Introduction to *Enhance* and *Fix-It* for the 2015-2018 STIP

September 24, 2012

1.0 Overview

The purpose of this paper is to provide the following information:

- Explain the rationale for the change in process
- Explain what types of projects are in the ***Enhance*** and ***Fix-It*** categories
- The framework in which the ACTs and MPOs should select the recommended projects to be funded in the ***Enhance*** category
- Outline the sequence of steps in the development of the 2015-2018 STIP

The expectation of the Oregon Department of Transportation (ODOT) is to identify and fund the best multimodal transportation project solution to address a problem. As the agency develops the 2015-2018 STIP, we have an opportunity to move toward an improved process that allows maximum flexibility in the use of limited funds. The Oregon Transportation Commission (OTC) needs the ability to apply the available funds in the broadest way possible.

The Oregon Transportation Plan and the supporting modal plan policies identify the need to maintain and preserve the existing transportation assets. With limited funds it is not possible to maintain the existing system, yet some expansion to develop a fully multimodal system is necessary. This process will provide an opportunity for the Oregon Transportation Commission to provide policy direction to balance maintenance and enhancement of the State of Oregon's multimodal transportation system.

The OTC and ODOT are changing how the State Transportation Improvement Program (STIP) is developed. The STIP will no longer be developed as a collection of programs tied to specific pools of funding dedicated to specific transportation modes or specialty programs. Beginning in the summer of 2012, the STIP will be divided into two broad categories: ***Fix-It*** and ***Enhance***.

Definitions:

Enhance:	Activities that enhance, expand, or improve the transportation system
Fix-It:	Activities that fix or preserve the transportation system

The primary objective of this change is to enable ODOT to take care of the existing transportation assets while still providing a measure of funding to enhance the state and local transportation system in a truly multimodal way.

There are a number of issues driving the need for this change. Perhaps most important, when revenue for transportation system maintenance and improvement is limited and declining, it is important that transportation investments effectively address a wide range of issues, from safety, mobility, and accessibility to economic development, sustainability, energy, health, and community livability. In short, we need to identify the most effective projects based on community and state values, rather than those that fit best into prescribed programs. The new STIP development process also aligns with

ODOT's internal effort to "right-size" the agency and reorganize along functional lines (rather than modal or program lines) to adapt to continuing financial constraints.

At the core of this new approach is a single application process for all projects that will be funded under the ***Enhance*** side of the STIP. The OTC will select ***Enhance*** projects based on recommendations developed by local governments, public agencies and citizen representatives through a process conducted by the Metropolitan Planning Organizations (MPOs), where applicable, and the Area Commissions on Transportation (ACT). The ***Fix-It*** portion of this process will be discussed in Section 1.6 below.

The purpose of this guidance document is to provide some perspective and considerations for reviewers to use when evaluating and prioritizing ***Enhance*** project applications. Project activities that are eligible for ***Enhance*** category funds 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 system, in accordance with ORS 366.507)
- Most projects previously eligible for Transportation Enhancement funds
- Projects eligible for Flex Funds (the Flexible Funds program funded Bicycle, Pedestrian, Transit and Transportation Demand Management (TDM) projects, plans, programs, and services)
- Protective Right-of-Way purchases
- Public Transportation[1] (capital projects only, not operations)
- Safe Routes to School (infrastructure projects)
- Scenic Byways (construction projects)
- Transportation Alternatives (new with MAP-21, the federal transportation authorization)
- Transportation Demand Management

Because of the wide diversity of project applications that the department expects to receive, we do not advise a formal scoring process. This STIP development process will ultimately be subjective and largely driven by matching identified problems with cost-effective solutions that reflect local values and concerns. However, there are some practical sideboards that we can establish to help guide the decision-making process. The remainder of this document will provide those policy-based and practical parameters.

We note that these guidelines are not intended to be definitive or inclusive of all possible considerations. Other considerations of local or regional importance may be factored into any selection recommendation process. The only real requirements within the selection recommendation process are that the projects legitimately address at least one of the benefit areas included in the application (to address multiple areas generally

[1] Public transportation capital projects are eligible for Enhance funds. It is important to note, however, that the funds from the Federal Transit Administration (FTA) are not included in the Enhance funds. Those dollars remain separate and are solely for public transportation projects.

makes for a stronger application) and whatever logic and rationale is used to make the decisions is clearly and thoroughly documented.

The OTC has also provided significant guidance over the last year about what will constitute a successful project as funding becomes more limited, and projects become more difficult to implement. As has been the case for many years, the OTC continues to put a strong emphasis on preserving the existing transportation system first. This is evidenced by the funding split between the ***Fix-It*** portion of the proposed new STIP (76 percent) and the ***Enhance*** portion (24 percent).

In addition, this process applies primarily to projects that will be ready for construction or implementation in 2016 to 2018, because projects for 2015 are largely already selected. Because the STIP is updated every two years, there will be an opportunity to review the later projects in the STIP and to improve on the STIP selection process for the next STIP update cycle.

Note also that all legal obligations to develop the STIP, including any minimum expenditures, will continue to be honored in this STIP and all later STIPs. This includes any federal requirements that may change with updates to federal law, including the 2012 MAP-21 transportation authorization legislation, and any successor legislation. ODOT will try to mirror changes in law in the STIP process, where appropriate. For example, MAP-21 places Transportation Enhancement, Recreational Trails, and Safe Routes to School, that were formerly separate programs, under one "Transportation Alternatives" (TA) program. Similarly, in Oregon's process, the types of projects allowed under the new TA program are eligible to apply for funding under ***Enhance***.

1.1 The Oregon Transportation Plan

The Oregon Transportation Plan (OTP) set the stage for ODOT's transition to a more multimodal agency with multiple goals and policy objectives when it was adopted in 2006. Demonstrating how a project will meet or advance the OTP goals and objectives will be an asset to any ***Enhance*** application and will ultimately strengthen its chances of implementation.

<u>The OTP Goals</u>

1. Mobility and Accessibility
2. Management of the System
3. Economic Vitality
4. Sustainability
5. Safety and Security
6. Funding the Transportation System
7. Coordination, Communication and Cooperation

Embedded in these policies and actions are a set of priorities to be considered after maintaining and preserving the system. This includes recognizing some key priorities embedded both in the OTP and in OTC discussions: enhancing economic development opportunities; supporting compact mixed use development, integrating multimodal systems; maintaining the safety of the system and making strategic investments that contribute measurable benefits to the efficiency of the system. The direction of the OTC

and the policy framework of the Oregon Transportation Plan are augmented by the governor's direction that provides more specific guidance.

1.2 Governor's Direction

One excellent source of guidance to determine which project applications represent the best high-value, multimodal project opportunities comes from the office of Governor John Kitzhaber. The governor laid out a variety of principles about how to make transportation system investments and how to conduct the investment decision-making process.

On August 24, 2011, the governor met with the OTC and talked about his direction and expectations. The governor laid out six principles he wants brought to the fore in transportation decision making. Those six principles are:

1. Have the right group of people at the table at the beginning of the process to define the problem and solution together
2. Determine who is best positioned to manage/own facilities
3. Create programs that invest in the transportation system AND meet a multitude of community objectives
4. Move us closer to a sustainable, safe, lower carbon, multi-modal system
5. Maximize benefit for the least cost under limited resources
6. Move us closer to a transportation funding mechanism for the future

Additionally, the governor stressed that to support sustainable communities, state agencies shall seek to help enable and encourage local communities to achieve the following objectives:

- Resilient local economies that provide a diversity of economic opportunities for all citizens
- Workers supported by lifelong education to ensure a globally competitive workforce
- An independent and productive citizenry
- Youth supported by strong families and communities
- Downtowns and main street communities that are active and vital
- Development that wisely and efficiently uses infrastructure investments and natural resources
- Affordable housing available for citizens in community centers
- Healthy urban and rural watersheds, including habitats for fish and wildlife
- Clean and sufficient water for all uses
- Efficient use and reuse of resources and minimization of harmful emissions to the environment

Project applications that demonstrate alignment with these various directives and principles will ultimately have an improved chance of being chosen for implementation.

The following bullet points summarize his key themes that provide not only guidance in the selection of projects, but also for other transportation issues that the Commission often addresses.

- Maximize and leverage investments by looking for:
    - projects with the potential to be both effective and efficient
    - projects that involve multiple funding sources
    - projects that are complementary to other projects or community development activities and offer the chance for the whole to be greater than the sum of the parts
- Investments must achieve multiple objectives
- Conduct proactive asset management (strategically take care of what we already have)
- Move toward a more multimodal transportation system by maximizing funding flexibility and consider a wider range of community issues and benefits
- As funding decreases, and projects become increasingly difficult to implement we need to transition and transform the way we work—to look for new ways of doing business
- Use Regional Solution Centers to reduce bureaucratic barriers and help identify opportunities to partner and leverage projects
- Look for projects that result in GHG emissions reductions
- Continue to develop a Rapid Passenger Rail Plan
- Implement least cost planning principles
- Incorporate practical design principles from planning to project development
- Weigh all the values we have – including energy, job creation and health – in final design

1.3 Legislative Direction

This new approach will also be responsive, at appropriate points in the process, to various legislative actions. Examples of prior legislation that apply to the STIP are listed below (from Oregon Revised Statutes).

ORS 184.621. The Oregon Legislature included ten considerations for use in developing STIP criteria in the Jobs and Transportation Act (JTA). The ten considerations directly relate to categories of benefits included in the application. Also, nine of the ten categories listed below have been selected by the STIP Stakeholder Committee for analysis in Oregon's least cost planning process (Mosaic) and, in turn, relate closely to the goals and policies of the OTP. All these parallels ensure that the STIP ***Enhance*** process reflects the goals and policies of the OTP, the priorities of the STIP Stakeholder Committee, and the legislature's STIP considerations. Specific language from the JTA:

"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."

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."

ORS 366.507. This statute addresses Modernization program funding, conditions and criteria.

ORS 366.514. This statute addresses the use of state highway funds for footpaths and bicycle trails. It includes the requirement that "The amount expended by the department or by a city or county as required or permitted by this section shall never in any one fiscal year be less than one percent of the total amount of the funds received from the highway fund." and related definitions and exemptions.

1.4 OTC Perspective

In the past year the OTC has studied the existing funding and institutional realities facing ODOT and Oregon transportation system development, future challenges, and how other DOTs addressed financial limitations and achieved improved partnerships with transportation stakeholders and jurisdictions. The OTC Workshop in October 2011 highlighted several key points including:

- Funds are not keeping up with expenditures

- All modes are underfunded
- The transportation system will deteriorate from its current condition, both physically and operationally
- New strategies are being implemented to maximize our investments
- The organization is being reduced in size and services to match projected funding levels

The OTC has also reviewed the role of Area Commissions and identified that ACTs are underutilized, given the experience and commitment of the ACT members.

1.5 OTC Priorities

The OTC commissioners identified the following thematic priorities during the October 2011 workshop:

- The need to achieve a truly multimodal system
- Work to integrate health into transportation discussions
- Improve transportation system efficiency by implementing technology solutions
- Look for ways to be innovative in project funding, packaging, and implementation
- Continue developing and seeking approval for sustainable funding mechanisms
- Look for creative ways to resolve intergovernmental transportation system problems cooperatively

In November 2011, the OTC invited the chairs of the Area Commissions on Transportation (ACTs) and other advisory committees to participate in presentations focused on some of the challenges that Oregon faces. A key theme was that now, more than ever, we need to engage transportation stakeholders to identify issues and to develop creative and sustainable multimodal transportation system solutions.

The presentations were followed by a roundtable discussion with the advisory committees on their perspectives on opportunities and challenges. The OTC and ODOT believe that ACTs have been underutilized given the experience and commitment of the ACT members, and many ACT members expressed desire to play a broader role. It was agreed that this would be the first meeting of this type and not just a one-time event.

The 2015-2018 STIP selection process will address these priorities by expanding the "universe" of potential transportation projects that are compared side by side. This will avoid the artificial separation of projects by funding source that existed up to this point. The overarching point of agreement that emerged in the past year was similar to some of the conclusions that emerged from the governor's direction and the previous OTC work: ODOT no longer has the resources to keep doing what we have been doing and how we have been doing it, and neither do the local jurisdictions. While our collective years of experience still have value, in order to be successful, we will all need to evolve and adapt to the financial and institutional changes that have taken place over the last 20 years. Rather than viewing this as a negative situation, it should really be seen as an opportunity for all of us to improve the way we do things to manage the transportation system in Oregon.

1.6 Fix-It Program for STIP

The ***Fix-It*** category includes all the capital funding categories that maintain or fix ODOT's portion of the transportation system. It is important to note that the capital funding categories do not include the noncapital maintenance and operations programs because these are not included in the STIP. Noncapital maintenance/ operations and other agency funding is addressed by the OTC via the state budget decisions.

Project activities eligible for the ***Fix-It*** category of funds include:

- Bicycle and pedestrian facilities on state routes only
- Bridges (state owned)
- Culverts
- High Risk Rural Roads
- Illumination, signs and signals
- Landslides and Rockfalls
- Operations (includes ITS)
- Pavement Preservation
- Rail-Highway Crossings
- Safety
- Salmon (Fish Passage)
- Site Mitigation and Repair
- Stormwater Retrofit
- Transportation Demand Management (part of Operations)
- Work zone Safety (Project specific)

The selection of projects for the ***Fix-It*** category is intended to start with input from ODOT infrastructure management systems and be supported by consultation with ACTs and MPOs. Management systems are repositories of data about the system. They can identify problems and the general idea for a solution. Management system analysis is used, for example, for State Bridge, Pavement Preservation, and Safety projects. The systems provide asset management information and help prioritize needs. Each ODOT transportation region will then share the ***Fix-It*** project lists with its ACTs and MPOs in order to:

1. Identify opportunities to leverage funds
2. Identify opportunities to maximize projects' support of Oregon objectives, community goals and system asset management
3. Identify opportunities to coordinate project timing and outcomes better
4. Identify opportunities to coordinate safety improvements

At the July 18, 2012, OTC meeting the OTC directed ODOT to begin work on the ***Fix-It*** category project lists for the 2015-2018 STIP. The Commission requested ODOT prepare an expanded project list that will be available to the ACTs and other STIP contributors as they discuss potential ***Enhance*** projects, so there is opportunity to look

at linkages, leveraging resources, enhancing project benefits, etc. This will also provide an opportunity for ACTs to direct comments to ODOT program managers regarding proposed ***Fix-It*** projects in an area.

Below are the principles guiding the ***Fix-It*** category of STIP funding.

***Fix-It* Category Funding Allocation and Project Selection Guiding Principles**	
Balance	Maintain relative balance between ***Fix-It*** programs while allowing route priority within individual programs, taking into account risks (safety), sustainability, and magnitude of investment.
Leverage	Leverage existing funding to attract more revenue opportunities to support a sustainable transportation system.
Maintenance	Focus investments on features that are difficult and expensive to maintain.
Safety	Maintain or improve transportation safety on the system within funding level availability.
Regulatory Compliance	Ensure minimum environmental, federal, state, and local compliance is maintained on the transportation system.
Economy	Maximize economic opportunities and minimize economic hardships as a result of transportation investments.
Cost Effectiveness	Allocate funding in a way that maximizes return on investment to support a sustainable transportation system.
System Continuity	Fund investments that minimize risk of transportation system failure.

When the initial proposed lists of ***Fix-It*** projects are developed, ODOT staff will report back to the OTC on how the proposed dispersal of funds will affect the overall condition of the system.

2.0 2015-2018 STIP Cycle Enhance Project Selection

Described below are key steps in the 2015-2018 STIP update cycle. See the attached timeline for a list of all due dates and other key dates in this process. There is also an information and instructions document to accompany the ***Enhance*** application. All these documents are available on ODOT's website.

2.1 OTC approval of 2015-2018 STIP Process

Throughout the spring of 2012, ODOT has had discussions with the OTC about approaches to the 2015-2018 STIP funding and project selection. At the OTC's July 2012 meeting, the Commission decided to go ahead with the ***Fix-It*** and ***Enhance*** approach to the STIP. The Commission directed ODOT to begin the ***Fix-It*** project selection process and wait until September to provide the final decision on the proposed ***Enhance*** process.

The September approval target provides more opportunity for ODOT to reach out to ACTs, MPOs, and others, in order for stakeholders to better understand the process, and for ODOT and the OTC to hear concerns and make improvements to the ***Enhance*** process to respond to those concerns. During the summer of 2012, ODOT staff is discussing the new process with each ACT and others.

2.2 Application Available

The ***Enhance*** projects application will be available in September 2012, shortly after the OTC meeting and provided the decision is to move forward. The application contains basic project information and it includes a section on benefit of the projects. These are organized in categories. First is benefits to the state system, then nine more categories mirror the categories of impacts that the STIP Stakeholder Committee designated as most important for Oregon's least cost planning process to evaluate. Least cost planning, now called Mosaic, is being developed and tested for use in the planning process, not for project-level decisions at this time. However, the nine Mosaic categories are basic categories of impacts of the transportation system and investments in that system and this application provides a qualitative way to respond to those same categories for project decisions.

The benefits section is also similar to the project selection criteria many individual STIP funding programs used for recent STIP cycles. The application does not use the term "criteria," because it is intended to be broader than any of the criteria used in the past to include a wide range of modes and possible investments. The benefits information will also be used to prioritize and compare projects.

Not all projects are expected to have impacts on all categories of benefit. Reviewers will need to discuss the different benefits of different projects and use a consensus process to develop their prioritized lists.

Regions, ACTs, and MPOs may not add to or alter the application or the benefit information requested. This is a change from prior STIP procedures. It is important that all ***Enhance*** projects are evaluated similarly across the state.

ODOT staff can provide assistance in answering questions about the application and about the application review process. Each region has designated a representative to lead this process for the region and they are the ones to whom to direct questions. See below for the list of region representatives. (If you are unsure about which region to direct questions to, see the online ODOT Region Map.)

Region	Representative	Phone	Email
Region 1	Jeff Flowers	503.731.8235	Jeffrey.A.FLOWERS@odot.state.or.us
Region 2	Terry Cole	503.986.2674	Terry.D.COLE@odot.state.or.us
Region 3	Lisa Cortes	541.957.3643	Lisa.CORTES@odot.state.or.us
Region 4	Katie Parlette	541.388.6037	Katie.M.PARLETTE@odot.state.or.us
Region 5	Dawn Hubble	541.963.1325	Dawn.L.HUBBLE@odot.state.or.us

2.3 Application Due

Applications must be ***received*** by the appropriate ODOT region mailbox before **12:00 PM, noon, on November 27.** The region emails are listed below. See the application instructions for further details about how to use email to submit applications. Other key dates in this process are listed in the attached draft Timeline.

Region 1	STIPEnhanceAppsRegion1@odot.state.or.us
Region 2	STIPEnhanceAppsRegion2@odot.state.or.us
Region 3	STIPEnhanceAppsRegion3@odot.state.or.us
Region 4	STIPEnhanceAppsRegion4@odot.state.or.us
Region 5	STIPEnhanceAppsRegion5@odot.state.or.us

2.4 Region Staff Review of Applications

Applications received by the due date will be reviewed by ODOT region staff for general eligibility and completeness. Applications will be checked to verify that:

1. The sponsor is a public agency
2. The proposed project is of the type covered by ***Enhance*** funds
3. The application is complete. Information that must be included:
    - Item 1: Project sponsor
    - Item 3: Project name
    - Item 5: Project summary
    - Item 8: Project problem statement
    - Item 9: Project location
    - Item 11: Project description
    - Item 14: Timetable lines 1 and 8
    - Item 27: Estimated project costs
    - Item 28: Project participants and contributions
    - Item 29: Project sponsor signature

Regions will send applications for ***Enhance*** projects that include at least this information to ACTs and MPOs for review and prioritization in early December 2012.

2.5 ACT and MPO Application Reviews

Regions will send eligible, complete applications to the applicable ACT and MPO for review. The current long-standing STIP development processes in which ACTs, MPOs, and region staff work together to prioritize projects, are expected to continue.

Generally, where an MPO is part of an ACT, there are processes in place to discuss MPO priorities within the ACT and agree on area priorities. The Portland area is unique in that there is an MPO, but not an ACT. ODOT Region 1 will work with its stakeholders to better define the coordination process for the region as a whole.

Definitions:

150 percent List:

A list of projects generated early during the review of applications that would use roughly 150 percent of the region's available STIP Enhance funds

Recommended List:

A list of projects generated after projects are scoped to identify a final recommendation from ACTS that would use roughly all of the region's available STIP Enhance funds

Projects recommended through the STIP Update process and within the boundaries of an MPO need to be included in the Metropolitan Transportation Improvement Program (MTIP). The MPO Policy Board approves the final MTIP and then sends it to the governor for further approval. After these approvals, the MTIP is incorporated into the STIP.

Regions, ACTs, and MPOs will receive a template to report their conversations and process to develop their recommended project lists. This will provide a record of what concerns they discussed, how they selected priorities, and why they selected projects. This record will be important. It should be developed during selection of the 150 percent list. It can later be revised or updated during conversations to reduce the list to the final recommended list. This record will be essential to the OTC, OTC advisory committees, and others in order to understand how the projects were selected.

While this template is still under development, we anticipate the ACTs will provide responses to questions similar to:

- How does this project improve transportation choices for people in your community?
- Why is now the right time for this project?
- How does this project improve the lives of people in your community?

The Oregon Transportation Commission is the state's final decision-making body, responsible for approving the final STIP and sending it to US DOT for final approval. ACTs work with their ODOT region and sometimes other ACTs in the region to put together the region's final recommended STIP project list. This list then goes to the OTC for approval.

ODOT has expectations for how the applications will be reviewed and for documenting how the final lists were selected. The following expectations will be included in the direction to ACTs, MPOs, and others to guide their review of applications and their development of prioritized project lists:

a. The process used to review applications and establish priorities should be as inclusive of participants and as transparent as possible.

b. No benefit category is to be defined as more important than others, and project applications do not need to show benefit in all categories to be eligible. Reviewers are to discuss the project benefits holistically and strive for consensus. Because different types of projects will have different kinds of benefits, to decide before review that certain benefits are most important will disadvantage some projects that may be important to the area. Likewise, reviewers should not use overall numerical scores to determine outcomes, but use a discussion and consensus process.

   Reviewers may use qualitative rankings within the benefit categories. For example, different projects may have high, medium, or low benefits for individual benefit categories such as mobility or livability. Discussion and consensus will then decide how to prioritize projects with very different benefits.

c. Reviewers can use state and local plans and goals and policies described in plans to help determine priority. Plans may include the Oregon Transportation Plan, the Oregon Highway Plan, other Oregon transportation topic or mode plans, local transportation system plans, local comprehensive plans, etc.

d. Reviewers are expected to consider the merits of the project regardless of the level of detail in the application. For example, some jurisdictions may have access to considerable data and analyses to support their project. Other jurisdictions with more limited staff resources and experience may have less detail to report, but their applications must be considered equally.

e. ODOT will require that the decision-making process be documented in a consistent manner throughout the state. The department will provide a template to accomplish this.

f. Some programs included in ***Enhance*** have previously developed STIP selection criteria. Reviewers are not required to use these other STIP criteria in establishing priorities. However, reviewers are welcome to consider these other STIP criteria if they are helpful in the prioritization process.

g. Reviewers must include any required elements of project prioritization in their evaluations. For example, ODOT is required in statute to give priority to freight projects in the STIP. ODOT region staff will explain such requirements to reviewers. The final list and documentation will show how they were considered. Similarly, ODOT will ensure that the final STIP meets all legal requirements, such as minimum amounts for certain types of projects including bicycle and pedestrian projects.

h. MPOs will need to maintain their appropriate role in the prioritization and selection process. (They are federally-chartered bodies with specified project selection responsibilities.) ODOT expects that the ACTs will coordinate as they do today in similar processes with the MPOs. ODOT region staff is responsible for ensuring this coordination is accomplished.

2.6 ACT Development of 150 Percent List

ACTs and MPOs will receive the applications from ODOT region staff in early December. Reviewers will then prioritize and narrow considered projects to their "150 percent list." This means that highest-priority projects will be listed to a bit over the expected funding available for the region's ***Enhance*** program.

2.7 Scoping of 150 Percent Lists

All projects on the 150 percent list of projects will then be "scoped" in more detail, meaning that their location, components, cost, and details will be examined more closely to verify estimates and establish the final project scope. ODOT region staff will manage the scoping process with assistance from other ODOT staff and/or the local jurisdiction. Region staff will work with applicants to accomplish the detailed scoping. This detailed information will be shared with ACTs and MPOs to help reviewers narrow the list to the final region-wide recommended list.

2.8 Statewide Advisory Committee Review

During scoping of the 150 percent list the following statewide committees, advisory to the OTC, will also review the lists of potential projects:

- the Transportation Enhancement Advisory Committee working jointly with the Oregon Bicycle and Pedestrian Advisory Committee
- the Oregon Freight Advisory Committee

These advisory committees will review the projects in the 150 percent lists and share any feedback on the projects and priorities from their respective areas of expertise with the OTC.

The advisory committees will provide thematic analysis regarding the 150 percent lists in a memo format. This memo may focus comments at statewide, ODOT region-wide and ODOT area-wide geographic scale. They will be asked to provide their comments while scoping of the 150 percent lists is ongoing.

2.9 OTC Review of STIP Development

The OTC will review the overall progress of the STIP development periodically throughout the process. The commission will analyze the 150 percent lists and input from the statewide advisory committees and other stakeholders for overall themes and will provide feedback and additional direction to the ACTs.

2.10 ACT Development of Final Recommendation

Information from scoping and from the statewide advisory committee reviews will be passed back to the ACTs and MPOs, for their next step to reduce the 150 percent list to the recommended list of projects for the STIP. Each region will have a slightly different process to develop the final list, but will be in general alignment with past practices.

2.11 OTC Review and "20 percent" Project Identification

The OTC will review the recommended lists and consider the 20 percent of the ***Enhance*** budget that was held back for statewide consideration by the OTC. The OTC will consider any apparent gaps in the recommended lists, such as a multimodal focus, and statewide goals, policies, and priorities.

2.12 Draft STIP

Once the recommended STIP is complete, including assigning the OTC's statewide 20 percent, the Draft STIP will be compiled, presented to the OTC and released for public review and comment.

2.13 Final STIP

After the application review and STIP development steps, there are several more steps that need to occur before the STIP is final. For example, technical steps, such as air quality conformity determinations will be completed where needed. Any further metropolitan area projects from their Transportation Improvement Programs are added in also. Comments received on the Draft STIP are considered before the STIP is finalized. When these steps are complete, a Final STIP is prepared and released for public comment.

2.14 OTC STIP Approval

The OTC has final approval of the STIP for all of ODOT. After the public comment period on the Final STIP and consideration of comments received, the Final STIP goes to the OTC for approval. The OTC has the authority to make changes or add conditions to projects.

2.15 STIP Federal Approval

The final step in the STIP process is federal agencies approval. After OTC approval, the STIP must receive approvals from the Federal Highway and Federal Transit Administrations. The new STIP is active once federal agencies approved.

3.0 The 2017-2020 STIP

The 2015-2018 STIP will set in place projects for implementation in 2016, 2017, and 2018 (projects for 2015 were selected with previous procedures.) The Oregon STIP is updated every two years. This means that in two years, we will have the opportunity to revisit projects slated for 2017 and 2018 and make any necessary improvements to the selection process based on lessons learned from this selection cycle.