



Safe Routes to School Advisory Committee (SRAC)
 DRAFT Meeting Summary
 2.12.19, 12 p.m.- 3:00 p.m.
 Oregon Department of Transportation
 CCBI, Room 115

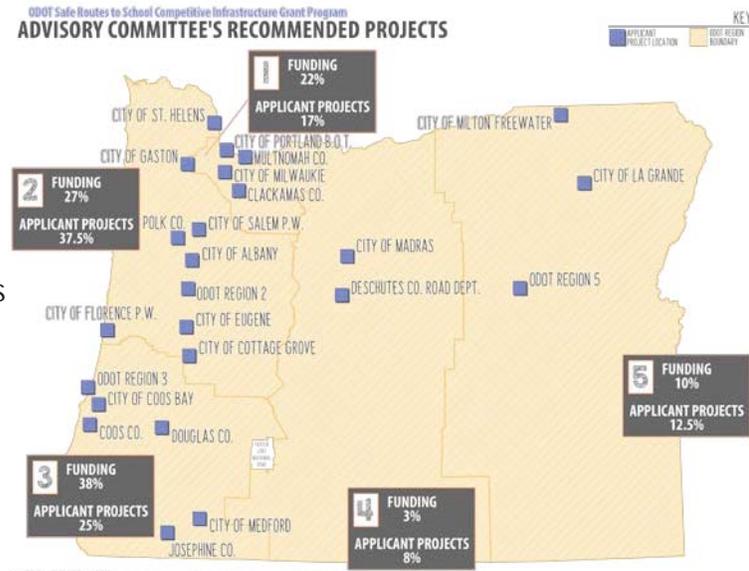
Attendees: Scott Bohl, Anthony Buczek, Sonny Chickering, Steve Dickey, Rob Inerfeld, Dana Nichols, Luis Ornelas, Brian Potwin, Kari Schlosshauer
Phone: Laughton Elliot-Deangelis, Mychal Tettah, Brian Potwin, JohnVial, Leti, Mychal, Tom, Laughton, Mavis, JD Tovey, Kim Crabtree
ODOT Staff: Amanda Pietz, Susan Peithman, LeeAnne Ferguson, Heidi Manlove, Tami Weil, Traci Pearl, Alan Thompson
Facilitator: Chris Watchie

Welcome:

LeeAnne Ferguson welcomed the group and highlighted the goals for the meeting:

- Agree upon program focus areas for both Infrastructure Project Identification Program (PIP) and Non-Infrastructure (NI) program.

She then invited the SRAC for celebratory piece of cake for completing the recommendation process for the first round of SRTS Infrastructure funding. The Oregon Transportation Commission approved the SRAC's project list represented in the map to the right:



Meeting Overview:

Chris Watchie provided an overview of the agenda. She noted there was much to cover in a short period of time and reviewed the SRAC decision-making structure. She then asked the SRAC for any comments on the draft December SRAC meeting notes.

ACTION: SRAC reached a consensus to approve the SRAC December Meeting Summary

Public Comment:

No public comment received

LeeAnne announced the SRAC's preference for their 2019-2021 Chair and Vice Chair, Mavis Hartz and Kari Schlosshauer, and noted their consulting role in setting the agenda and leadership role with the SRAC.

Guiding Principles:

Chris reviewed the SRAC's Guiding Principles and reiterated that they were an iterative list for the SRAC's periodic review. Staff sent out a survey to the SRAC to begin the revisions discussion. (See Attachment A) Staff suggested that the SRAC's Chair and Vice Chair revise the Guiding Principles based on the committee feedback with assistance from Mychal Tettah on the Equity Principle's language.

ACTION: Mavis, Mychal and Kari agreed to revise the Guiding Principals based on the survey feedback report back to SRAC at their May meeting.

Rapid Response Program (RRP)

LeeAnne reviewed the RRP and showed funding allocation in relation to other SRTS programs from 2019-2024.

Key program elements:

- Up to 10 % of funds will be used for urgent needs or systemic safety issues.
 - 2019-2020: \$1,833,000
 - 2021-2022: \$3,000,000
 - 2023-2024: \$3,000,000
- Open up program in summer 2019
- Eligibility written in rule. Same at the competitive program.
- Requests for projects in between competitive cycle.
- Allowable amounts between \$0-\$500k.

SRAC Comments/Questions:

Q: Can the RRP fund smaller projects not eligible for larger competition?

Staff response: Yes, and the applicants must meet the other Rapid Response criteria of being an urgent need (something unexpected has happened and the project needs to be addressed immediately) or meeting the safety criteria (injury or fatality of a pedestrian or a bicyclist in the last year)

Q: Will RRP help fund overruns?

Staff response: I could in specific instances. Anything currently in a scope of a funded project will not be funded through RR program however, if something completely unexpected happens, the RRP could potentially add additional funds through the application process.

Q: What if bike/ped element was cut out of a project scope because of cost overruns? Can the bike/ped element be funded by the RRP?

Staff response: Need to be careful but don't rule it out. Reserve RRP for urgent needs.

Comment: Transportation Enhancements discretionary program would back fill other projects quite frequently. Be careful of potential problems if we don't account for cost overruns.

ACTION: LeeAnne will review language to ensure that RRP is not interpreted to address overruns.

Q: If a project that applied for the competition and didn't get money, can they get RRP funding?

Staff response: Answer, it could if the conditions have change (ex: crashes, new development, etc.) then the project can apply for RRP.

Q: Can we reduce the \$500k max?

Staff response: The rule says up to \$500k so we'll need to keep it as is.

Q: Because the dollar amount for the projects are small, bias will be towards overly optimistic timelines that communities may not be able to achieve. Agency needs to understand that there is a predisposition to underestimate how long things take and how much they cost. Staff could have a reference class forecasting to look at similar projects of size a cost and seeing how long it usually takes. Concerned that there will be budget overruns. We should have a plan in place for cost overruns and be prepared for the worst but hope for the best.

Staff response: Staff implemented three things to try and mitigate this. 1) We told applicants to add contingency into their budgets and followed up with applicants whose estimates seemed low 2) We were really upfront about grantees being on the hook for and cost overages. It was covered in the grantee training and it included in the IGA 3) RR program is a potential for overages in certain unexpected circumstances.

Q: How will full committee know about projects recommended going to Oregon Transportation Commission (OTC)?

Staff response: The RRP sub-committee will determine and communicate back to SRAC through the Chair.

Q: We need to ask, what are the consequences if the project does not get funded?

Staff response: This information will be gathered in the application.

Comment: Process seems a bit onerous. Put the burden on the applicant instead of requiring ODOT and subcommittee to review the projects twice.

Staff response: Letter of intent should be very simple. Just eligibility. Process could be simplified.

Comment: The RRP doesn't align with the proposed timeline. Think it should be a rolling program. Don't think it should be open for a specific timeframe. Slides indicate open and closing.

Staff response: The timing reflects a rolling program with a window between competitions. In future cycles, plan to open RRP right after the Competitive Program. Staff will be careful that our language shows it is an open and rolling program.

Staff Comment: The Subcommittee will determine the criteria for "Urgent."

Q: Would you be penalized if you don't receive a grant and can apply for future competitive grants?

Staff response: No.

Comment: Proposals will be reviewed one at a time. Concern that this will be a significant amount of staff/SRAC member time.

Staff response: the RRP sub-committee will respond to demand as necessary by batching or individual evaluation.

Q: What happens once all the funds have been distributed? Will a notice be sent out? How do we address?

Staff response: Staff will update the RRP page on the ODOT website and stop accepting applications.

Q: Can we do temporary and cheaper projects to address any immediate need before a permanent solution is funded/built?

Staff response: Projects should aim for a permanent bike/ped solution, but we should not rule it out.

Q: Is there a life expectancy on the funds?

Staff response: Funds that are not allocated for RRP will add into the next Competitive Program cycle.

LeeAnne requested volunteers for the RRP Subcommittee.

ACTION: John Vials, Anthony Buczek and Laughton Elliot-Deangelis volunteered with LeeAnne as the ODOT representative.

LeeAnne next highlighted that the focus areas for the RRP would mirror the same ones for the Competitive Program: Safety, Equity, and Project Readiness. She noted that staff may need to change the scoring a bit but it would be similar to the Competitive Program's scoring structure.

SRAC Comments/Questions

Q: How is "bang for the buck" going to be integrated into the RRP criteria?

Staff response: Suggest it gets discussed at RRP Sub-committee.

Q: If this is not competitive in the same way as the larger program, should this be more of a screening than a ranking?

Staff response: The RRP Sub-committee will determine project scoring/screening.

Q: "What happens if we don't fund this" question for the applicant.

Staff response: We will gather this information in the application process.

Q: Is ODOT eligible to apply for the grants?

Staff response: Yes

ACTION: The RRP Sub-committee will present criteria/parameters of the RRP to SRAC in May.

Non-infrastructure (NI) Program Overview

Heidi Manlove provided a historical overview and current status of the Non-infrastructure program highlighting the key areas: Education, encouragement, enforcement, evaluation, and equity.

What is SRTS Non-Infrastructure?

Education	Training kids- pedestrian, rolling and bicycle safety Parents Drivers
Encouragement	Walk + Roll program -encouragement promotions Walking school bus Bike night/bike rodeos
Enforcement	Collaborating with local police Crossing Guard programming
Evaluation	Active Transportation surveys- local program effectiveness Overall SRTS program evaluation
Equity	Providing resources to incorporate populations of need

Key program elements:

- Have \$1m each year for the program.
 - 2019-2020: \$1,000,000
 - 2021-2022: \$1,000,000
 - 2023-2024: \$1,000,000
- Increase maximum grant amount to \$100k.
- Examples of benefits: larger programs, fund coordinators at full time.
- Higher level of usual match (10.27%) of 12% or more (dependent on grantee) creates an equitable way to ensure match is covered.
- Keep program as 60% local and 40% statewide split.

Focus areas:

- Safety (sustainable education programs)
- Communication/coordination/collaboration (fund a coordinator)
- Equity

SRAC Comments/Questions

Q: What are your outreach strategies? Coastal communities are unaware and do not have the capacity to put in grant applications.

Staff response: Technical assistance from Commute Options for action plans. Want to offer more.

Q: Where does the match come from the 40% statewide programs?

Staff response: Can use earned media value as match.

Q: How oversubscribed is your grant program?

Staff response: Every applicant was funded.

Comment: Suggest you include Association of Oregon Counties and League of Oregon Cities in your communications.

Staff response: We also doing webinars to promote the program in March and April.

Q: Are there two technical assistance grants?

Staff response: Currently, yes. Two separate technical assistance programs. In the future, would like to combine.

Q: Jumpstart program at the Street Trust (ST)? What is the program model now?

Staff response: Received a grant about 10 years ago for \$75k for a fleet and to teach at schools in Eugene, Ashland, etc. Grant was reduced and ST asked communities to take ownership of the program. Jumpstart program gets a bike fleet and training for a year. It's flawed in the sense that after a year, the fleet goes away and community is expected to raise money for fleet and staffing.

Staff response: Bike safety education (BSE) is funded by NHTSA. Potential 40% statewide could be used to expand BSE such as purchasing another fleet.

Comment: There has not been a SRTS Committee on Non-infrastructure funding since 2012. Now the SRAC fulfills that role.

Q: Where within focus area can there be an opportunity to tag along to IN projects to develop a robust SRTS program? Need to coordinate efforts.

Staff response: Staff is working to coordinate IN and Non-IN efforts. Prioritizing IN projects in places where there are Non-IN programs.

Q: What does the Equity Focus mean for the NI focus area mean? Clarify.

Staff response: This means that we will prioritize applications that focus on Title 1 schools and grantees who have not received ODOT NI funding in the past and not in the last grant cycle.

Q: What is the funding source for the NI program?

Staff response: All the SRTS funding is now Transportation Alternatives (TA) program dollars.

Staff Comment: A consideration for the SRAC is to create a "carve out" of NI funds for projects in locations that have received recent IN dollars to support and leverage investment for both NI and Infrastructure Programs. Can add some funding to the PIP projects so that they can do NI/IN together. For instance, move \$100K for current Infrastructure projects to do education, encouragement, enforcement, evaluation, and equity work with \$50K going to the PIP.

Q: If we leverage money to PIP for NI/IN we may not get as broad of opportunity because PIPs are focused on communities that do not have the capacity to put forth and apply for the IN programs.

Staff response: To start off, the PIP process will focus on small communities that cannot afford the planning process.

Q: Looking at current cycle priorities, do you recommend changing the "applicants not previously having a SRTS NI grant?"

Staff response: The recommendation is prioritizing applications that have never been funded with and not funded in the last funding NI SRTS funding cycle.

Comment: There are workshops for NI. We are planning three around the state plus webinar. Focus on how to apply for funds. Focusing on PE education.

Comment: Support dedicated funding stream to jurisdictions that have received IN funds.

Q: Does Commute Options have money from ODOT to do technical assistance?

Staff response: Yes, they receive grant funds to provide this service. These funds come from the state share of 40%.

Comment: We should open up the dedication to communities that have received any IN \$ for SRTS.

Staff response: A minimum of \$100k could go towards communities that have received IN funds with \$50k would go in addition to the PIP (\$150k per year).

Comment: Confused on timing.

Staff response: If a community gets an IN award, then there would be a one time NI award.

Comment: Like this proposal. Blends the two program together well.

Comment: Adding money to the PIP helps blend NI/IN in community program development.

Comment: When small amounts of money are granted, expectation is that existing staff will do the coordination work.

Q: Is this the best investment of these funds because worried about longevity of a program when distributing money to oversubscribed staff.

Staff response: Staff will work with IN grantees to determine if they have the capacity to use these funds. We won't grant funds to an entity who does not want them or cannot use them in an effective way.

Q: How do we measure our outcomes?

Staff response: Staff (LeeAnne and Heidi) will work with potential grantees to develop a scope detailing how they will use the funds and they will be evaluated by competing the scope. In addition, ODOT is already performing before and after studies on the IN grantees so we will be able to measure the effectiveness of the IN and NI countermeasures.

Comment: Focus on hiring coordinator position to add capacity. Lane MPO pays for one of the two coordinators at the MPO level.

Q: Should we reduce money every year?

Staff response: Tapering the funding does not work. First year they're just hiring a coordinator, second year they're developing a program, third year is the most work. On day one, they need to start on a plan to develop a local funding mechanism.

Comment: I can live with the proposal but the IN projects won't be built for awhile. Maybe do a soft launch of the IN associated NI work.

Staff response: The state could provide a \$5k service (education service, etc) to communities that do not have staff capacity to take on coordination grant.

Comment: Support the proposal so we can do more coastal outreach.

Staff response: Heidi will present to OTSC on 3/12/19 to review SRAC input.

Project Identification Program:

LeeAnne reviewed the PIP and showed funding allocation in relation to other SRTS programs from 2019-2024.

Key program elements:

- Up to 2.5 % of funds will be used by ODOT to help communities identify projects
 - 2019-2020: \$458,250
 - 2021-2022: \$750,000
 - 2023-2024: \$750,000

- Creation of 20 IN plans in 20 different communities unless one district wants to do multiple schools.
- Eligible entities will work with Alta Planning + Design for service not funding.

SRAC Comments/Questions:

Q: Does the PIP give communities an advantage?

Staff response: Seems applicable for smaller communities without significant resources. Not bigger city or ODOT. The idea was for ODOT to provide technical assistance.

Staff comment: Propose to use the same focus areas as the main competition (safety, CCC, equity). Need to screen so staff can bring back recommendations to the SRAC.

Q: What is the accountability mechanism for communities receiving the PIP?

Staff response: Staff will evaluate the program after the first round and determine what an appropriate mechanism is depending on how many communities fail to complete the process.

Comment: OTSC is very supportive.

Comment: Concern is that you don't know what you're going to get from the \$5k.

Staff response: Could provide a template for expectations.

Comment: Only get \$2-3k additional NI funds, if they want to do NI.

Staff response: The cost will be an additional 1.5K for each PIP SRTS Plan. For a total of 30K for each PIP round.

Q: What's the rationale out of the 60% side?

Staff response: There is more statewide demand to offer services, that is why it's 40% side.

Staff Comment: Working on timelines for \$ on how the coordinated programs

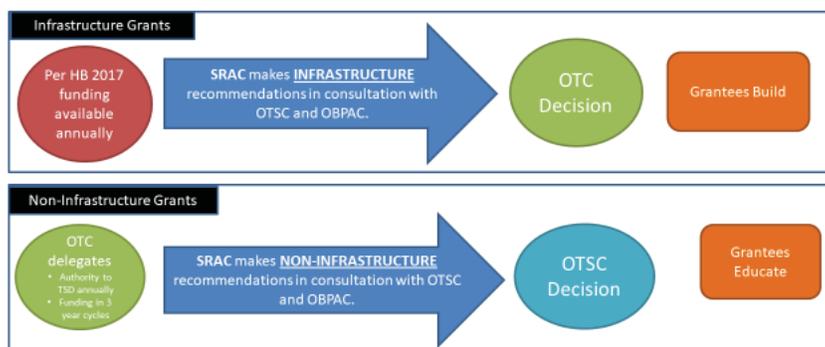
Comment: Can you run the PIP in same application process at the same time as the NI process?

Staff response: Yes!

Q: What programs need buy-in from what entities?

Staff response: See below for a diagram on the decision making structure. Infrastructure grants are recommended by the SRAC in consultation with OBPAC and the OTSC, and approved by the OTC. Non-Infrastructure grants are recommended by the SRAC in consultation with OBPAC and the OTSC, and approved by the OTSC.

DECISION TREE: SAFE ROUTES TO SCHOOL GRANTS



Chris called for the SRAC to weigh in on the proposal to continue the 60/40% split of NI between state and local programs and to move NI funding to support existing infrastructure projects' education efforts and

expand the Project Identification Program grants to complete full action plans. Funding overview of proposal:

	2018-2020	2021-2023	Total	Notes
Non-In funding for ODOT SRTS IN projects	Up to \$120,000	Up to \$120,000	Up to \$240,000	To require Non-In activities as part of ODOT's IN projects
Non-In funding for PIP	\$30,000	\$30,000	\$60,000	To include Non-In program goals in the SRTS Plan created by the PIP
Total	Up to \$150,000	Up to \$150,000	Up to \$300,000	

ACTION: SRAC reached a consensus to continue the 60/40 % split approve and the proposal to move NI funds to both Infrastructure Program and Project Identification Program to create a higher level of integration between them. Brian Potwin abstained due to potential conflict of interest since Commute Options serves as an existing ODOT SRTS contractor.

Comment: Questions around sequence and timing.

Staff response: Need to prioritize communication so the end user understands requirements.

LeeAnne noted next steps:

- Staff will meet with Chair/Vice Chair to review roles and responsibilities
- Staff will meet with RRP Subcommittee
- Staff will coordinate with Chair/Vice Chair and Mychal Tettah on Guiding Principles revisions based on SRAC survey input
- Heidi will meet with Transportation Safety Division Administrator and the Transportation Safety Commission to review the SRAC's proposal
- SRAC will receive a survey to assist with weighting of Non-infrastructure and PIP program focus areas (Equity, Communication and Coordination, and Safety)

Next Meeting

May 29, 2019

12:00 – 3:00 p.m.

CCBI, 626 High St NE, Salem, OR 97301