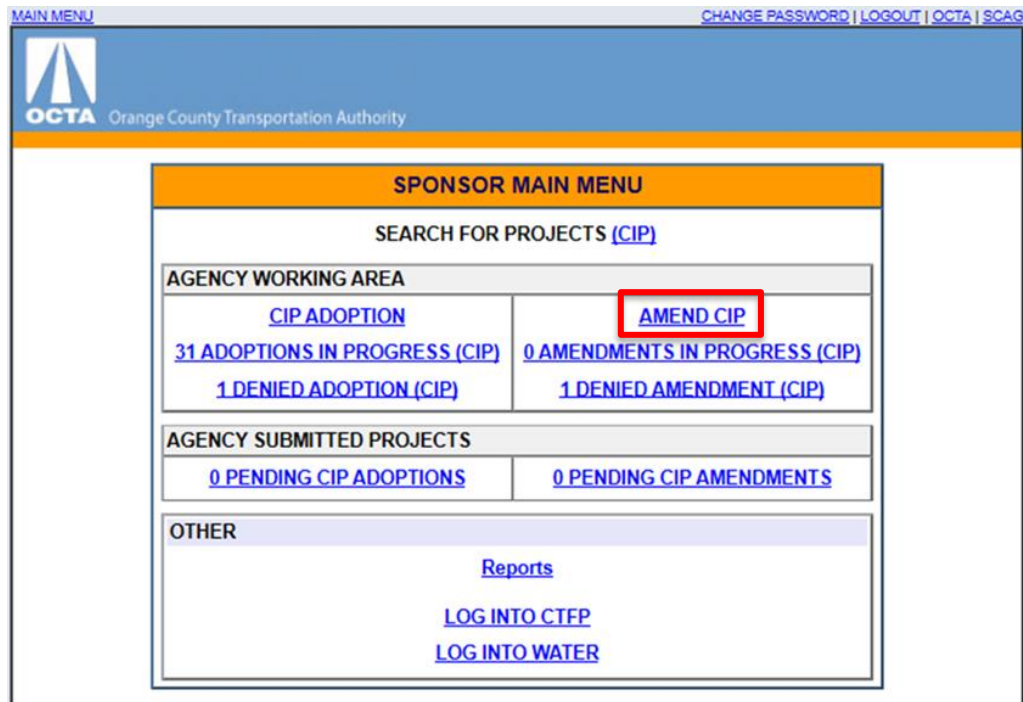

2. Click "Carry Over Project from CTFP".

3. Search for the existing project using the search filters as needed and then click "Search for Project". Tip: Input the last four digits of the project's OCTA project number in the "Application #" field to quickly pull up a specific project.

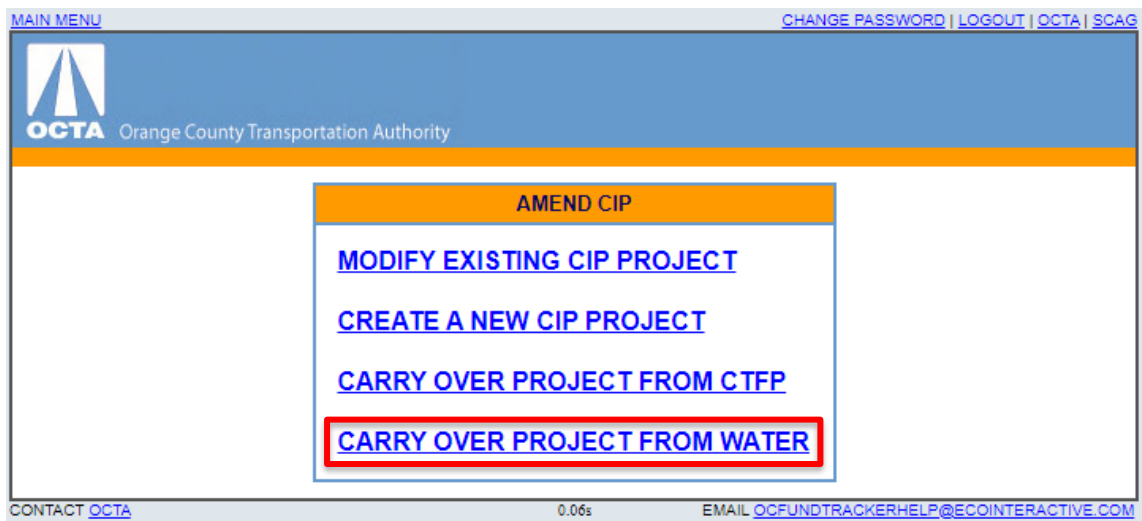4. Select the CTFP project to be amended by clicking "[Amend]".

5. Update the project information as needed. Note: Only the first 250 characters of the project description will be saved. Please edit the project description to fit within the character limit.

Carry Over a Project from WATER for an Amendment

1. Click "Amend CIP".

2. Click "Carry Over Project from WATER".

3. Search for the existing project using the search filters as needed and then click "Search for Project". Tip: Input the last four digits of the project's OCTA project number in the "Application #" field to quickly pull up a specific project.

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SEARCH FOR A WATER PROJECT TO AMEND

APPLICATION #   PROJECT ID/#/IFAS   WATER PROJECT LIST

Active

IMPLEMENTING AGENCY

PROJECT TITLE / DESCRIPTION

FUNDING TYPE

☐ Submitted Projects to OCTA

Search for Project   Reset Form

CONTACT OCTA   0.31s   EMAIL OCFUNDTRACKERHELP@ECOINTERACTIVE.COM

4. Select the WATER project to be amended by clicking "[Amend]".

PROJECT SEARCH RESULTS

APPLICATION NUMBER
18-   -ECP-   [AMEND]

5. Update the project information as needed. Note: Only the first 250 characters of the project description will be saved. Please edit the project description to fit within the character limit.

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Last Updated 4/14/2021

View Projects in Progress or Pending

In progress adoptions and amendments can be viewed by clicking "Adoptions in Progress (CIP)" or "Amendments in Progress (CIP)". Pending adoptions and amendments can be viewed by clicking "Pending Adoption (CIP)" or "Pending Amendment (CIP)".

Click on the Project ID link to open the project page and continue editing the project information.

To make further edits on an adoption or amendment that has been "Submitted to OCTA", click on the "Un-submit" button to move the pending project from the "Pending" list to the "In Progress" list.

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View Denied Projects

Denied Amendments and Adoptions can be viewed by clicking "Denied Adoption (CIP)" or "Denied Amendment (CIP)".

Accept/Deny comments will be found at the bottom of the project screen.

Reports

Click on the "Reports" link and select a report to run.

CIP Programmed Revenue by Funding Source Report

This report lists CIP programmed revenue by funding source for each year of the 7-Year CIP. First, select the range of CIP data to be included. Then, select which type of projects (accepted, pending, etc.) the report will include and whether the report will use current or escalated costs. Finally, click "Run Report".

This report can be exported to Excel by clicking on the link in the top right corner.

REVENUE BY FUNDING SOURCE ($0)   EXPORT TO EXCEL

FUNDING SOURCE	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	TOTAL (2020-2026)
State	$0	$0	$0	$0	$0	$0	$0	$0
Active Transportation Program	$0	$1,993,000	$974,000	$0	$50,000	$3,021,000	$0	$6,038,000
Agency Contribution	$0	$1,524,954	$0	$50,000	$0	$0	$0	$1,574,954
Air Quality Management District	$0	$35,597	$16,986	$156,504	$17,908	$18,442	$18,993	$264,430
Another City	$0	$0	$0	$0	$0	$0	$0	$0
Arterial Capacity Enhancements (ACE)	$0	$1,909,669	$0	$0	$0	$0	$0	$1,909,669
Bicycle Corridor Improvement Program	$0	$0	$0	$0	$0	$0	$0	$0
Community Development Block Grant	$0	$0	$0	$0	$0	$0	$0	$0
Congestion Management Air Quality	$0	$211,000	$439,000	$0	$0	$0	$0	$650,000
Developer	$0	$0	$0	$0	$0	$0	$0	$0
Environmental Cleanup Program (ECP)	$0	$1,499,552	$0	$0	$0	$0	$0	$1,499,552
Gas Tax	$0	$9,758,548	$9,169,590	$9,153,741	$9,866,058	$10,052,411	$10,090,000	$58,090,348
General Fund	$0	$0	$0	$0	$0	$0	$0	$0
Highway Bridge Reconstruction & Rehabilitation	$0	$1,078,150	$0	$0	$0	$0	$0	$1,078,150
Highways Safety Improvement Program	$0	$1,878,900	$843,025	$1,779,075	$0	$0	$0	$4,501,000
In Kind Services	$0	$0	$0	$0	$0	$0	$0	$0
Intersection Capacity Enhancements (ICE)	$0	$300,000	$0	$0	$0	$0	$0	$300,000
LPP - Local Partnership Program	$0	$40,000	$40,000	$0	$0	$0	$0	$80,000
Local Streets and Roads apportionments	$0	$0	$0	$0	$0	$0	$0	$0
Measure M2 Local Fairshare	$0	$5,383,891	$5,281,598	$5,440,046	$5,597,807	$5,754,545	$3,900,000	$31,357,887
Other	$0	$16,540,377	$9,636,955	$24,910	$104,845	$261,965	$0	$26,569,052
PROJECT V - Community Circulators	$0	$158,372	$152,871	$17,389	$161,172	$165,980	$170,933	$826,717
PROJECT W - Safe Transit Stops	$0	$480,000	$0	$0	$0	$0	$0	$480,000
Partnership	$0	$0	$0	$0	$0	$0	$0	$0
Senior Mobility Program (SMP)	$0	$0	$0	$0	$0	$0	$0	$0
Traffic Impact Fees	$0	$0	$0	$0	$0	$0	$0	$0
Traffic Signal Sync Program (TSSP)	$0	$1,571,059	$24,000	$0	$0	$0	$0	$1,595,059
Unfunded/Unknown	$0	$4,540,000	$1,100,000	$4,791,735	$7,011,800	$34,069,680	$80,500,000	$132,013,215
TOTAL	$0	$48,903,069	$27,678,025	$21,413,400	$22,809,590	$53,344,023	$94,679,926	$268,828,033

CIP Project Listing Report

This report lists all the projects in a CIP, alphabetized by project title, and includes all project information. First, select the range of CIP data to be included. Then, update the report title and select which type of projects (accepted, pending, etc.) the report will include. Finally, click "Generate Report".

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CIP PROJECT LISTING REPORT

IMPLEMENTING AGENCY
, City of

CIP START   CIP END
21-00   21-00

REPORT TITLE
FY 2021-22 Capital Improvement Program

INCLUDE OCTA ACCEPTED PROJECTS

GENERATE REPORT

Submitting the CIP to OCTA

The CIP Project Listing Report is the document that will be submitted to OCTA as part of the eligibility package due June 30, in addition to evidence of City Council adoption of the 7-Year CIP.

1. On the CIP Project Listing Report menu, please select the correct CIP start and end. The example below would be correct for the FY 2021-22 CIP.

2. Please format the report title as "FY XXXX-XX Capital Improvement Program".

3. When submitting the CIP prior to the June 30 deadline, please include all pending and accepted projects as shown in the example below. Once OCTA staff have reviewed and accepted all projects, a final report including only accepted projects will be saved.

4. Click "Generate Report" to open the report in a new window. To save the report as a PDF, click print and "Save as PDF" or "Microsoft Print to PDF", depending on the web browser. Please save/print in portrait mode. Other print settings may need to be adjusted to format the page appropriately. Two examples are shown below:

Google Chrome:

Microsoft Edge:

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