

Oregon Department of Transportation

# Guide for Completing Enhance Proposal

2018-2021 Statewide Transportation Improvement Program

August 2015

## Introduction

The proposal form and guidance for both proposers and reviewers reflect the direction provided by the Transportation Commission as to the programming of funds for the STIP. Given the condition of the system, the majority of funds are going to preserving the existing system, including Fix-It funds for Transit, ADA ramps and to leverage funds to improve already planned Fix-It projects. The \$30 million Enhance program for years 2019-2021 is now for non-highway projects. A link to the staff memo to the OTC is provided which outlines the steps that the OTC took in order to reach their decisions.

<http://www.oregon.gov/ODOT/TD/STIP/Apply/OTCStaffReport.pdf>

As part of the OTC decision, \$30 million was allocated for Enhance Non-Highway. Those are the funds that will use this proposal and the related guidance documents. These projects may be on or off the state system, proposed projects will need to be consistent with state and local plans, and the proposers will be required to provide the matching funds. The \$30 million will be allocated to the Regions using the Region equity formula. So the changes to this document are to be clear that roadway modernization projects (pavement, bridge, or new road construction) are no longer eligible.

The Enhance category of the 2018-2021 Statewide Transportation Improvement Program (STIP) includes projects, investments and programs that improve or expand the state's multimodal transportation system<sup>1</sup>. Due to the funding uncertainty at the state and federal levels, the Oregon Transportation Commission delayed the 2017-2020 STIP cycle, therefore the next STIP will cover the period 2018-2021.

A key objective for Enhance funds for 2018-2021 is that selected proposals are targeted to improvements that demonstrate the greatest benefits in relation to costs. Selected proposals should describe how or if the projects proposed benefit the state's multimodal transportation system or major freight routes and be consistent with statewide plans (e.g. Oregon Transportation Plan (OTP) (and local plans if on the local system). These projects typically make key connections between modes or facilities, improve access to economic opportunities, and/or address identified system bottlenecks.

Given limited funding, the primary focus of the 2018-2021 Enhance program is to ensure these limited funds are allocated to high priority and strategic transportation investments that directly or indirectly benefit the state's multimodal transportation system.

Since funds for 2018 are already programmed to projects in the current 2015-2018 STIP, building a 2018-2021 STIP provides the opportunity to allocate three years of new funding rather than two years under a 2017- 2020 STIP. Providing an adequate

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<sup>1</sup> Note: Federal Highway Funds cannot be used for aviation, marine and rail transportation projects

amount of funding for allocation in the project selection process is important for applicants and advisory committees that must sort through project proposals to arrive at recommendations.

As a result of declining revenue projections and growing debt service, ODOT's State Highway Fund resources are essentially fully committed to debt service, maintaining highways, and agency operations. This means federal funding is the almost exclusive funding source for construction projects in the STIP that modernize or enhance the state transportation system. As noted, future federal funding is highly uncertain and at some risk of being cut. Because the federal gas tax has not been raised since 1993, revenue has not kept pace with investment need, and the Federal Highway Trust Fund now faces an annual deficit of about \$15 billion. Congress must find new revenue or significantly cut funding for highway and transit projects.

It is important to remember Enhance funds are mostly federal funds allocated to the State and do not include federal or state formula disbursements to local jurisdictions. Therefore, it is essential to ensure these funds are allocated to high priority and strategic transportation investments.

## Guidance to Proposers on the Process:<sup>2</sup>

**Step 1.** Read this Guide for Completing Enhance Proposal, the Enhance Proposal Review Process: An Overview, and the Enhance Proposal Form.

<http://www.oregon.gov/odot/td/stip/Pages/default.aspx>

**Step 2.** Review Item 2 (Transportation Need Statement) and Item 3 (Project Description) on the proposal form and begin developing answers to these items.

**Step 3.** Contact the appropriate ODOT Region staff as early as possible (contact information provided below). Provide ODOT Region staff with written answers to questions 2 and 3 of the proposal form. Coordinating with ODOT Region staff is strongly recommended prior to submitting any project proposal. The time between January and November 2015 will be available for this coordination prior to proposal submittal by noon, November 20, 2015.

**Step 4.** After coordinating with ODOT Region staff, finalize and transmit the project proposal by noon, Friday November 20, 2015.

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<sup>2</sup> Proposals will also be developed by ODOT staff for projects on/investments in the state system and submitted in the same manner described herein.

\*Throughout this document "ACT" refers to the Advisory Committees on Transportation, including one being formed in Region 1.

## Summary of Enhance Process

At appropriate points during the process, the Transportation Commission will engage with representatives from the Area Commissions on Transportation to provide clarification on the process and their expectations.

1. Proposers develop a Transportation Needs Statement and Project Description for discussion with ODOT Region staff as part of the Pre-Proposal Consultation.
2. In the pre-proposal consultations, ODOT Region staff will provide the prospective proposers with their perspective about how well the proposed project meets the three Modal Attributes and Cross Modal Criteria developed by the Statewide Advisory Committees and by the staff that support those committees. The Region staff and proposers should also discuss how or if the project strategically benefits the state's multimodal transportation system.
3. The pre-proposal consultations will also help inform how the proposer may best describe the Modal Attributes of the project in their proposals and identify which of the Cross Modal Criteria are addressed by the project proposal. It is also an opportunity to refine and develop preliminary agreement about likely project costs. ODOT staff will also be sharing information about proposed Fix-It projects to assess any leveraging opportunities during the pre-proposal period.
4. Proposals received prior to the deadline and determined to be eligible for Enhance funds will make up each Region's initial project list.
5. **The recent OTC decision on STIP funding levels has led to the approval of a \$30 million Enhance Non-Highway program.** Each Region will work with their ACTs to develop the recommended Enhance 150% list. The ACTs developing the 150% recommendations will be asked to review the proposals keeping in mind how well they (1) meet the Modal Attributes, (2) address the Cross Modal criteria, and (3) may be associated with a Fix-It project. Proposed projects will also be reviewed on the basis of the degree to which they benefit the state's multimodal transportation system in recognition that the majority of Enhance funds will be targeted to projects that do benefit the state's multi-modal transportation system.
6. If a project proposal is advanced to the 150% list, ODOT staff in consultation and collaboration with the proposer will develop more detailed project costs informed by field scoping of the project, with the expectation that project funds will be federal in nature.
7. The scoped list of projects and their associated costs, in combination with the Modal Attributes and Cross Modal Criteria will be used by ODOT Region staff to develop a straw proposal for each ACT to consider as they develop Enhance 100% list recommendations.

8. The final ODOT Region Enhance 100% list recommendations developed by the ACTs will be forwarded to the OTC to be considered for inclusion in the Draft 2018-2021 STIP.

For a timeline of the 2018-2021 STIP please visit:

<http://www.oregon.gov/odot/td/stip/Pages/default.aspx>

**Deadline:** Proposals must be received by 12:00 PM (noon) on **Friday, November 20, 2015**. Completed proposals must be transmitted to the appropriate STIP Enhance Region email by the deadline. Pre-proposal consultation with ODOT is strongly suggested prior to submission. It is expected that all proposals will go through the consultation process with ODOT Region staff prior to providing to Area Commissions on Transportation for their consideration. ODOT will assist in development of the proposal as appropriate with the primary purpose of providing substantive information to reviewers (primarily ACT members) and ensuring that there is agreement about the proposal elements and assumptions.

**Submission Requirements:** ODOT has five Region offices around the state. Completed proposals should be submitted to the applicable email address for the region that includes the project area. If your project crosses Region boundaries, work with your Region contacts to determine where to submit your proposal. If you do not know which region the project is in, consult ODOT's [TransGIS website](#). Use the menus to choose Display – Layer Catalog – Boundaries – ODOT Regions. (This site will also help you find geographic coordinates, if you need them to describe your project.)

Region email addresses for proposals:

[STIPEnhanceRegion1@odot.state.or.us](mailto:STIPEnhanceRegion1@odot.state.or.us)

[STIPEnhanceRegion2@odot.state.or.us](mailto:STIPEnhanceRegion2@odot.state.or.us)

[STIPEnhanceRegion3@odot.state.or.us](mailto:STIPEnhanceRegion3@odot.state.or.us)

[STIPEnhanceRegion4@odot.state.or.us](mailto:STIPEnhanceRegion4@odot.state.or.us)

[STIPEnhanceRegion5@odot.state.or.us](mailto:STIPEnhanceRegion5@odot.state.or.us)

If necessary you may also mail completed proposals to the appropriate region mailing address. Make sure that the proposals are **received** by ODOT by the deadline.

Region 1:

Oregon Department of Transportation 123 NW Flanders Street

Portland, Oregon 97209-4012

ATTN: Christina Hopes



The Enhance category includes projects and programs that improve or expand (rather than preserve and maintain) the transportation system or qualifying features directly related to it. For the 2018-2021 STIP, Enhance does *not* include rail, aviation, and marine projects. Transit capital projects may be included, and projects that affect a nearby rail line may be included. However, the Rail and Public Transit Divisions of ODOT will maintain their separate project funding programs and procedures for the 2018-2021 STIP.

Projects eligible for Enhance funding, include:

- Bicycle and/or Pedestrian facilities on or off the highway right of way
- ~~Development STIP (D-STIP) projects: development work for projects that will not be ready for construction or implementation within the four years of the STIP~~
- ~~Modernization (projects that add capacity to the roadway system, in accordance with ORS 366.507)~~
- ~~Protective Right of Way purchases~~
- Public Transportation (capital projects only, not ongoing operations), Transit Fleet replacements **in which title is NOT held by ODOT**
- Safe Routes to Schools (infrastructure projects)
- Scenic Byways (construction projects)
- Transportation Alternatives as defined by the [Transportation Alternatives Data Exchange \(TrADE\)](#)
- Transportation Demand Management
- Transportation Options
- ~~Certain Intelligent Transportation System (ITS) projects (does not include the purchasing of messaging signs)~~

Enhance projects need to describe how or if they provide a benefit to the state's multimodal transportation system. However, projects do not need to be located on the state system in order to have a benefit to the state's multimodal transportation system. Improvements located off of the state system can demonstrate benefit to the state's multimodal transportation system and statewide importance. Examples of benefits include but are not limited to: the project may benefit a long distance, continuous corridor; it may serve an important destination like a downtown, a strategic industrial, or an employment area; it may connect or ~~improve an intermodal freight transfer point~~; it may improve access to a major transit facility or provide pedestrian access to a major transit facility; or it may provide a needed connection along a statewide or regional multipurpose trail.

Projects that have a benefit to the state's multimodal transportation system should describe how or if they:

- *Address statewide transportation needs by improving the state's transportation system for ~~freight, motor vehicle~~, transit, and/or bicycle and pedestrian modes of transportation*

- *Impact multiple users and improve through movement; and*
- *Demonstrate consistency with the statewide plans and applicable regional transportation plans*
- *Work toward system completeness; fills in gaps*
- *Improve efficiency*
- ~~*Provide a system benefit at a lower cost by making a local improvement*~~

In addition the project proposals should describe how or if they:

- *Make key connections between modes or transportation facilities or*
- ~~*Help to reach economic and social goals; and/or*~~
- ~~*Address identified system bottlenecks*~~

~~Examples of roadway improvements on ODOT highways of statewide importance include but are not limited to added lanes, climbing lanes, auxiliary lanes, interchange and intersection improvements, signalization and other intelligent transportation improvements, enhancing the state's interest in serving inter-state or inter-regional trips, or adding bike lanes, sidewalks and crosswalks in urban areas for these projects on the state system.~~

Examples of multimodal improvements on highways of statewide importance include, but are not limited to sidewalks, bike lanes, separate shared use trails, railroad grade separations, transit facilities such as bus pullouts, priority bus lanes and/or signals, park-and-ride lots. Examples of Transportation Alternative program project types outside of the road right of way include viewpoint/interpretive sites and scenic/historic enhancements.

Given limited funding, the primary focus of the Enhance program is to ensure these limited funds are allocated to high priority and strategic transportation investments that benefit the state's multimodal transportation system.

Proposers cannot submit any proposals for Fix-It projects. Management Systems largely determine selection of Fix-It projects. Management systems are databases with information about system needs that help identify projects of higher priority. When the lists of eligible Fix-It projects are developed, they will be included in discussions with proposers, stakeholders and ACTs. Fix-It projects include: restoration, rehabilitation and repair of:

- Bicycle and pedestrian facilities on state highways
- Bridges (state owned)
- Culverts
- High-risk rural roads
- Illumination, signs and signals
- Landslides and rockfalls

- Operations, including Intelligent Transportation System (ITS)
- Pavement preservation
- Rail-highway crossings
- Safety
- Salmon (fish passage)
- Site mitigation and repair
- Stormwater retrofit
- Workzone safety

### **Proposal Guidance/ Instructions**

This section of the document provides more detailed instruction for each of the items in the Enhance proposal form. First, here are some tips on completing a proposal:

- Use a word processor to type your responses and then cut and paste them into the form. Some word processors will count characters for you, helping you meet the available field lengths. If typing in the form, you will only see one line at a time. Click outside the box to see its full contents.
- Use of short paragraphs and bulleted lists that contain project details can improve the readability of the proposal and convey information to reviewers efficiently.
- Contact your ODOT Region representative, listed above, if you have questions about how to fill out or transmit the proposal.

### **Transportation Project Proposer**

#### *1. Project Proposer*

Complete the contact information for the organization applying for funds and the primary contact. The project proposer must be a public agency, such as a city, county, Metropolitan Planning Organization (MPO), ODOT or other state or federal agency, tribe, or special district (e.g. port or school district). The project proposer is responsible for matching funds and the overall project funding. The primary contact should be the project manager who can provide additional information regarding the proposed project. A signature from the project proposer with the authority to approve implementation of the proposed project or certify that implementation of the project has been approved is also required. This is especially important if the proposal includes implementation of a project that is not within ODOT's right of way.

ODOT will complete the same form for Enhance project proposals as other proposers.

### **Transportation Project Description**

Pre-proposal consultation begins by providing responses to the Transportation

Needs Statement (Item 2) and Project Description (Item 3) to ODOT Region staff. No additional work on the proposal form should be completed until after discussions with the appropriate ODOT Region staff.

## 2. *Transportation Needs Statement*

Provide a paragraph explaining the transportation need that the project will address. Be brief and do not describe the project scope or project attributes here. There is additional space to describe the scope in more detail in the Modal Attributes (Item 9).

## 3. *Project Description*

Use this space to clearly describe the work to be funded. Include what will be built, any services that will be provided, what equipment will be purchased, or facility planning or environmental document efforts that will be paid for with requested funds. If applicable and known, include the projected start dates for different stages of the project (e.g. Preliminary Engineering, Right-of-Way, and Construction).

Describe how the project accommodates or serves multiple modes and/or benefits the movement of freight. Indicate all modes that will benefit from the project. For example, if the project's primary mode is transit, but also incorporates bicycles and/or pedestrian components, please note that in your proposal. If the project also benefits freight, describe the specific benefits.

~~Include whether Practical Design considerations have been applied to the proposed project. See the strategy document linked here for a description of this initiative. Its primary purpose is to ensure funded projects make important improvements to the system, even when the ideal solution cannot be provided. ODOT frequently finds that ideal solutions are not achievable in the near term because, for example, the solution is too expensive or literally cannot fit in the available space. Therefore, it is important to identify projects that can make significant improvements in problem areas without necessarily building the textbook solution.~~

It may not be possible to fund a very large project with available resources. Therefore, be sure to include in the project description whether the project can be broken into segments or phases that will each provide a useful product or service. **This may be true for larger non-highway projects as well.** If the proposed project is a phase of a larger project, please describe this as well. You may also include a short description of any phases already completed or other related investments made. Be sure to indicate whether or not the proposed project will, by itself, provide a complete and useful product or service.

Describe the scope of work and focus your response on what will be built or the service to be provided. Do not document the project purpose or benefits in this space. See the lists below for things you might include. The total space available

for this item is 4,000 characters, about one page.

For Infrastructure, describe:

- What is to be built?
- If the project involves the purchase or lease of land or right-of-way.
- The expected operational life of the project.
- Codes, standards or design criteria that will be used in design.
- Any unique or innovative design elements or construction practices proposed.
- Materials to be used.
- If the project can be phased and still meet a part of the need.
- Any less expensive (such as Practical Design) solutions that will be implemented as a part of the project.

For Operations/Service Delivery, describe:

- Services to be provided.
- How the service will meet the identified needs.
- Any space or equipment to be leased or rented as a part of the project.
- Duration of the services to be provided.
- If services can be provided with a partial award.
- If the service can continue without further expenditures of state funds.

For Capital Equipment Purchase, describe:

- What will be purchased?
- How the equipment will meet the identified needs.
- Industry, safety, and quality standards to be used to evaluate the equipment prior to purchase.
- The type of procurement process to be used.
- The useful life of the equipment.
- How the equipment will be maintained.
- Any manufacturer warranty that will come with the equipment.
- If the equipment will be insured.

For Project Planning, describe:

- The planning effort.
- Primary deliverable planning products.
- Environmental and NEPA requirements and milestones to be met with requested funds.
- Major stakeholders.
- The role of state agencies.
- Plan consistency requirements.

- Salutatory authority for the planning effort.
- Applicable Statewide Planning Goals.

Project-level planning efforts help specify details of a project. Examples include completing an environmental document or a narrow facility plan, ~~such as one for an interchange~~. This is different than system or corridor planning, which have a much broader scope and generally only outline possible solutions. Neither system nor corridor planning is eligible for Enhance funding. Other resources address system planning such as the [Transportation and Growth Management Program](#).

## Transportation Project Overview

### 4. *Project Name*

Insert the project name in the space provided. There is a 50 character limit.

### 5. *Project Estimate/Funding Share*

This table is included primarily for the reviewers and will automatically fill in with numbers from the estimated project costs section of the proposal (item 14). Work with ODOT staff to assist in the establishment of estimated project costs. Given limited availability of Enhance funds, these projects will primarily be funded using federal funds and budgets should be established assuming the use of federal funds.

### 6. *Is this project a continuation of a previous Statewide Transportation Improvement Program (STIP) project or a project that was funded either through federal, state, or local transportation funds in the last 3 years?*

Indicate yes or no. If yes, briefly describe the status of the previous effort, such as:

- Previous project's funding
- Name of previous project
- Purpose of previous project
- STIP key number assigned, if known/applicable
- Completion date or progress toward project milestones
- Available budget remaining

### 7. *Does this project extend, support, or enhance an existing or planned STIP project? For example, does it provide a more complete solution for an existing project or is it intended to work with another planned project, including a Fix-It STIP project or MPO programmed project?*

Indicate yes or no. If yes, describe the relationship of the proposed project to the other and the planned timing of both. Sometimes projects are planned for a specific timeframe to coordinate with other planned work or to improve on another project that could not be fully funded. The purpose of this question is to identify

whether the proposed project is intended to work with another project. Indicate if the proposal will enhance and leverage the value of a scheduled or proposed Fix-It project.

8. *Transportation Project Location*

Provide the requested location information. Include city, county, MPO, and any appropriate special district, such as a transit district, school district, or port. Also include the ODOT Region number.

In the “Project Location Detail” space provided, include as appropriate:

- Intersections
- Location of any rail crossings
- Bus route and stops
- Bike path or multipurpose trail locations
- Sidewalk locations
- Address of the project site
- GPS coordinates (can be helpful where mileposts are not available)
- Other location detail

9. *Modal Attribute Information*

Describe how the proposed project will help address connectivity and system benefits, safety and public health, and accessibility and mobility.

The members of the Oregon Bicycle and Pedestrian Advisory Committee, Oregon Freight Advisory Committee, and the Oregon Public Transportation Advisory Committee, along with ODOT staff, developed Modal Attributes for bicycle and pedestrian, freight, and transit projects. The proposal submittals must describe how the proposed project addresses the three identified Modal Attributes: (1) connectivity and system benefits, (2) safety and public health and (3) accessibility and mobility, as described further in the following pages of this document.

**Recognize that your proposal might not address all three Modal Attributes.**

**Because of the change to Enhance Non-Highway, the freight related information has been removed.**

<b>MODAL ATTRIBUTES</b>		
	<b>TRANSIT</b>	<b>BICYCLE / PEDESTRIAN</b>
	<i>Attributes and Project Examples</i>	<i>Attributes and Project Examples</i>

**Connectivity & System Benefits**

Describe how the project addresses a system deficiency (e.g. links public transportation from one part of the state to another, completes or extends a bicycle or pedestrian path) and how it supports intermodal connections (e.g. provides a connection to key land uses, such as adding bicycle or pedestrian access to transit). For transit and any travel options program, the project should serve inter-state or interregional trips. For bicycle/pedestrian, consideration is given to connecting or providing a nexus for projects of regional interest.

<p><b>How does the project address a system deficiency?</b></p>	<p>Projects that link public transportation from one part of the state to another; projects that make it convenient for people to use those connections (e.g. similar fares or ticketing systems). Transp. Options that support an ODOT statewide program.</p> <p><b>Examples:</b> Additional equipment for expanded services; Improvements that close gaps in transit service; Investments in transit centers, park and ride facilities; Seamless access (interface), for example improving biking or walking access to transit. Travel information that links intermodally or regionally.</p>	<p>Projects that infill a missing link in system, complete or extend a walking or biking network, widen a too narrow sidewalk or bikeway, infill bikeways or walkways on busy streets.</p> <p><b>Examples:</b> Projects that improve designated bike routes and trails (Oregon Coast, Columbia Gorge, Scenic Bikeways, Regional Trails). Systemic sidewalk or bikeway infill. Projects that provide an alternate route to congested highways/corridors.</p>
<p><b>How does the project support intermodal connect-ions?</b></p>	<p>Projects that connect two or more modes of travel; Projects that provide access for all those that could and want to use public transportation, such as older individuals, people with disabilities, commuters, school kids, etc.</p> <p><b>Examples:</b> Improved transit center or facility. Stop improvements. Seamless access (interface), for example improving biking or walking access to transit. Travel information that links intermodally or regionally. Access for the location, including appropriate and safe amenities, shelters, lighting. Park and ride facilities with transit or rail.</p>	<p>Projects that improve access to public transportation stops and transit centers for people traveling on foot or by bike. Projects that improve bicycle or pedestrian connections to train stations and airports.</p> <p><b>Examples:</b> Systemic sidewalk infill (including crossing improvements) based on access to transit stops. Regional trail/high-quality bikeway connections to transit lines, airports, train stations.</p>

<b>MODAL ATTRIBUTES</b>		
	<b>TRANSIT</b>	<b>BICYCLE / PEDESTRIAN</b>
	<i>Attributes Project Examples</i>	<i>Attributes Project Examples</i>
<p><b>Safety &amp; Public Health</b></p> <p>Describe how the project addresses a safety issue (e.g. improves lighting or signage at a transit center, separated bicycle path) or improves physical activity options or reduces environmental factors that harm health (e.g. provides new, improves or completes transit, bicycle, or pedestrian facilities in a community or area currently without). The project should contribute to the Safety Action Plan goals. The project should assist with the state’s greenhouse gas emissions reduction goals.</p>		
<p><b>How does the project address a safety issue?</b></p>	<p>Projects that improve a transit center or pull outs, lighting, signage, technology and/or route design. Serves interstate or inter-regional trips.</p>	<p>Projects that help people cross the street, slow traffic to the posted speed, provide separation from motor vehicle traffic, improve visibility of bicyclists and pedestrians. Programs that provide education and encouragement, such as safe routes to schools.</p> <p><b>Examples:</b> Sidewalks and/or bikeways (including pedestrian crossings where needed) on state highways, major arterials, or other sites of potential fatality/injury crashes. Street trees, furniture, bulb-outs, etc. in downtown core areas.</p>
<p><b>How does the project improve public health?</b></p>	<p>Projects that add transit service or expansions in order to provide additional health through exercise. Projects that make improvements to fleets that use reduced or no emission vehicles.</p>	<p>Projects that provide a bikeway or walkway connection between destinations (residential to retail, medical, employment, etc.). Projects that reduce conflicts with other modes and provide appropriate separation of bikeway and walkway from motor vehicle traffic based on speed and volumes of traffic.</p> <p><b>Examples:</b> Sidewalks, bike lanes, or multi-use trails that connect residential areas to schools, shopping, and employment areas.</p>

<b>MODAL ATTRIBUTES</b>		
	<b>TRANSIT</b>	<b>BICYCLE / PEDESTRIAN</b>
	<i>Attributes Project Examples</i>	<i>Attributes Project Examples</i>
<p><b>Accessibility &amp; Mobility</b></p> <p>Describe how the project improves access (e.g. improves access for a specific population, such as older adults or persons with disabilities, improves access to primary health care or emergency care for specific populations) or removes a barrier (e.g. creates a last mile connection to transit). May also provide access to a tourist facility of national or state significance.</p>		
<p><b>How does the project improve access?</b></p>	<p>Projects that provide access to jobs, tourism travel, and retail services. Projects that enhance services based on where people live and want to go, primarily serving interstate or inter-regional trips.</p> <p><b>Examples:</b> Added service. Improved access, project reduces headways, adds hours, increases capacity. Increases safety and access within 1/4 mile to stops. Dispatch or ticketing equipment, IT enhancements for travel information. Access for the location, including appropriate and safe amenities, shelters, lighting, pullouts, accessibility improvements at stops.</p>	<p>Projects that improve pedestrian access between key destinations (transit stops, senior centers, residential, shopping, medical, etc.) by building or improving sidewalks and crossings.</p> <p><b>Examples:</b> Systemic sidewalk infill (including crossing improvements) based on access to transit stops. Projects that make key pedestrian connections for older adults or persons with disabilities.</p>
<p><b>How does the project remove a barrier?</b></p>	<p>Projects that improve last mile connections. Projects that serve underserved or unserved target populations.</p> <p><b>Examples:</b> Improved travel information technology. Improved access to job or education. Improvement that reduces dependence on car throughputs at population centers.</p>	<p>Projects that resolve an issue that prevents use of the bikeway or walkway network (i.e. bridges w/o sidewalks/bike facilities, high speed roadways without pedestrian crossings).</p> <p><b>Examples:</b> Projects that remove a barrier on a regional bicycle network or as part of a pedestrian/transit network.</p>

10. Describe how the project addresses the Cross Modal Criteria within the project description and in describing the modal attributes.

ACT members and Region staff will also utilize six Cross Modal Criteria in their review of project proposals. This will be of particular importance in the development of the 100 percent list developed cooperatively between Region staff and ACT members as a recommendation to forward to the OTC to be considered for inclusion into the draft STIP. ACTs and Region staff will determine how well the proposal submittals advance the criteria listed below, when feasible, quantifying the extent to which they do. All criteria and examples will not be applicable to every submitted proposal.

As applicable, the proposer should incorporate how the proposed project meets the Cross Modal Criteria listed below. The proposer must also describe when a proposed project undermines the criteria. Whenever possible, the proposer should include quantitative data, and the proposer should describe specifically who benefits (or is harmed). This information can be incorporated into the needs statement, project description, project timetable and estimated project needs as appropriate. Although projects have not been fully developed and it may not be possible to assess potential impacts in the areas of environmental justice, land use, environmental impacts or potential displacement of housing; it is important to keep these factors in mind and provide what information is known as the proposal is developed.

A. *Economic Development:*

- Project improves transportation access ~~and mobility for freight, businesses,~~ **and** for workers
- Project reduces costs of travel for ~~freight, business, and~~ workers
- Project improves the operation, safety, or efficiency of the transportation corridor or system
- Project improves travel time reliability
- Projects helps to sustain or generate long-term and/or living wage jobs
- ~~Project serves an industrial site, such as an Oregon certified industrial site (defined by Business Oregon) designated regionally significant industrial area (defined by SB 766 (2011) or designated regionally significant industrial site (defined by SB 246 (2013))~~
- ~~Project included in Sponsor Agreement for regionally significant industrial site (defined by SB 246 (2013))~~
- Project serves an economically distressed community
- Project improves access to jobs
- Project supports business development, redevelopment

B. *Social Benefits:*

- Project supports OTP Policy 4.3 – Creating Communities: It is the policy of the State of Oregon to increase access to goods and services and promote

health by encouraging development of compact communities and neighborhoods that integrate residential, commercial and employment land uses to help make shorter trips, transit, walking, and bicycling feasible. Integrate features that support the use of transportation choices

- Project increases physical activity
- Project increases transportation choices
- Project assists transportation disadvantaged communities in meeting their transportation needs
- Increases awareness of a cultural or natural, historic, scenic feature along a route of travel

C. *Environmental Stewardship:*

- Supports OTP Policy 4.1 – Environmentally Responsible Transportation System: It is the policy of the State of Oregon to provide a transportation system that is environmentally responsible and encourages conservation and protection of natural resources.
- Project aligns with the strategies and/or elements outlined in the Oregon Statewide Transportation Strategy. This means the project should further (or not undermine) the state’s greenhouse gas emissions reduction goals
- Project reduces vehicle miles traveled

D. *Safety:*

- Project reduces conflict between modes that use the facility proposed for improvement
- Project reduces frequency of fatal and serious injury crashes across modes

E. *Project Readiness:*

- Project completed a public approval process
- Project completed some technical approval process (e.g. right-of-way complete, survey complete, environmental review (e.g. environmental impact statement) complete)

F. *Leverage:*

- Projects with a timing or funding nexus that allows projects to mutually benefit one another
- Additional project funding from public or private sources
- In-kind or other contributions (such as providing labor, equipment, materials, right-of-way, etc.)
- Additional public or private investment in infrastructure in the affected area or community that would occur as a result of the transportation investment

~~11. Is the project consistent with OHP Policy 2B or of statewide importance?~~

~~If the proposed project is not located on the state system, describe how the proposed investment is consistent with the Oregon Highway Plan Policy 2B: Off-System~~

~~Improvements or how the proposed investment is of statewide importance. Refer to relevant state or local transportation modal and topic plans in describing the statewide interest for the project. Given limited funding, the primary objective is to ensure these limited funds are allocated to high priority and strategic transportation investments. For example, highway/arterial improvements targeted to general vehicular capacity needs should address Oregon Highway Plan Policy 2B.~~

### **~~OHP Policy 2B~~**

~~It is the policy of the State of Oregon to provide state financial assistance to local jurisdictions to develop, enhance, and maintain improvements on local transportation systems when they are a cost-effective way to improve the operation of the state highway system if:~~

~~The off-system costs are less than or equal to on-system costs, and/or the benefits to the state system are equal to or greater than those achieved by investing in on-system improvements;~~

~~Local jurisdictions adopt land use, access management and other policies and ordinances to assure the continued benefit of the off-system improvement to the state highway system;~~

~~Local jurisdictions agree to provide advance notice to ODOT of any land-use decisions that may impact the off-system improvement in such a way as to adversely impact the state highway system; and~~

~~Local jurisdictions agree to a minimum maintenance level for the off-system improvement that will assure the continued benefit of the off-system improvement to the state highway system.~~

### 11. How is the proposed project consistent with adopted plans?

Indicate how the proposed project is consistent with applicable adopted plans. This provides an assessment of what planning has been completed for the project proposal and provides an indication of the need of the project as identified by the community in which the project is located, please include:

- Whether the project or the need to be met by the project is described in any plans and provide the names of these plans and page numbers of the references, if available.
- If the project or need is not explicitly described in a plan, explain why the proposed project is consistent with the adopted policy direction.

Projects are expected to be consistent with adopted plans.

### 12. How is the proposed project consistent with Major Improvement Policies including [OTP Strategy 1.1.4](#) and [Oregon Highway Plan Action 1G.1](#)?

Describe how the proposed investment is consistent with the Major Improvement Policies in the OTP. ~~and, for highway projects, in the Oregon Highway Plan (OHP).~~ These strategies, described below, establish a hierarchy of priorities for investment. If the proposed project corresponds to a later priority in this strategy, describe how higher priority solutions have already been tried or why they are not

applicable or not appropriate.

#### **OTP Strategy 1.1.4**

*In developing transportation plans to respond to transportation needs, use the most cost-effective modes and solutions over the long term, considering changing conditions and based on the following:*

- *Managing the existing transportation system effectively.*
- *Improving the efficiency and operational capacity of existing transportation infrastructure and facilities by making minor improvements to the existing system.*
- *Adding capacity to the existing transportation system.*
- *Adding new facilities to the transportation system.*

#### **~~OHP Action 1G.1~~**

~~Use the following priorities for developing corridor plans, transportation system plans, the Statewide Transportation Improvement Program, and project plans to respond to highway needs. Implement higher priority measures first unless a lower priority measure is clearly more cost-effective or unless it clearly better supports safety, growth management, or other livability and economic viability considerations. Plans must document the findings which support using lower priority measures before higher priority measures.~~

~~1. Protect the existing system. The highest priority is to preserve the functionality of the existing highway system by means such as access management, local comprehensive plans, transportation demand management, improved traffic operations, and alternative modes of transportation.~~

~~2. Improve efficiency and capacity of existing highway facilities. The second priority is to make minor improvements to existing highway facilities such as widening highway shoulders or adding auxiliary lanes, providing better access for alternative modes (e.g., bike lanes, sidewalks, and bus shelters), extending or connecting local streets, and making other off-system improvements.~~

~~3. Add capacity to the existing system. The third priority is to make major roadway improvements to existing highway facilities such as adding general purpose lanes and making alignment corrections to accommodate legal size vehicles.~~

~~4. Add new facilities to the system. The lowest priority is to add new transportation facilities such as a new highway or bypass.~~

## Timetable and Readiness Information

13. *Indicate anticipated timing for the following activities, as applicable. Provide a month and year, by activity.*

Include dates or estimated timing as available. The first field is for the desired and reasonably achievable STIP Funding Year. The STIP covers four years, in this case, years 2018-2021. For many Enhance funding programs, projects for 2018 have mostly been selected using those programs' prior procedures in the earlier development of the 2015-2018 STIP. So proposed projects are expected to be within the Federal Fiscal Years 2019-2021.

FFY2019: October 2018 - September 2019

FFY2020: October 2019 - September 2020

FFY2021: October 2020 - September 2021

Indicate in the first field your preferred month and year to begin your project. This is important. The STIP must be balanced so that scheduled project expenses equal expected funds available at that time. If selected, the project will be assigned a target year within the STIP. Use this field to indicate which you prefer, although no particular month/year is guaranteed.

ODOT will, when necessary, reassign funds away from projects that cannot be delivered on schedule to prevent loss of funds to the state and to ensure eligibility for any re-dispersed funds.

For projects not solely sponsored by ODOT, careful consideration should be given to when the proposer(s) will be prepared to provide non-Enhance funds to deliver the project. In the last field of the table, indicate the anticipated date that project implementation is expected to be complete (e.g. construction complete, all equipment is purchased, the transportation facility/equipment is in use). For operational or service delivery projects, list projected end date of activities funded via this proposal.

ODOT staff, in collaboration with non-ODOT proposers, will verify that the estimated dates provided are reasonable and prudent during the project scoping process.

## Estimate Information

14. *Estimated Project Costs*

If advanced to the 150% recommendation list, ODOT Region staff will scope projects to meet federal funding standards. In estimating project costs, make sure to consider the additional project costs associated with the use of federal funds. Proposers should coordinate their cost estimating with ODOT Region staff during the pre-proposal consultation period to ensure that the estimates provided with the proposal submittal take into account the factors that will be considered during the 150% recommendation scoping process.

The minimum match required is 10.27%. Federal funds, such as funds from the Federal Highway Administration and the Federal Transit Administration cannot be used as match. In-kind match (also known as donations) may be used. ODOT staff will work with the project proposer to establish what match is needed and who will be responsible. Any in-kind match must be approved by ODOT. If an applicant is considering using in-kind donations for the match they should contact the appropriate ODOT Region contact listed in this document.

#### *15. Match Contributions*

List expected project participants and their contributions in the table below. Begin with the amount contributed by the Sponsor and include contributions from Project Co-Sponsor and other participants, if applicable. Sponsor and participant contributions must add to at least 10.27% of Total Transportation Project Costs. This is the amount of matching funds typically required for most federal funding programs. The specific amount of matching funds required for the proposed project may be more or less than 10.27%, depending on its funding eligibility. Specific match requirements will be determined during proposal review.

### **Maps and Plans**

#### *16. Maps and Plans (include as attachments to the email)*

Include maps or drawings to better explain the project, as available and appropriate. Examples:

- Vicinity map (8.5x11) (may be inset on site map page)
- Site Map/Aerial Photo (showing existing site) (8.5x11)
- Site Plan (showing proposed construction funded by the requested funds clearly marked) (8.5x11)
- Typical Cross-Section Drawings (showing proposed construction to be funded by the requested funds clearly marked) (8.5x11)

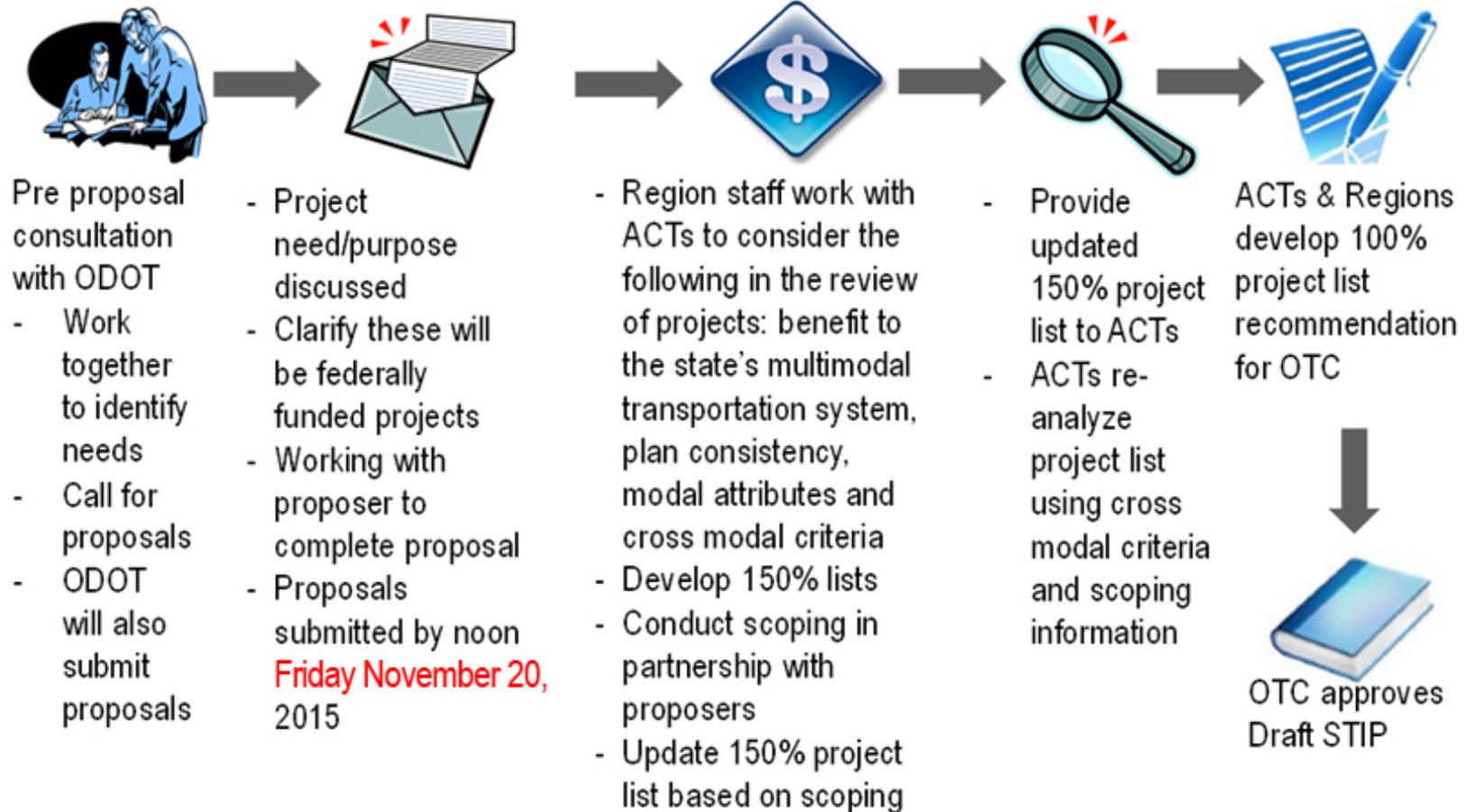
### **Proposer Endorsement**

#### *17. Signature Authority Information*

Provide the name and title of the official authorizing this proposal in the spaces provided. The official should have the authority to approve implementation of the project or certify that implementation of the project has been approved, if applicable. It is important that an official of the proposing agency with sufficient authority to make such commitments has approved the proposal. This authority is required if the proposal is for a project not within ODOT Right of Way.

## Appendix A - Diagram of Process

# *Enhance Review Process*



## Appendix B – JTA STIP Considerations

Jobs and Transportation Act (ORS 184.621)

Selection of projects for Statewide Transportation Improvement Program. The Oregon Transportation Commission shall work with stakeholders to review and update the criteria used to select projects within the Statewide Transportation Improvement Program. When revising the project selection criteria the commission shall consider whether the project:

- (1) Improves the state highway system or major access routes to the state highway system on the local road system to relieve congestion by expanding capacity, enhancing operations or otherwise improving travel times within high-congestion corridors.
- (2) Enhances the safety of the traveling public by decreasing traffic crash rates, promoting the efficient movement of people and goods and preserving the public investment in the transportation system.
- (3) Increases the operational effectiveness and reliability of the existing system by using technological innovation, providing linkages to other existing components of the transportation system and relieving congestion.
- (4) Is capable of being implemented to reduce the need for additional highway projects.
- (5) Improves the condition, connectivity and capacity of freight-reliant infrastructure serving the state.
- (6) Supports improvements necessary for this state's economic growth and competitiveness, accessibility to industries and economic development.
- (7) Provides the greatest benefit in relation to project costs.
- (8) Fosters livable communities by demonstrating that the investment does not undermine sustainable urban development.
- (9) Enhances the value of transportation projects through designs and development that reflect environmental stewardship and community sensitivity.
- (10) Is consistent with the state's greenhouse gas emissions reduction goals and reduces this state's dependence on foreign oil.

## ~~Appendix C Freight Prioritization Legislation~~

~~ORS 184.611. This statute addresses prioritization of freight mobility projects and reads “(1) As used in this section, “freight mobility project” means a project that supports the safe, reliable and efficient movement of goods between and among local, national and international markets. (2) The Legislative Assembly finds that investment in freight mobility projects will yield a return on the state’s investment in terms of improved economic opportunity and safety. (3) In developing the STIP, the Department of Transportation shall give priority to freight mobility projects that: (a) Are located on identified freight routes of statewide or regional significance; (b) Remove identified barriers to the safe, reliable and efficient movement of goods; and (c) Facilitate public and private investment that creates or sustains jobs.”~~