

HIGHWAY PROGRAM OFFICE/TRANSPORTATION PLANNING RESPONSIBILITY CHART

Line Number	Estimated Calendar*	Category**	Activity	Highway Program Office				Program/Region				TDD			Executive		External		Comments
				STIP Coord.	STIP Mgr.	Prog. & Fund. Mgr.	HPO Mgr.	Statewd. Prog. Mgr.	STIP Coord.	Area Mgr.	Planning Mgr.	Region Mgr.	GIS Unit	Transp. Planner	Planning Mgmt.	Bus. Plan Mgr.	Exec. Staff	OTC	
STIP Development:																			
1	11/4th	T	Begin Development of STIP Project Eligibility Criteria and Prioritization Factors		I								C,S	R				I	
2	11/4th	T	Collect staff comments and concerns about prior STIP criteria and reporting templates		I								C,S	R				I	
3	12/4th	T	Compile staff comments regarding prior STIP criteria and reporting templates					I	I	I			R	I					
Odd Calendar Year begins																			
4	01/3rd	T	Develop 1st Draft STIP Project Eligibility Criteria and Prioritization Factors										R	I,A					
5	02/3rd	H	HPO begins STIP update		R														
6	02/3rd	H	Prepare STIP Development Timelines	I	R								I	I					Includes condensed and expanded versions
7	02/3rd	P/R	Draft system performance goals					R											For bridge, modernization, operations, preservation, safety
8	02/3rd	P/R	Begin data collection for management systems and program needs					R											
9	02/3rd	T	Convene STIP Stakeholder Committee to begin work on STIP criteria development										C,S	R			I	I	ACTs review proposed criteria
10	02/3rd	T	Prepare 2nd Draft of criteria based on STIP Stakeholder Committee agreements										R	I,A					
11	02/3rd	T	Send 2nd Draft of statewide project eligibility criteria and prioritization factors for review by regions and ACTs										C	R,A					
12	03/3rd	P/R	Regions and ACTs review draft STIP Criteria		I				C,I	C,I	R		S				R	R	
13	03/3rd	P/R	Continue data collection for management systems and program needs					R											
14	04/3rd	T	Prepare 3rd Draft of criteria based on comments received						I	I	I		R	I					
15	04/3rd	T	Convene STIP Stakeholder Committee to finalize recommended STIP Project Eligibility Criteria and Prioritization Factors										C,S	R			I	I	If changes are minimal, accomplish this activity electronically
16	04/3rd	P/R	Complete data collection for management systems and program needs					R											
17	04/3rd	P/R	Compile and review technical data collected for management systems and program needs		C			I,R							S			I	
18	04/3rd	H	Determine net revenue available to STIP from revenue		C,R	I	A								I				
19	05/3rd	T	Finalize project eligibility criteria and prioritization factors for Development STIP and Construction STIP for OTC		I								C,S	R				I	While ACTs can establish additional criteria beyond those established by the OTC, it must be consistent with OTC criteria
20	05/3rd	ACT	Send STIP Stakeholder Committee recommended criteria to OTC for approval										C					A,R	
21	05/3rd	P/R	Update program goals and cost information using data collected		C			I, R											
22	05/3rd	H	Develop funding allocation scenarios for presentation to ODOT management		S		R								I				
23	05/3rd	H	Update Highway Division Funding Allocations for STIP timeframe	S	C,S	R													
24	06/3rd	T	OTC adopts STIP Project Eligibility Criteria and Prioritization Factors		S								C,S		R		R/A		

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25	06/3rd	T	Publish approved STIP criteria on STIP website and distribute	R									C						
26	06/3rd	H	Prioritize funding allocation scenarios and identify key recommendations				R							I					
27	06/3rd	EXS	Provide scenarios and key recommendations to management for review				C							C	R				
28	07/3rd	H	Assemble materials regarding the funding allocation recommendation for stakeholder input and OTC review		C, R, S		I							I					
29	08/3rd	T	Update project reporting templates for approved criteria						I		I		R	I					
30	08/3rd	T	Verify STIP template map design with GIS unit						I		I	S	R						
31	08/3rd	H	Distribute program funding allocation recommendation to OTC, stakeholders, ACTs, MPOs	C	R					S	S			I, S					
32	09/3rd	T	Provide STIP criteria summary report template and instructions for reports and mapping to regions								S		C	R					
33	09/3rd	P/R	Begin preliminary project scoping; completion required by April (scoping includes site visits with technical staff to determine project needs and estimated costs)					I, R	C	C	I, R	I							Technical staff (I) In Region 3, Tech Svcs. Mgr. (S) and Area Manager (R)
34	09/3rd	H	Stakeholder review of funding allocations		C	R				C, S	R			C			I	I	
Federal Fiscal Year begins																			
35	10/3rd	P/R	Continue preliminary project selection and scoping					I, R	C	C	I, R	I							Technical staff (I) In Region 3, Tech Svcs. Mgr. (S) and Area Manager (R)
36	10/3rd	H	Provide funding allocation recommendation and program goals for STIP to OTC/ODOT management for discussion		C		R					I		I	I				
37	10/3rd	P/R	Provide funding allocation recommendation and program goals to ACTs, MPOs, stakeholders for input							S	R						I	I	Other stakeholders (I)
38	11/3rd	P/R	Continue preliminary project selection and scoping					I, R	C	C	I, R	I							Technical staff (I) In Region 3, Tech Svcs. Mgr. (S) and Area Manager (R)
39	12/3rd	P/R	Continue preliminary project selection and scoping					I, R	C	C	I, R	I							Technical staff (I) In Region 3, Tech Svcs. Mgr. (S) and Area Manager (R)
40	12/3rd	OTC	OTC approves program goals and funding allocations for STIP				C										A, R		
41	12/3rd	H	Determine modernization equity funding split		I, R														Portland State Univ., Trans. Dev. Division, DMV (I)
42	12/3rd	H	Determine other regional program funding splits		C, R			I											
43	12/3rd	P/R	Review data collected, and identify, initially scope, and prioritize projects selected					I, R	I										
Even Calendar Year begins																			
44	01/2nd	P/R	Begin final project selection and scoping					I, R	C	C	I, R	I							Technical staff (I) In Region 3, Tech Svcs. Mgr. (S) and Area Manager (R)
45	01/2nd	P/R	Provide prioritization to ACTs for review and comment; comment in non-ACT areas by cities, counties, MPOs							R	S						I	I	Other stakeholders (I)
46	01/2nd	P/R	Finalize project selection for Draft STIP						S	S	R	A							
47	01/2nd	P/R	Provide projects selected to ACTs for input; input in non-ACT areas provided by cities, counties, MPOs						C	R	S						I	I	Other stakeholders (I)
48	01/2nd	H	Forward regional program funding splits to ODOT regions		C, R														
49	02/2nd	P/R	Continue final project selection and scoping					I, R	C	C	I, R	I							Technical staff (I) In Region 3, Tech Svcs. Mgr. (S) and Area Manager (R)

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50	02/2nd	P/R	Provide selected projects to ACTS to revisit for consistency with regional program funding splits, if necessary; in non-ACT areas cities, counties, MPOs revisit projects						C	R	S							I	I	Other stakeholders (I)
51	02/2nd	H	Update STIP Development Manual (guidance for developing the STIP), distribute to Region STIP Coordinators, post on ODOT STIP Intranet website	S	C, R			I												
52	03/2nd	P/R	Continue final project selection and scoping					I,R	C	C	I,R	I								Technical staff (I) In Region 3, Tech Svcs. Mgr. (S) and Area Manager (R)
53	03/2nd	H	Send draft STIP Introduction text out for review to program managers and TDD		C, R			I					I							
54	04/2nd	H	Region STIP Coordinators begin data entry into Draft STIP database. Completion required by June	C, I, R, S				I	R											HPO STIP Coordinator is responsible for Statewide programs and provides regional oversight and consistency
55	04/2nd	P/R	Prepare project criteria summary reports describing project prioritization process and how projects meet the STIP project eligibility criteria and prioritization factors						C,I	S	R			S						
56	04/2nd	P/R	Final project selection and scoping complete					I,R	C	C	I,R	I								Technical staff (I) In Region 3, Tech Svcs. Mgr. (S) and Area Manager (R)
57	05/2nd	P/R	Continue data entry into the Draft STIP database					R	C	S	S,I	A								
58	05/2nd	H	Review project data for accuracy and consistency	I,R,S	I			S	S											
59	05/2nd	P/R	Continue to prepare project criteria summary reports describing project prioritization process and how projects meet the STIP project eligibility criteria and prioritization factors						C, I	S	R			S						
60	05/2nd	P/R	Initial mapping requests due to GIS Unit						C,R	S,I	S,I		S	S						
61	06/2nd	P/R	Complete data entry into the Draft STIP database					R	C	S	S,I	A								
62	06/2nd	P/R	Project criteria summary reports and maps due						C	S,I	R		S	C,S						
63	06/2nd	H	Import Draft STIP database into PCSX	C, R				I	I											
64	07/2nd	H	Compare each region's program data with regional funding allocations. Make adjustments in funding if necessary (ongoing process through December)	C, R				I, S	I, S											
65	07/2nd	T	Review region/program reports for statewide consistency and compliance with adopted criteria, compile for OTC						S		I			C	R					
66	07/2nd	P/R	Provide corrections, clarifications for project criteria summary reports and maps						R	S	S		S	C						
67	08/2nd	H	Compare each region's program data with regional funding allocations. Make adjustments in funding if necessary	C,R				I,S	I,S											
68	08/2nd	P/R	Review Draft STIP data extracted from PCSX with ACTs, MPOs, other stakeholders						C	S	C, R							I	I	Other stakeholders (I)
69	08/2nd	P/R	Compile STIP project summary reports and maps for OTC						C, S	I	R		S	S						
70	09/2nd	H	Compare each region's program data with regional funding allocations. Make adjustments in funding if necessary	C,R				I,S	I,S											
71	09/2nd	T	Provide project criteria summary reports to the OTC with the Draft STIP, and post on web	S					I		I			C, S	R					
72	09/2nd	H	Send instructions to regions and communications branch to begin STIP public involvement process.	S	R				C	S										Communications Division (I)
73	09/2nd	H	Compile Draft STIP data and text into document	C, R									I	I						

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74	09/2nd	T	Make mapping corrections, additions for public processes	S	I				I	S	S			R	C						
75	09/2nd	H	Provide Draft STIP document to OTC and ODOT regions	R	S																
76	09/2nd	H	Print, mail, and post Draft STIP on web	C, R																Technical staff (S)	
Federal Fiscal Year begins																					
77	10/2nd	H	Compare each region's program data with regional funding allocations. Make adjustments in funding if necessary	C,R				I,S	I,S												
78	10/2nd	P/R	Begin public review of Draft STIP document. A minimum of two public hearings must be conducted in each ODOT region. Coordinate hearings with ACTs and/or MPOs. Provide proper public notice.		I				C	S	R	S						S	I	Other stakeholders (I)	
79	11/2nd	H	Compare each region's program data with regional funding allocations. Make adjustments in funding if necessary	C,R				I,S	I,S												
80	11/2nd	P/R	Complete public review of Draft STIP document	S	S				C	S	R										
81	11/2nd	H	Compile public comments and distribute to OTC and ODOT regions and post on STIP website		C, R				I, S		S			C	S					Comments submitted to regions via meetings, mail, e-mail. Regions summarize and submit to HFO. HFO compiles all regions into one document for distribution.	
82	12/2nd	P/R	Provide input received during public review process to ACTs, MPOs, OTC, regions, programs, and planning for review					I	I, C	S	R						I	I	I		
83	12/2nd	H	Compare each region's program data with regional funding allocations. Complete adjustments in funding if necessary	C,R				I,S	I,S												
Odd Calendar Year begins																					
84	01/1st	P/R	Adjust program if necessary based on OTC direction and/or the comparison of each region's program data with regional funding allocations	C, I, S				I, R	C, S		R						I				
85	02/1st	MPO	Begin air quality conformity determinations and modeling. For federal guidance on the Congestion Mitigation Air Quality program, see: http://www.fhwa.dot.gov/environmentcmagpgs/index.htm/		C				I									I, R		Technical staff (I, R) ODOT (R) in non-MPO areas.	
86	02/1st	P/R	Review STIP project data for accuracy and make adjustments if necessary	C, S				I, R	I, R												
87	03/1st	MPO	Continue air quality conformity determinations and modeling		C				I									I, R		Technical staff (I, R) ODOT (R) in non-MPO areas.	
88	03/1st	P/R	Review STIP project data for accuracy and make adjustments if necessary	C, S				I, R	I, R												
89	04/1st	MPO	Continue air quality conformity determinations and modeling		C				I									I, R		Technical staff (I, R) ODOT (R) in non-MPO areas.	
90	04/1st	P/R	Review STIP project data for accuracy and request adjustments if necessary	C, S				I, R	I, R												
91	05/1st	MPO	Complete air quality conformity determinations and modeling		C				I									I, R		Technical staff (I, R) ODOT (R) in non-MPO areas.	
92	05/1st	P/R	Continue to review STIP project data for accuracy and request adjustments if necessary	C,S				I,R	I,R												
93	05/1st	H	Balance the amount needed to fund the projects in the STIP with the anticipated revenue	C, R																If region/program is out of balance, go back to #56.	
94	05/1st	P/R	Review MPO TIPs for completeness and accuracy	R					C, S		R							I			
95	06/1st	P/R	Continue to review STIP project data for accuracy and request adjustments if necessary	C,S				I,R	I,R												

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96	06/1st	H	Add MPO TIPs to STIP, making sure all projects located in the MPOs match in the STIP and TIP	C, R, S					C									I		MTIPs are added to STIP as received	
97	06/1st	H	Prepare Final STIP document for review	C, R, S																	
98	07/1st	P/R	Continue to review STIP project data for accuracy and request adjustments if necessary	C,S				I,R	I,R												
99	07/1st	P/R	Provide Final STIP to ACTs, MPOs, and other stakeholders for review						C	S	R							I	I	Other stakeholders (I)	
100	07/1st	OTC	Provide Final STIP, findings to OTC for review and approval	C, S														A, I, R			
101	08/1st	H	Balance program to available state and federal revenue. Adjust state and federal funding of projects to agree with available state and federal revenue	C,I,R	I	I														Does not affect project selection	
102	08/1st	H	OTC approves Final STIP, findings		C	R	R			S				S				A			
103	08/1st	H	Create approval letter and federal submittal packet. Submit Final STIP, findings, and MTIPs to FHWA/FTA	C, S	C, R																
104	09/1st	GA	Submit MPO TIPs to Governor for review and signature	C														I		Governmental Affairs (R)	
105	09/1st	F/F	Receive approval of Final STIP from FHWA/FTA			S	C													FHWA/FTA (A, C, I, R)	
106	09/1st	H	Post Final STIP on Intranet/Internet	R																	
Federal Fiscal Year begins																					
107	11/1st	H	Print and distribute Final STIP on multiple media	C, R																Technical staff (S)	
108	11/1st	H	Complete transition amendment(s) due to program	C, I, R, S				I	I												

Definitions for Levels of Responsibility:

- A = Authority** -- Authority to make the final decision, signature authority
- R = Responsibility** -- Responsible for making sure the activity is completed
- C = Coordination** -- Responsible for coordinating all elements necessary to complete an activity
- S = Support** -- Provide administrative or technical support necessary to complete an activity
- I = Input/Information** -- Provide input and/or information necessary to complete an activity

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