

2026 CALL FOR PROJECTS

OCFundtracker Training Manual



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Introduction

OCFundtracker

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

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

Please address questions or comments to OCTA at cmorales@octa.net or by calling Cynthia Morales at (714) 560-5905.

SECTION 1: STEP BY STEP GUIDE

Creating a New User Account

The screenshot shows the OCFundTracker login interface. At the top, there is a navigation bar with links: MAIN MENU, CHANGE PASSWORD, LOGOUT, OCTA, and SCAG. Below this is the OCTA logo and the text 'Orange County Transportation Authority'. The main content area features a large orange box titled 'Existing OCFundTracker users' with the instruction 'Enter your username and password to sign in'. Inside this box are input fields for 'USERNAME:' and 'PASSWORD:', a checkbox for 'Remember my username on this computer', and a 'LOGIN' button. Below the orange box, there are links for 'NEW TO OCFundTracker?', 'FORGOT YOUR PASSWORD?', and 'CLICK HERE'. A red arrow points from a callout box labeled 'Click for New User' to the 'CLICK HERE' link. The footer contains 'CONTACT OCTA', a timestamp '16,772.98s', and an email address 'EMAIL OCFUNDTRACKERHELP@ECOINTERACTIVE.COM'.

Step 1 – Access the OCFundtracker Webpage

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

Step 2 – Creating a New User

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

Step 3 – Approval E-mail

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

To ensure consistency, please do not share user accounts.

Existing User Login

The screenshot shows the login interface for existing users. At the top, there is a navigation bar with links: [MAIN MENU](#), [CHANGE PASSWORD](#), [LOGOUT](#), [OCTA](#), and [SCAG](#). Below this is the OCTA logo and the text "Orange County Transportation Authority". The main content area is titled "Existing OCFundTracker users" and instructs users to "Enter your username and password to sign in". It features input fields for "USERNAME:" and "PASSWORD:", a checkbox for "Remember my username on this computer", and a "LOGIN" button. A callout box labeled "Enter Login information" points to the username and password fields. Another callout box labeled "Help with Username or Password" points to the "CLICK HERE" link. Below the login fields, there are links for "NEW TO OCFundTracker?", "FORGOT YOUR PASSWORD?", and "CLICK HERE". The footer contains "CONTACT [OCTA](#)", a timestamp "16,772.98s", and an email address "EMAIL OCFUNDTRACKERHELP@ECOINTERACTIVE.COM".

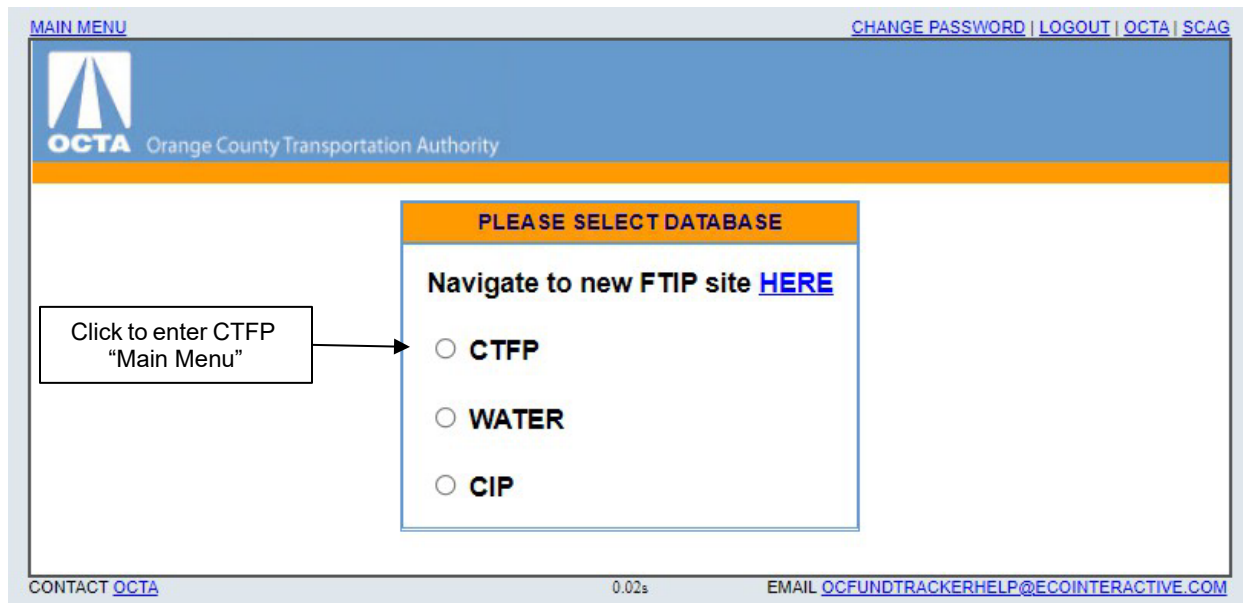
Step 1 – Access the OCFundtracker Webpage

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

Step 2 – Enter User Information

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

Database Menu

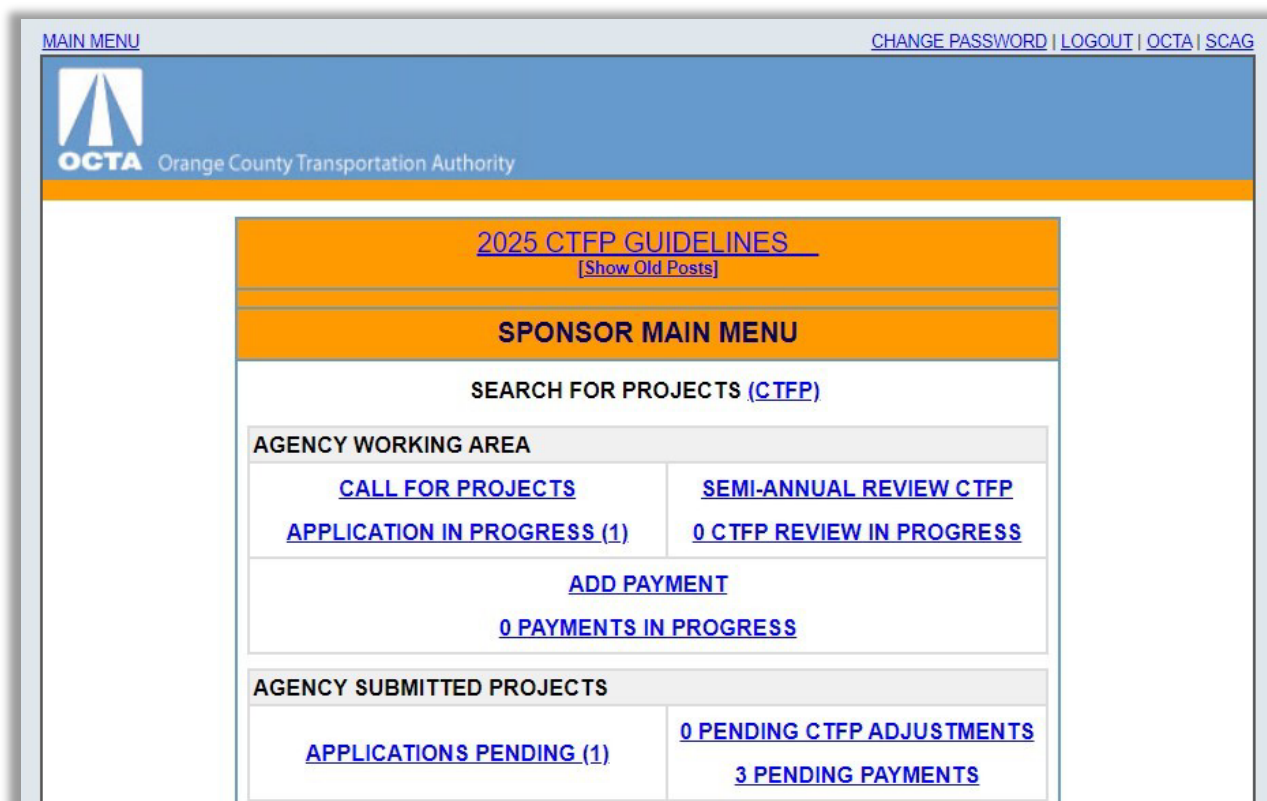


The screenshot shows the OCFundtracker web application interface. At the top, there is a blue header bar with the OCTA logo and the text "Orange County Transportation Authority". To the right of the header, there are links: [MAIN MENU](#), [CHANGE PASSWORD](#), [LOGOUT](#), [OCTA](#), and [SCAG](#). Below the header, there is a white box with a blue border. Inside this box, on the left, is a text box with the text "Click to enter CTFP 'Main Menu'" and an arrow pointing to a "PLEASE SELECT DATABASE" dialog box. The dialog box has an orange header and contains the text "Navigate to new FTIP site [HERE](#)". Below this text are three radio button options: ☐ CTFP, ☐ WATER, and ☐ CIP. At the bottom of the page, there is a footer bar with the text "CONTACT [OCTA](#)", "0.02s", and "EMAIL OCFUNDTRACKERHELP@ECOINTERACTIVE.COM".

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

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

Main Menu



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

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

“APPLICATIONS IN PROGRESS (1)” – This denotes how many applications are currently being worked on by the local agency. This link will take you to a listing of the applications in process so that they can be accessed and the work continued.

“APPLICATIONS PENDING (1)” – This denotes how many applications have been completed and submitted to OCTA for review. Once an application is submitted, it can no longer be accessed by the local agency.

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

Creating a New Application

The screenshot shows the OCTA FundTracker main menu. At the top, there are links for [MAIN MENU](#), [CHANGE PASSWORD](#), [LOGOUT](#), [OCTA](#), and [SCAG](#). The OCTA logo and name are displayed. Below the header, there is a section for [2025 CTFP GUIDELINES](#) with a [\[Show Old Posts\]](#) link. The **SPONSOR MAIN MENU** section includes a [SEARCH FOR PROJECTS \(CTFP\)](#) link. The **AGENCY WORKING AREA** contains several links: [CALL FOR PROJECTS](#) (highlighted with a red box and a callout), [SEMI-ANNUAL REVIEW CTFP](#), [APPLICATIONS IN PROGRESS \(4\)](#), [6 CTFP REVIEW IN PROGRESS](#), [ADD PAYMENT](#), and [0 PAYMENTS IN PROGRESS](#). A callout box with the text "Select link to access a new application form" points to the [CALL FOR PROJECTS](#) link.

Step 1 – Access the Agency Working Area

- Click on the “**CALL FOR PROJECTS**” link.

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

The screenshot shows the 'CTFP CALL FOR PROJECTS' page. At the top, there are links for [MAIN MENU](#), [CHANGE PASSWORD](#), [LOGOUT](#), [OCTA](#), and [SCAG](#). The OCTA logo and name are displayed. Below the header, there is a section titled **CTFP CALL FOR PROJECTS** with a bulleted list containing the link [CREATE NEW APPLICATION](#). At the bottom, there is a footer with the text "CONTACT [OCTA](#)", a timer "0.18s", and an email address "EMAIL OCFUNDTRACKERHELP@ECOINTERACTIVE.COM".

Step 2 – Access New Application Form

- Click on the “**CREATE NEW APPLICATION**” link.

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

Project Information Page

The screenshot shows the 'Project Information Page' for the Orange County Transportation Authority (OCTA). The page is titled 'ADDING A NEW CTFP PROJECT' and includes a navigation bar with links for 'MAIN MENU > NOMINATE A PROJECT', 'CHANGE PASSWORD', 'LOGOUT', 'OCTA', and 'SCAG'. The OCTA logo is also present.

Key features and callouts include:

- Upload supporting documents:** A callout pointing to the 'UPLOAD PROJECT DOCUMENTS' link in the top right corner.
- Link to approved CTFP Guidelines:** A callout pointing to the 'PROJECT DESCRIPTION - GUIDELINES' link.
- Select funding program:** A callout pointing to the 'IMPROVEMENT TYPE' drop-down menu.
- Provide description of work to be performed:** A callout pointing to the 'PROJECT TITLE' and 'PROJECT DESCRIPTION' text areas.
- Enter project limits:** A callout pointing to the 'FROM' and 'TO' fields for project limits.

The form fields are organized into sections:

- ADMINISTRATIVE EDIT:** Includes 'SCAG MODELING #' and 'IS MODELIN'.
- PROJECT INFORMATION:** Includes 'IMPROVEMENT TYPE', 'CONG DISTRICT', 'SUP DISTRICT', 'SENATE DISTRICT', 'ASSEMBLY DISTRICT', 'IMPLEMENTING AGENCY' (set to 'Orange County Transportation Authority (OCTA)'), 'PROJECT MANAGER', 'PHONE (10-DIGIT)', and 'EMAIL'.
- PROJECT DESCRIPTION:** Includes 'PROJECT TITLE' and 'PROJECT DESCRIPTION'.
- PROJECT LIMITS:** Includes 'SYSTEM' (set to 'Local Street'), 'ROUTE', 'INTERSECTION', 'LOCAL STREET NAME', 'FROM', and 'TO'.

Step 3 – Enter in Corresponding Project Information

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

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

LANES INFORMATION				
		Left Turn	# of Lanes Through	Right Turn
Existing	NorthBound			
	SouthBound			
With Application	NorthBound			
	SouthBound			
Existing	EastBound			
	WestBound			
With Application	EastBound			
	WestBound			

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

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

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

Step 4 – Enter Lane Information

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

Step 5 – Enter General Information

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

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

Local Minimum Match Requirement

Actual Match Rate

Agency entered dollar values in appropriate phase

Enter scheduled start and completion information for all project phases

Make sure to save to your work

PROGRAMMING INFORMATION (\$0)

Please enter all funding required for the total project for all years. Note: This 2025 Call for Projects will allocate M2 funds for FY25/26, FY26/27, FY27/28 only.

** Minimum match for local funds is 50% **

** Actual Match Rate: 0% **

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

SCHEDULE INFORMATION

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

JUSTIFICATION - GUIDANCE

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

Save for Later Reset Form

CONTACT OCTA 1.14s EMAIL OCFUNDTRACKERHELP@ECINTERACTIVE.COM

Step 6 – Enter Funding Information

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

Step 7 – Enter Schedule Information

- Enter schedule data for all project phases.
- Include completed and in process phases.
- Indicate the status of each phase in the Justification field, whether “Planned”, “Started”, “Pending”, or “Complete”. OCTA staff will update the status if project is approved for programming.

Step 8 – Save Application Information

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

Project Information Page – Clearing Errors

MAIN MENU [CHANGE PASSWORD](#) | [LOGOUT](#) | [OCTA](#) | [SCAG](#)

OCTA Orange County Transportation Authority

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

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

BEFORE SUBMITTING TO OCTA, PLEASE RESOLVE THE FOLLOWING ERRORS:

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

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

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

Step 9 – Resolve System Errors

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

[SPELL CHECK](#)

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

[Save for Later](#) [Reset Form](#)

Once errors are cleared and the project is saved, a new page will display the link to enter scoring data and mark the project on a map

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

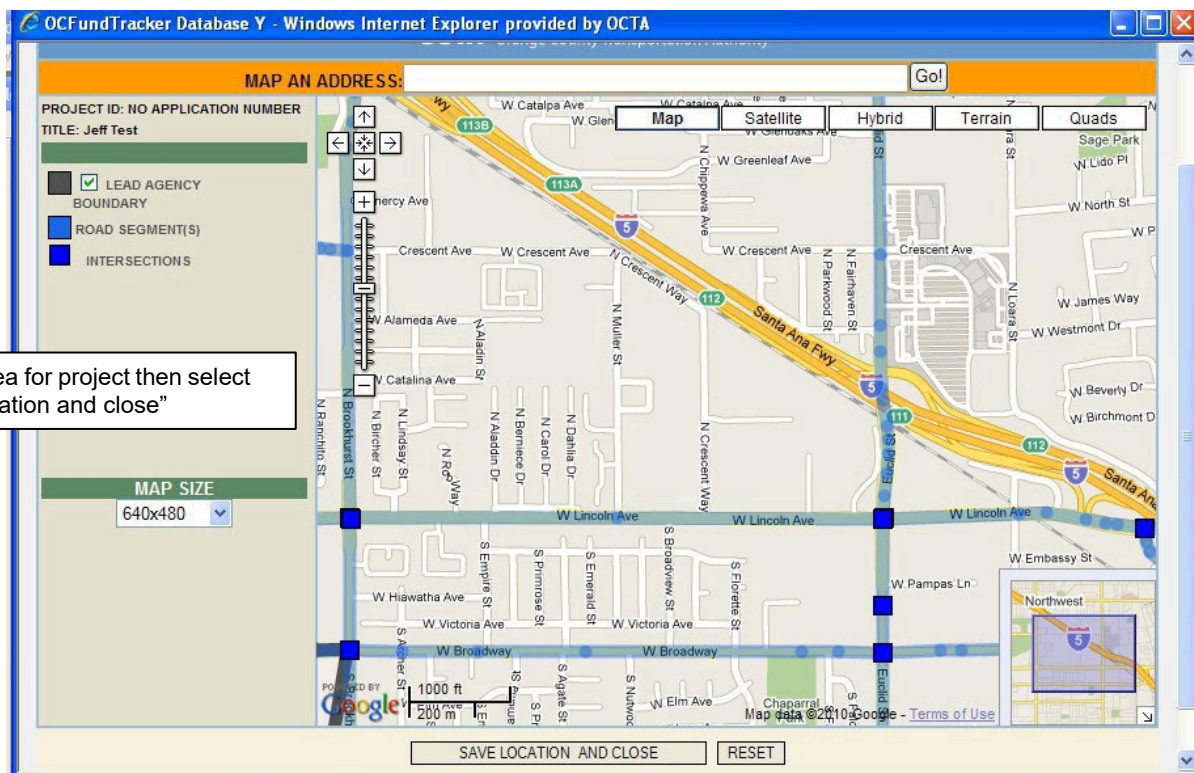
[ENTER SCORING DATA](#)

[MARK ON MAP](#)

Please Mark on Map before submitting. If marked on map, click Save. If there is a pop-up window, please click No

[Save for Later](#) [Save and Submit to OCTA](#) [PRINT](#)

Marking Project on the Map



Step 1 – Enter Mapping Data

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

Entering Scoring Data (Part 1)

The screenshot shows the OC Fundtracker interface for a project named "ACE - STREET WIDENING". The interface is divided into two main sections: "Facility Usage" and "Economic Effectiveness".

Facility Usage Section:

- Existing ADT:** 35000 (Points: 6)
- VMT:** 19000 (Points: 5)
- Current Project Readiness:**
 - Environmental Approvals ☐
 - Preliminary Design (35%) ☐
 - Right of Way (All offers issued) ☐
 - Final Design (PS&E) ☐
 - Right of Way (All easement and titles) ☐ (Points: 0)

Economic Effectiveness Section:

- Cost Benefit:** 1000000 (Total Project Cost) / 35000 (ADT) = 29 (Points: 10)
- Funding Over-Match:** 25% (City Match) - 25% (Required) = 0% (Points: 0)

Callouts in the image:

- "Enter in ADT and VMT" points to the ADT and VMT input fields.
- "Enter current project readiness" points to the "Current Project Readiness" section.
- "Cost benefit and Funding Over-Match are both system calculated numbers based on agency entered data" points to the "Cost Benefit" and "Funding Over-Match" rows.

Step 1 – Enter Facility Usage Data

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

Step 2 – Verify Economic Effectiveness

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

Entering Scoring Data (Part 2)

Select facility significance

Facility Importance

Transportation Significance

Operational Attributes

Check off the appropriate operational attributes

Bonus: Details and qualitative Analysis provided for Class II/IV bike facilities

Active Transit Route(s) ☐

Active Transportation Focused Plan Elements ☐

Bus Turnouts ☐

Median (raised) ☐

Other ☐

Sustainability Elements ☐

Safety Improvements ☐

Bike Facilities (new) ☒

Meets MPAH Configs. ☐

Pedestrian Facilities (New) ☐

For projects with bike improvements complementary to the MPAH project, there is an opportunity for bonus points if further details and analysis describing the benefits to the MPAH are included in the application. Select YES or NO if optional information is provided.

Step 3 – Enter Facility Importance

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

Entering Scoring Data (Part 3)

ACE

Benefit			
Improvement Characteristics	Select improvement characteristic from menu	Adds Capacity	6
Existing LOS - Starting Point		1.01	5
LOS - After Project		.82	
LOS Improvement		0.19	4
TOTAL =			20

Enter in the existing Level of Service

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

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

Step 4 – Project Benefits – ACE / FAST

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

ICE

Benefit			
Existing LOS - Starting Point - (Peak Hour)		1.05	5
LOS - After Project - (Peak Hour)		.87	
LOS Improvement		0.18	4
TOTAL =			20

Enter in the existing Level of Service for Peak Hour

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

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

Step 4 – Project Benefits – ICE

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

FAST

Benefit	
Existing LOS - Starting Point - (Peak Hour)	1.05 8
LOS - After Project - (Peak Hour)	.84
LOS Improvement	0.21 10
Improvement Characteristics	TOTAL = 18
	New Facility (partial interchange) ▼ 8

Enter in the existing Level of Service for Peak Hour

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

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

Step 4 – Project Benefits – FAST

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

SAVE RANKING CLOSE WINDOW PRINT
TOTAL POINTS: 58

Save the scoring information by clicking here

Step 5 – Save and Print

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

Project Information Page – TSSP (Part 1)

The screenshot shows the Project Information Page for TSSP (Part 1). The page is divided into several sections with annotations pointing to specific fields:

- Performance Measures**: A link at the top right of the page.
- Administrative Edit - READ-ONLY**: A section containing fields for CALL FOR PROJECTS (08-09-21.1 - CTFP), PROJECT NUMBER, IFAS, CONTRACT #, MATCH RATE, and CA N/.
- Project Information**: A section containing fields for IMPROVEMENT TYPE (ACE - Arterial Capacity Enhancement), IMPLEMENTING AGENCY (Orange County Transportation Authority (OCTA)), CONG DISTRICT, SUP DISTRICT, SENATE DISTRICT, ASSEMBLY DISTRICT, PROJECT MANAGER, PHONE (10-DIGIT), and EMAIL.
- Project Description - GUIDELINES**: A text area for providing a detailed scope of work, with a link to current approved Guidelines.
- System, Route, Intersection, Local Street Name, From, To, Map**: Fields for entering project limits, including a dropdown for SYSTEM (Local Street), a dropdown for ROUTE, a dropdown for INTERSECTION (NO), a text field for LOCAL STREET NAME (Main Street), and text fields for FROM (First) and TO (Second).

Step 1 – Enter in Corresponding Project Information

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

Project information Page – TSSP (Part 2)

Answer all general project information questions provided

GENERAL QUESTIONS

CTFP QUESTIONS

Is this application on your current approved measure M2 CIP? ☐

Has your agency previously received CTFP funding for this Application? ☐

If Yes, When?

Project ID?

Is this on agency's LOCAL SYNCHRONIZATION PLAN? ☐

OCFundtracker number

Has this project been previously funded by M2

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

Program rules in red are very important.

Step 2 – General Questions

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

Project information Page – TSSP (Part 3)

Minimum match requirement

Actual match rate

Agency entered dollar values in appropriate phase

Enter schedule and status information on all phases

PROGRAMMING INFORMATION (\$0)

Please enter all funding required for the total project for all years. Note: This 2014 Call for Projects will allocate M funds for FY12/13, FY13/14
 ** Minimum match for local funds is 20% ** ** Actual Local Agency Match Rate is NaN% **

FED FISCAL YR	FUND TYPE	PRIMARY IMPLEMENTATION	ROW (DISABLED)	MAINTENANCE & MONITORING	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
Update Subtotals					
GRAND TOTAL					\$0

SCHEDULE INFORMATION

	SCHEDULED START		SCHEDULED COMPLETION		STATUS	ACTUAL COMPLETION	FINAL REPORT SUBMITTAL
	MONTH	YEAR	MONTH	YEAR			
PLAN							
PRIMARY IMPLEMENTATION							
ROW							
MAINTENANCE & MONITORING							

Step 3 – Enter Funding Information

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

Step 4 – Enter Schedule Information

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

Step 5 – Save Application Information

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

Entering Scoring Data – TSSP (Part 1)

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

TSSP - Traffic Signal Synchronization Program		POINT(S)
Transportation Significance		
Vehicle Miles Traveled (VMT)		0
Percent Inclusion of Offset Signals Within 2700'		0
Transportation Significance Score		0
Jurisdictions		
Total Number of Involved Jurisdictions		0
Jurisdictions Score		0
Project Scale		
Percent of Main Corridor Signals Being Retimed		0
Number of Signals on Main Corridor Being Retimed		0
Project Scale Score		0

Step 1 – Enter Facility Usage Data

- Enter in the VMT based upon average daily trips for each segment.
- Enter the percentage of offset signals included. It is **highly recommended** that applicants consult with OCTA for offset signal data prior to submittal.

Step 2 – Enter Local Jurisdiction Information

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

Step 3 – Enter Project Scale

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

Entering Scoring Data – TSSP (Part 2)

Economic Effectiveness		
Total Project Cost/MT	4170000 (Total Project Cost) / (ADT) = Infinity	10
Economic Effectiveness Score		10
Project Characteristics		
Project Average Improvement Score Range		0
Project Characteristics Score		0
Current Project Status		
Project Status	Re-timing 75% of previous project ☐ Timing of 75% of new eligible project ☐	0
Current Project Status Score		0
Funding Match		
Funding Match		1
Funding Match Score		1

Step 4 – Enter Project Characteristics

- Enter in the project average improvement score calculated through the Supplemental Application.
- Refer to Supplemental Application Appendix B.3 – Table III: Project Average Improvement Scores. For further details and guidance, see the [2025 Call for Projects Supplemental Application Guide](#).

Step 5 – Enter Project Status

- Check off current status of the project development, if applicable. Only one option can be selected.
- The system will determine the funding over-match (if any) and assign points.

SAVE RANKING CLOSE WINDOW PRINT
TOTAL POINTS: 59

Save the scoring information by clicking here

Step 6 – Save and Print

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

Performance Measures

VIEW PREVIOUS VERSIONS OF THIS PROJECT		PROJECT SUMMARY (XLS)		UPLOAD PROJECT DOCUMENTS	
APPLICATION NUMBER:		CTFP TOTAL ALLOCATIONS:		TOTAL PROJECT COST	
PROJECT ID: CP--3610		CTFP TOTAL PAYMENTS:		MATCH RATE	
VERSION: 1		STATUS: Planned		BOARD APPROVAL DATE	
LAST MODIFIED BY: Amy Tran (8/9/2021) APPROVED BY: N/A HISTORY					

Click here to enter
Performance Measures

[PERFORMANCE MEASURES](#)

Step 1 – Enter Project Information

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

TSSP

Total Number of Proposed Signals for Project:

Total Number of Proposed Corridor Miles for Project:

Enter # of signals

Enter length of project

Step 2 – Corridor Input

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

Corridor Input

Corridor Name:

Street:

Enter Limits

Signal Synchronized Within Last Seven (7) Years ☐

Adding Advanced Transportation Controllers ☐

Adding Fiber Optic Communications ☐

Adding Closed-Circuit Television ☐

Adding Vehicle and/or Pedestrian Detection ☐

Select all that apply

Step 3 – Save

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

Mark on Map: refer to page 12 for instructions

Projects in Progress

The screenshot displays the 'SPONSOR MAIN MENU' of the OCTA FundTracker system. At the top, there are navigation links: 'MAIN MENU', 'CHANGE PASSWORD', 'LOGOUT', 'OCTA', and 'SCAG'. The OCTA logo and name are visible on the left. The main menu is divided into several sections:

- 2025 CTFP GUIDELINES** with a sub-link '[Show Old Posts]'.
- SEARCH FOR PROJECTS (CTFP)**.
- AGENCY WORKING AREA**, which contains:
 - [CALL FOR PROJECTS](#)
 - [SEMI-ANNUAL REVIEW CTFP](#)
 - [APPLICATION IN PROGRESS \(1\)](#) (highlighted in red)
 - [0 CTFP REVIEW IN PROGRESS](#)
 - [ADD PAYMENT](#)
 - [0 PAYMENTS IN PROGRESS](#)
- AGENCY SUBMITTED PROJECTS**, which contains:
 - [APPLICATIONS PENDING \(1\)](#)
 - [0 PENDING CTFP ADJUSTMENTS](#)
 - [3 PENDING PAYMENTS](#)

A callout box with an arrow pointing to the 'APPLICATION IN PROGRESS (1)' link contains the text: 'Select link to edit previously entered information of saved applications'.

Step 1 – Editing Applications in Progress

- To edit previously submitted applications, or to submit completed applications to OCTA, click on the **“APPLICATIONS IN PROGRESS (1)”** link.

Projects in Progress (Part 2)

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

PLEASE ENTER SCORING BEFORE SUBMITTING

PLEASE MARK ON MAP BEFORE SUBMITTING

PLEASE ENTER

Complete and ready for submittal to OCTA

Application incomplete and therefore cannot be submitted

Step 2 – Selecting Incomplete Applications

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

Step 3 – Submitting Complete Applications

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

Verifying Submittal of Applications

The screenshot displays the OCTA (Orange County Transportation Authority) Fund Tracker application interface. At the top, there is a navigation bar with links for [MAIN MENU](#), [CHANGE PASSWORD](#), [LOGOUT](#), [OCTA](#), and [SCAG](#). Below this is the OCTA logo and the text "Orange County Transportation Authority".

The main content area is titled "2025 CTFP GUIDELINES" with a link to [\[Show Old Posts\]](#). Below this is the "SPONSOR MAIN MENU" section, which includes a "SEARCH FOR PROJECTS (CTFP)" link.

The "AGENCY WORKING AREA" section contains several links: [CALL FOR PROJECTS](#), [SEMI-ANNUAL REVIEW CTFP](#), [APPLICATION IN PROGRESS \(1\)](#), and [0 CTFP REVIEW IN PROGRESS](#). There is also an [ADD PAYMENT](#) link and [0 PAYMENTS IN PROGRESS](#).

The "AGENCY SUBMITTED PROJECTS" section shows [APPLICATIONS PENDING \(1\)](#) and [0 PENDING](#). A callout box points to the [APPLICATIONS PENDING \(1\)](#) link, stating: "Indicates number of applications that have been submitted for review by OCTA".

Final Step – Application Verification

- Once an application is submitted to OCTA, it will appear in the **“APPLICATIONS PENDING (1)”** link total.
- This link can be clicked to review previously submitted applications, but no changes can be made at this point.

SECTION 2: CALL INFORMATION

Call Schedule

Below is a tentative schedule of the call for projects:

Call Released/Board Approval for Issuance	September 8, 2025
Virtual Application Workshop and Q&A Session	September 18, 2025
Local Agency One-on-One application Discussions	Upon Request
Modeling/New facility Request Deadline	October 9, 2025
Deadline to request OCTA to lead RTSSP	N/A for 2026 Call
Draft "Route" Applications Due to OCTA	October 23, 2025
Applications Due to OCTA (by 5:00 p.m.)	November 20, 2025
Local Agency's Executed Governing Board Resolution	January, 2026
Technical Steering/Technical Advisory Committee review	March/April 2026
OCTA Board or Directors approval of recommended projects	Spring, 2026
2026 Project O & P Funds Allocated*	July 1, 2026
*This is the earliest date projects can be programmed for the 2026 call	

Call Questions / Contact

If at any point during the call process, questions arise regarding the guidelines or the OCFundtracker database, application or scoring criteria, please contact OCTA at cmorales@octa.net.

Please direct **all** questions to this email address.