

Chapter IX: STIP Development Administrative Procedures

This chapter summarizes ODOT administrative responsibilities for preparing the STIP document and related supporting roles. Preparing the STIP requires considerable investment of staff resources and coordination with various groups within and outside ODOT. Managing this process efficiently, in a timely manner, and open to public review and participation is a significant goal of ODOT.

Documenting responsibilities is important for a large-scale and comprehensive work program like the STIP. Staff changes and new systems and procedures continually challenge and improve the process. Roles and responsibilities must be well documented but must also allow and encourage innovation and productivity.

A. STIP Development Administrative Procedures

Overall responsibility for coordinating the development of the STIP rests with the ODOT Director. The process is guided by three ODOT groups:

- ODOT Highway Division Finance Office (HFO) is responsible for preparing financial forecasts and for supervising the ODOT STIP Coordination Team.
- ODOT Transportation Development Division (TDD) is responsible for facilitating the review of the STIP program goals and objectives and for strategic assessments and planning with the OTC.
- ODOT Executive Management Team includes managers for the ODOT Divisions that program, develop, and deliver the projects that are funded through the STIP. Division managers oversee the program and region managers that administer the individual programs and highway regions that are affected by the STIP.

Specific duties relating to the STIP document work program for each STIP cycle are outlined in the ODOT STIP Development Manual. The manual is an internal document that is updated for each STIP cycle and is used by ODOT staff and others to prepare the STIP. The document is not available online but the procedures are generally summarized in this Users' Guide document. There are documents that summarize the roles and responsibilities for the STIP development cycle that is in progress and timelines for completing various tasks that can be viewed online at [ODOT STIP Process Information](#).

B. STIP Users' Guide Maintenance Program

The Users' Guide is a public document intended to help the public and ODOT staff understand and effectively participate in the STIP process. It is periodically amended or revised to ensure that the information is accurate and up to date so that it can be relied upon as an accurate source of information about the process.

Responsibility for keeping the Users' Guide up to date rests with TDD. TDD coordinates the update process with the Statewide STIP Coordinator and HFO to ensure appropriate sections and personnel have input on amendments to the guide.

The timing for updating the manual generally precedes initiation of work on the next STIP update cycle. Work on the STIP is an ongoing process and therefore it will be necessary to update parts of the manual sequentially so that procedures that apply to the current STIP cycle are not revised until that work is done. The amendments would then be made and apply to the next STIP cycle. Managing the timing of changes to the Users' Guide differs for because of the need to keep the description of the process accurate for the current development cycle. ODOT has tried to keep all procedural descriptions generic, but as state and federal rules change, the Users' Guide may need to reference certain procedures that apply to one STIP development cycle and not to another.

Table IX-1 outlines responsibilities for updating the Users' Guide and for reviewing the guide on a regular basis.

Table IX-1: Users' Guide Updating Responsibilities

Chapter/Section	Timing	Last Update	Lead	Participants	Comments
Chapter I: How to Use This Document	Jan. – Feb. of odd-num. yrs.		TDD	Statewide Coordinator and HFO	
Chapter II: Background	Jan. – Feb. of odd-num. yrs.		TDD	HFO, STIP Coord. Team, Program Managers, Planning Business Line Team (PBLT), FHWA/FTA MPOs, Tribes, fed agencies	Assistance from program managers and STIP Coordinators with descriptions.
Chapter III: STIP Regulatory Framework	Varies.		HFO	Program Mngrs., FHWA/FTA, MPOs, Tribes	Text revisions as necessary based on legislative and administrative rule changes.

Chapter/Section	Timing	Last Update	Lead	Participants	Comments
Chapter IV: STIP Development Process	Varies by section.		TDD	See below	TDD distributes text to HFO, PBLT, FAC, and ACTs for review and comment.
Chapter IV.A: Goals and Funding Targets			HFO	STIP Coord. Team, Program Mngrs. PBLT, Dir. Office, FAC, Exec. Team	
Chapter IV.B: State-Level Project Development			TDD	STIP Coord. Team, Program Mngrs. PBLT, Tribes, fed agencies	
Chapter IV.C: MPO TIPs			TDD	MPO-Trans Dist., FHWA/FTA, PBLT	
Chapter IV.D: Local Gov. Coordination			TDD	PBLT	
Chapter IV.E: Federal Agencies			TDD	FHWA, Western Region HWY.	

Chapter/Section	Timing	Last Update	Lead	Participants	Comments
Chapter IV.F: Tribal Gov.			TDD	Tribes, Western Region HWY.	
Chapter V: ODOT Highway Region STIP Procedures			TDD	PBLT, STIP Coord. Team, Program Mngrs.	
Chapter VI: Program Descriptions			TDD	Pub. Transit Div., Program Mngrs, STIP Coord. Team, PBLT	Text distributed to Program Managers for review and comment.
Chapter VII: STIP Approval and Adoption			HFO	Dir. Office, STIP Coord. Team, FHWA/FTA, MPO-Trans. Dist.	HFO reviews and edits text, and distributes to PBLT for comments.
Chapter VIII: STIP Amendment Process			HFO	STIP Coord. Team, PBLT, MPOs, Tribes, Pub. Transit Div.	Text revisions as necessary based on legislative and administrative rule changes.

Chapter/Section	Timing	Last Update	Lead	Participants	Comments
Chapter IX: STIP Administrative Procedures			HFO	STIP Coord. Team, PBLT, Program Mngrs. Exec. Team	HFO reviews and edits text, and distributes to PBLT for comments.
Chapter X: Appendix	As needed.		TDD		
Online Edits	As needed.		TDD/ODOT Comm.		TDD compiles all recommended text edits and forwards to ODOT Communications.
STIP Process Brochure			TDD/ODOT Comm.	PBLT, HFO	TDD reviews and edits text, forwards edits to PBLT and HFO for comments. ODOT Communications prepares revisions based on compiled comments and circulates for final proof prior to posting.