

# ODOT State Pedestrian and Bicycle Funding Programs Manual: 2019-2024

## Contents

- Executive Summary..... 3
- Introduction ..... 4
- Purpose ..... 4
- Background ..... 4
- Definitions and Responsible Parties ..... 5
  - Acronyms ..... 7
- Fund Overview ..... 7
  - SWIP - Region Allocation..... 7
  - SWIP - Statewide Strategic Investments..... 8
- Fund Estimates..... 9
- Eligibility ..... 10
  - Entities ..... 10
  - Projects ..... 10
  - Evaluation Criteria..... 11
  - Match ..... 12
- Schedule and Milestones ..... 12
- Application & Approval Process..... 13
  - SWIP Region Allocation..... 13
  - SWIP Strategic Investment..... 14
- IGA & Funding Process..... 15
- Project Delivery..... 15
- Reporting & Invoicing ..... 16
- Project Closeout..... 17
- Contact Information..... 17
- Appendix 1: State Pedestrian and Bicycle Funding Request Form ..... 19
- Appendix 2: Region SWIP Ledger & Quarterly Financial Report Example ..... 20



Appendix 3: State Pedestrian and Bicycle Project IGA Template ..... 21  
Appendix 4: Example Invoice/Payment Request Letter ..... 22  
Appendix 5: State Pedestrian and Bicycle Program Project Acceptance Form ..... 24

## Executive Summary

“State Pedestrian and Bicycle Funding Programs” are managed by the Oregon Department of Transportation (ODOT) Pedestrian and Bicycle Program and allocates State Highway Trust Fund dollars to improve walking and biking infrastructure (e.g., crossings, sidewalks, bike facilities) on or along state highways. The Sidewalk Improvement Program (SWIP) is sub allocated into two pots beginning in FFY2022: Regional Allocation and Strategic Investments. Regional Allocation is distributed to regions by formula and managed by the Region Active Transportation Liaison (ATL). Strategic Investments provides grants on a rotating regional basis to construct larger pedestrian and bicycle projects (or bundles of systemic improvements) needed to address priority needs identified in the Oregon Bicycle and Pedestrian Plan (OBPP) and Active Transportation Needs Inventory (ATNI). The region ATL must submit a funding request form and receive approval from the Pedestrian and Bicycle Program Manager before State Pedestrian and Bicycle Program funds can be programmed on a project.

Table 1 shows the amount available for the 2018-2021 and 2021-2024 STIP cycles by funding program. Table 2 shows the SWIP Region Allocation funding targets.

*Table 1 State Pedestrian & Bicycle Funding Program Budgets*

	2018-2021 STIP (FFY 2019-2021)		2021-2024 STIP (FFY 2022-2024)	
	Annual Budget	3 Year Total Budget	Annual Budget	3 Year Total Budget
<b>Quick Fix</b>	\$ 500,000	\$ 1,500,000	-	-
<b>SWIP - Region Allocation</b>	\$ 3,700,000	\$ 11,100,000	\$ 4,200,000	\$ 12,600,000
<b>SWIP - Strategic Investment</b>	\$ 320,125*	\$ 960,375*	\$ 3,200,000	\$ 9,600,000
<b>Total</b>	<b>\$ 4,520,125</b>	<b>\$ 13,560,375</b>	<b>\$ 7,400,000</b>	<b>\$ 22,200,000</b>

\*All 2019-2021 SWIP Strategic Investment funds are dedicated to ODOT SRTS infrastructure project match

*Table 2 SWIP Region Allocation Funding Targets*

Region	FFY 2019-2021		FFY 2022-2024*	
	Target	Annual Budget	Target	Annual Budget
<b>1</b>	34%	\$ 1,258,000	28%	\$ 1,136,000*
<b>2</b>	28%	\$ 1,036,000	34%	\$ 1,358,000*
<b>3</b>	14%	\$ 518,000	13%	\$ 581,000*
<b>4</b>	9%	\$ 333,000	12%	\$ 544,000*
<b>5</b>	15%	\$ 555,000	13%	\$ 581,000*
<b>Total</b>		<b>\$ 3,700,000</b>		<b>\$ 4,200,000</b>

\* includes additional \$100,000 per region per year from former Quick Fix program

## Introduction

“State Pedestrian and Bicycle Funding Programs” refers to programs managed by the Oregon Department of Transportation (ODOT) Pedestrian and Bicycle Program. These programs allocate State Highway Trust Fund dollars to improve walking and biking infrastructure (e.g., crossings, sidewalks, bike facilities) on or along state highways. The minimum budget for these programs is based on an estimate of one percent of total State Highway Fund revenues for each State Transportation Improvement Program (STIP) cycle, as required by ORS 366.514.

ODOT’s Pedestrian and Bicycle Program manages the State Pedestrian and Bicycle Funding Programs under the umbrella of the Sidewalk Improvement Program (SWIP), including SWIP Regional Allocation and SWIP Strategic Investment, which are described in the “Fund Overview” section of this document.

ODOT administers multiple additional programs that fund efforts to improve walking and biking, such as: Safe Routes to School (infrastructure and non-infrastructure programs), Active Transportation Leverage, Americans with Disabilities Act (ADA) Program, Transportation Options (TO), Congestion Mitigation and Air Quality (CMAQ), Transportation Alternatives Program (TAP), Connect Oregon, Transportation Growth Management (TGM), and State Planning and Research (SPR) Program. These programs allocate funds from a variety of State and Federal sources to improve walking and biking facilities on state and local roads, build off-street paths and trails, increase accessibility, educate users, and develop plans to encourage more people to walk and bike. These programs are not the focus of this manual.

## Purpose

This manual outlines the roles, responsibilities, and processes for obtaining funding through State Pedestrian and Bicycle Funding Programs. The manual also outlines the requirements for administering, programming, monitoring, and delivering State Pedestrian and Bicycle Program projects. The Pedestrian and Bicycle Program will revise this manual as necessary (e.g., future STIP cycles) to remain consistent with any changes in funding, guidance, regulations, or best practices and to improve program efficiency and effectiveness.

## Background

ORS 366.514 (also known as the “Oregon Bicycle and Pedestrian Bill”), enacted by the Oregon Legislature in 1971, requires provision of walkways and bikeways whenever a highway is “constructed, reconstructed, or relocated”. The Bill also requires that recipients of State Highway Funds spend “reasonable amounts” (a **minimum** of one percent of State Highway Fund revenues) on construction of walkways and bikeways each year. For more information on the Oregon Bicycle and Pedestrian Bill, see the “Laws and Regulations” section of the ODOT Pedestrian and Bicycle Programs website:

<https://www.oregon.gov/odot/programs/pages/bikeped.aspx>

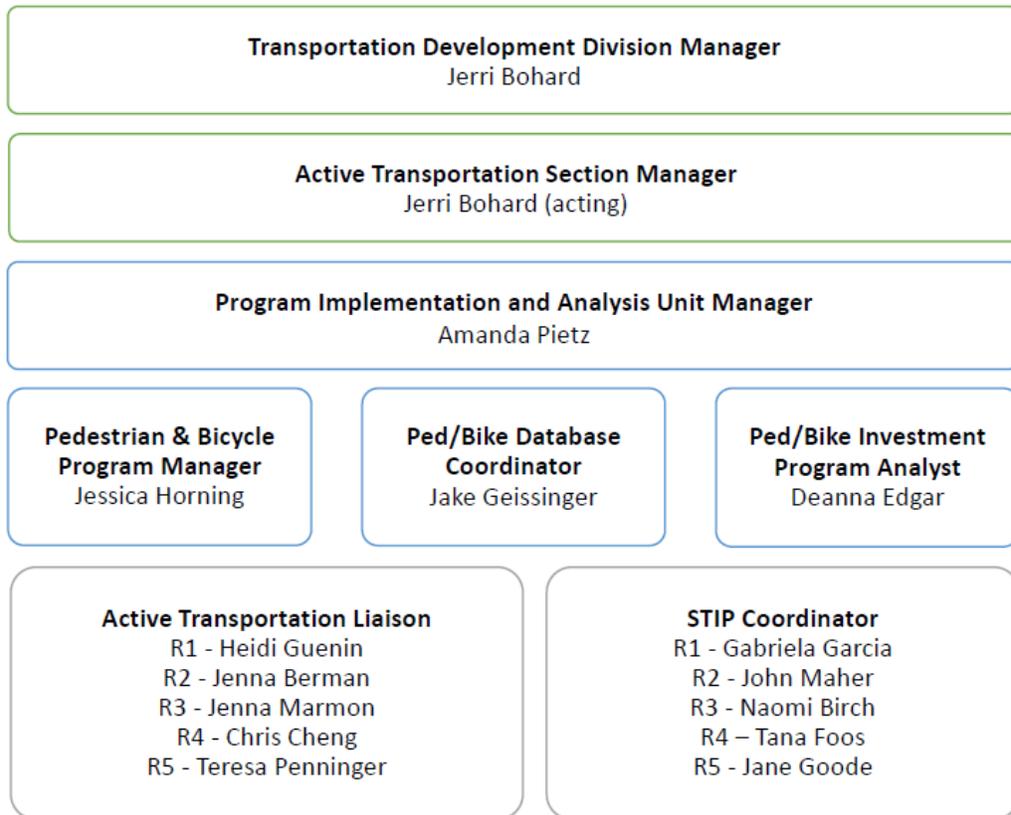
ODOT’s Pedestrian and Bicycle Program is responsible for administering the State Pedestrian and Bicycle Funding Programs to help ODOT meet ORS 366.514 requirements and implement the vision of the 2016 Oregon Bicycle and Pedestrian Plan:

*In Oregon, people of all ages, incomes, and abilities can access destinations in urban and rural areas on comfortable, safe, well-connected biking and walking routes. People can enjoy Oregon’s scenic beauty by walking and biking on a transportation system that respects the needs of its users and their sense of safety. Bicycle and pedestrian networks are recognized as integral, interconnected elements of the Oregon transportation system that contribute to our diverse and vibrant communities and the health and quality of life enjoyed by Oregonians.*

## Definitions and Responsible Parties

Figure 1 shows the names and titles of staff responsible for State Pedestrian and Bicycle Fund management.

Figure 1 Staff Responsible for State Ped/Bike Fund Management



*Active Transportation Section Manager:* Managers of ODOT’s Active Transportation Section and Plan Implementation and Analysis Unit. Responsible for advising OTC on STIP budget setting and oversight of Pedestrian and Bicycle Program Manager. Advise on Pedestrian and Bicycle Program structure, including regional funding targets and program evaluation criteria.

*Oregon Bicycle and Pedestrian Advisory Committee (OBPAC):* Governor-appointed committee responsible for advising ODOT on establishment of walkways and bikeways, including Pedestrian and Bicycle Funding Program criteria.

*Local Agencies:* Local Public Agencies like cities, counties, tribes, transit districts, and other road authorities may help to identify projects for potential funding and may be awarded funds to deliver projects.

*Oregon Department of Transportation (ODOT):* Responsible agency for overseeing this program.

*Oregon Transportation Commission (OTC):* Decision-making body responsible for reviewing annual report documenting that ODOT has spent a **minimum** of one percent of State Highway Funds on pedestrian and bicycle facilities, in compliance with ORS 366.514, and establishing program budgets each STIP cycle.

*Pedestrian and Bicycle Database Coordinator:* Program Analyst within ODOT Statewide Programs Unit in the Active Transportation Section who maintains and monitors State Pedestrian and Bicycle Funding Database. Works directly with headquarters Pedestrian and Bicycle Program Manager and region STIP coordinators to program projects in STIP and establish project EAs.

*Pedestrian and Bicycle Investment Program Analyst:* Responsible for processing invoices for State Pedestrian and Bicycle Program funded projects.

*Pedestrian and Bicycle Program:* A statewide program within ODOT's Transportation Development Division, Program Implementation and Analysis Unit. Responsible party for overseeing State Pedestrian and Bicycle Funding Programs. Responsible positions include the Pedestrian and Bicycle Program Manager who monitors statewide program budget and must approve all program funding requests.

*Pedestrian and Bicycle Program Manager:* Responsible for the overall management, oversight, and direction of State Pedestrian and Bicycle Funding Programs. Primary point of contact for State Pedestrian and Bicycle Programs infrastructure funding and performance reporting. Works directly with region ATLs to monitor region program performance. Reviews project eligibility for State Pedestrian and Bicycle Funding Program and approves funding requests, including project amendments.

*Region Active Transportation Liaisons (ATL):* Region staff that serves as point person for active transportation issues within their Region. ATLs typically are staff within the Region Planning Unit. ATLs serve as the region point person for administration of the State Pedestrian and Bicycle Funding Program. Responsible party for identifying projects for funding, monitoring region budget targets, and working with Region Project Delivery staff or local agencies to deliver funded projects.

*Region STIP Coordinator:* Responsible for working with Pedestrian and Bicycle Program Manager and Region ATL to program and monitor State Pedestrian and Bicycle Funding in STIP.

## Acronyms

Table 3 Acronyms

ACT	Area Commission on Transportation
ATL	Region Active Transportation Liaison
ATNI	Active Transportation Needs Inventory
CPM	Consultant Project Manager
EA	Expenditure Account
FFY	Federal Fiscal Year (FFY 2019 is October 1, 2018 to September 30, 2019)
FY	Fiscal Year (FY 2019 is July 1, 2018 to June 30, 2019)
IGA	Intergovernmental Agreement
LAL	Local Agency Liaison
OBPAC	Oregon Bicycle and Pedestrian Advisory Committee
OBPP	Oregon Bicycle and Pedestrian Plan
ODOT	Oregon Department of Transportation
OTC	Oregon Transportation Commission
PL	Project Leader
SRTS	Safe Routes to School
STIP	Statewide Transportation Improvement Program
SWIP	Sidewalk Improvement Program

## Fund Overview

The Sidewalk Improvement Program (SWIP) distributes State Pedestrian and Bicycle funds to construct projects that improve facilities for walking and biking. Projects should address needs identified in the region's Active Transportation Needs Inventory (ATNI) or other Oregon Bicycle and Pedestrian Plan (OBPP) priorities. All project phases are eligible for SWIP funding, but emphasis is on construction activities, per ORS 366.514. Funds may be used for standalone projects or as add-on to another project, if all region Active Transportation Leverage funds have already been allocated. The 2021-24 STIP roughly doubles the amount of State Pedestrian and Bicycle funding over the 2018-21 STIP. To account for this additional funding and facilitate construction of larger standalone pedestrian and bicycle projects needed to address priority needs identified in the OBPP and ATNI, beginning in FFY 2022, SWIP funding will be sub allocated into two pots: Region Allocation and Statewide Strategic Investments.

### SWIP - Region Allocation

Each STIP cycle, 50 percent or more of SWIP funds are allocated to regions based on a weighted formula. The formula is based on the percent of ODOT sidewalk and bike lane gap mileage in the region (75%) and region population (25%). The Pedestrian and Bicycle Program reviews the formula and may make updates at the beginning of each STIP cycle. The Region Active Transportation Liaison (ATL) manages their region's SWIP allocation. The Region ATL submits funding request forms (Appendix 1) to the Pedestrian and Bicycle Program Manager on a rolling basis for projects to be funded with region allocated SWIP funds. The Pedestrian and Bicycle Program Manager reviews the funding request forms for eligibility and approves the request. Requests may be denied if they do not meet program eligibility criteria or adequate funding is not available.

Region ATLS and STIP Coordinators participate in a quarterly check-in meeting with the Pedestrian and Bicycle Program Manager and Database Coordinator to report on SWIP expenditures and project delivery status (see report example in Appendix 2). At the end of each STIP cycle, the Pedestrian and Bicycle Program may redistribute any Region Allocation SWIP funds that Regions have not allocated to projects or documented a plan to allocate in the next STIP cycle.

### *Region “Quick Fix”*

Quick Fix was formerly managed as a standalone program at the statewide level, with an annual budget of approximately \$500,000 distributed by the Pedestrian and Bicycle Program Manager through an application-based process on a first-come, first-serve basis. To improve regional access and control over these funds, beginning in FFY 2022, each region’s SWIP Region Allocation formula budget will be increased by \$100,000 per year. These additional funds are part of the SWIP Region Allocation and may be used for any SWIP eligible expenses.

Regions may submit a funding request to establish up to \$150,000 from their SWIP region allocation each year as a region “Quick Fix” pot with a single EA for small-scale, immediate opportunity pedestrian and bicycle improvements (e.g. signing, striping). Region ATLS may use the “Quick Fix” EA for small pedestrian and bicycle projects (under \$100,000) that meet SWIP program eligibility requirements and can be constructed within one year with minimal delivery issues. Projects that require substantial preliminary engineering to develop the project scope and cost estimate are not eligible to use the Quick Fix EA. Regions must submit separate funding request forms for larger and/or more complicated projects. Region ATLS must report on any Region Quick Fix EA expenditures at their quarterly check-in meeting with the Pedestrian and Bicycle Program Manager and Database Coordinator.

## **SWIP - Statewide Strategic Investments**

Remaining SWIP funds will be awarded statewide for the following purposes:

- Match (up to 40 percent) for state Safe Routes to School infrastructure grants awarded to ODOT Regions.
- Grants to construct projects that provide “critical connections” and improve pedestrian and bicycle facilities in “high need locations” as defined in Policy 8.2 of the 2016 Oregon Bicycle and Pedestrian Plan. Projects should also address high-priority needs as identified in each region’s Active Transportation Needs Inventory.

The emphasis of SWIP Strategic Investments is construction of larger pedestrian and bicycle projects or bundles of systemic pedestrian and bicycle improvements needed to address OBPP and ATNI priorities that cannot be accomplished with SWIP Region Allocation or Active Transportation Leverage funds. Grants will be distributed by the Pedestrian and Bicycle Program on an application-based, rotating regional basis. Project selection criteria for SWIP Strategic Investments will be based upon OBPP priorities and refined by the Oregon Bicycle and Pedestrian Advisory Committee (OBPAC).

In January of even numbered years, the Pedestrian and Bicycle Program Manager will notify Region ATLS of future funding availability and provide a schedule for regions to submit project proposals. The Pedestrian and Bicycle Program Manager will review proposals for project readiness (e.g., ability to construct within 3 to 5 years) and other evaluation criteria identified by OBPAC. OBPAC will receive a presentation on proposals received and provide a funding recommendation. To ensure equitable distribution of funds across the state, applications from regions that did not receive SWIP Strategic Investment funding in previous cycles will be given priority.

## Fund Estimates

The 2021-24 State Transportation Improvement Program (STIP) includes \$22.2 million (\$7.4 million annually for federal fiscal years 2022 to 2024) for State Pedestrian and Bicycle Funding Programs.<sup>1</sup> Table 4 shows the amount available for the 2018-2021 and 2021-2024 STIP cycles by funding program.

*Table 4 State Pedestrian & Bicycle Funding Program Budgets*

	2018-2021 STIP (FFY 2019-2021)		2021-2024 STIP (FFY 2022-2024)	
	Annual Budget	3 Year Total Budget	Annual Budget	3 Year Total Budget
<b>Quick Fix</b>	\$ 500,000	\$ 1,500,000	-	-
<b>SWIP - Region Allocation</b>	\$ 3,700,000	\$ 11,100,000	\$ 4,200,000	\$ 12,600,000
<b>SWIP - Strategic Investment</b>	\$ 320,125*	\$ 960,375*	\$ 3,200,000	\$ 9,600,000
<b>Total</b>	<b>\$ 4,520,125</b>	<b>\$ 13,560,375</b>	<b>\$ 7,400,000</b>	<b>\$ 22,200,000</b>

\*All 2019-2021 SWIP Strategic Investment funds are dedicated to ODOT SRTS infrastructure project match

Table 5 shows annual SWIP Region Allocation funding targets for the 2018-2021 and 2021-2024 STIP cycles. The 2021-2024 budgets include an additional \$100,000 per region from the former Statewide Quick Fix program.

*Table 5 SWIP Region Allocation Funding Targets*

Region	2018-2021 STIP (FFY 2019-2021)		2021-2024 STIP (FFY 2022-2024)*	
	Target	Annual Budget	Target	Annual Budget
<b>1</b>	34%	\$ 1,258,000	28%	\$ 1,136,000*
<b>2</b>	28%	\$ 1,036,000	34%	\$ 1,358,000*

<sup>1</sup> The 2021-24 STIP Funding Allocations Framework lists the program as “Bicycle/Pedestrian 1% Ped/Bike”.

<b>3</b>	14%	\$ 518,000	13%	\$ 581,000*
<b>4</b>	9%	\$ 333,000	12%	\$ 544,000*
<b>5</b>	15%	\$ 555,000	13%	\$ 581,000*
<b>Total</b>		<b>\$ 3,700,000</b>		<b>\$ 4,200,000</b>

\* includes additional \$100,000 per region per year from former Quick Fix program

## Eligibility

### Entities

State Pedestrian and Bicycle funds are available to ODOT Regions and Districts, cities, counties, regional government bodies, transit districts, tribes, or other unit of local government for improvements **on or along state highways**. An Intergovernmental Agreement (IGA) is required when an entity other than ODOT is delivering the project or contributing funds (Appendix 3).

### Projects

Projects must meet all of the criteria below to be eligible for State Pedestrian and Bicycle Funds:

- Must be located on or along a state highway.
- Must be located within the public road right-of-way, per constitutional restriction on State Highway Funds. (Funds can be used to purchase right-of-way. Multi-use paths must be for transportation use in existing or purchased public right-of-way. Loop trails in parks are not eligible for State Highway Funds.)
- Can be used for standalone projects or added on to another project. (Funds can be added to projects with boundaries that extend beyond state highway and public road right-of-way, as long as funds are only used for eligible parts of the project.)
- Must provide a primary safety or access benefit to improve conditions for people walking and biking.
- Must be a bikeway, walkway, or crossing safety improvement, including the addition of new facilities, enhancements to existing facilities, or adding safety features for people walking and biking (e.g., signage, striping, warning systems, lighting).
- Should not include funding for required pedestrian and bicycle improvements triggered by a larger project (e.g. ORS 366.514 required walkway and bikeway provisions triggered by a highway widening project, ADA compliant curb ramps and push buttons triggered by a paving

project). These improvements should be funded by the project/program triggering the requirement. State Pedestrian and Bicycle funds may be used to fund improvements beyond what is required to meet minimum ODOT standards (e.g., difference in cost to provide a 10-foot sidewalk instead of a 6' sidewalk, difference in cost to provide a separated/protected bike lane instead of a striped bike lane, detectable wayfinding and other accessibility enhancements beyond ADA minimums).

- Must not be used to pay for project elements that serve motor vehicles, including but not limited to parking lots, traffic signals (that do not provide a primary benefit for people walking/biking), road resurfacing, and chip seal.
- All project phases are eligible: right-of-way, utility relocations (if not required to be paid for by the utility), preliminary engineering, construction, inspection, project close out, etc. Strong priority is placed on funding the construction phase of projects per the legislative intent of ORS 366.514.
- Award timing is flexible. Can be programmed to leverage another project during business case development and scoping, or added to address an immediate need/opportunity during construction or other project phases.
- Projects funded through Quick Fix program or regional SWIP “Quick Fix” set aside must be under \$100,000 and constructible within one year with minimal preliminary engineering or delivery issues.
- Should be identified as a need in a plan or the region’s Active Transportation Needs Inventory and support implementation of Oregon Bicycle and Pedestrian Plan policies and priorities.
- Must obtain approval from Pedestrian and Bicycle Program Manager before funds are allocated or programmed for a project.
- Must obtain an IGA (Appendix 3) if a local agency is delivering or contributing funds to project.

## Evaluation Criteria

All SWIP projects should address priorities identified in the OBPP and ATNI. SWIP Strategic Investment projects will be evaluated and selected based on criteria to be developed in coordination with OBPAC. The following Pedestrian and Bicycle Program evaluation criteria, contained in the funding request form, will be used as the basis for conversations with OBPAC and should be considered when identifying and prioritizing projects for funding:

- How does the project address investment priorities identified in Policy 8.2 of the OBPP? Does the project:
  - Provide a walking/biking facility where none currently exists (e.g., construct a sidewalk or bike lane where there is currently no sidewalk, reconfigure a 4-lane highway without bike lanes to 3-lanes with bike lanes)?
  - Bring an existing substandard facility up to ODOT minimum standards (e.g., widen a 4-foot sidewalk to a 6-foot sidewalk with ADA compliant curb ramps)? Note: Maintenance should be addressed by the local agency, property owner, or preservation project.
  - Enhance an existing facility beyond ODOT minimum standards (e.g., replace a 6-foot striped bike lane with a physically separated bike lane or cycle track, replace a 6-foot curb tight sidewalk with a 10-foot sidewalk with landscape strip separating it from the highway)?
- Does the project eliminate a barrier or gap in the walking and biking network?
- Is there a history of pedestrian or bicycle involved crashes in the project area?
- Does the project address systemic pedestrian and bicycle crash risk factors (e.g. speed, number of lanes, driveways, distance between crossings)?
- Does the project improve walking and biking connections to transit?
- Does the project improve walking and biking connections to essential destinations (e.g. schools, social services, retail services, employment centers)?
- Does the project serve a transportation disadvantaged community?
- Does the project address a need identified in an adopted plan?
- Is the project on a designated bikeway (e.g., Scenic Bikeway, Oregon Coast Bike Route, locally designated bike route)?

## Match

No match is required. State Pedestrian and Bicycle funds can be used as a match for federal dollars. The Pedestrian and Bicycle Program Manager must concur that the project has enough bikeway and walkway elements to meet the funding criteria.

## Schedule and Milestones

SWIP Region Allocation funds operate on a continuous, rolling application basis. Region SWIP budget targets are established by the Pedestrian and Bicycle Program at the beginning of each STIP cycle. Regions will participate in a quarterly check-in meeting on SWIP expenditures and project delivery status with the Pedestrian and Bicycle Program Manager (see Appendix 2 for example report). At the end of each

STIP cycle, the Pedestrian and Bicycle Program may redistribute any Region Allocation SWIP funds that Regions have not allocated to projects or documented a plan to allocate in the next STIP cycle.

SWIP Strategic Investment grants will be distributed by the Pedestrian and Bicycle Program on an application-based, rotating regional basis. In January of even numbered years, the Pedestrian and Bicycle Program Manager will notify Region ATLs of future funding availability and provide a deadline for regions to submit project proposals. OBPAAC will recommend evaluation criteria, review applications, and provide a funding recommendation for the program. To ensure equitable distribution of funds across the state, applications from regions that did not receive SWIP Strategic Investment funding in previous cycles will be given priority.

## Application & Approval Process

### SWIP Region Allocation

- ATLs review ATNI for priority project needs. Region staff, local agencies, and others also identify opportunities to improve pedestrian and bicycle facilities.
- Project sponsor contact region ATL to discuss project request (e.g., eligibility, priority, and funding availability).
- Project sponsor work with region technical staff to develop cost estimate and schedule. Include ODOT staff time in estimate or clarify how staff time will be paid for (e.g., indirect EA). If project will be delivered by local agency, ODOT staff time should be identified as a separate budget line item to facilitate IGA and EA set up.
- Upon approval by Region ATL, project sponsor and ATL complete SWIP funding request form (Appendix 1).
- Region ATL submit funding request form to [PedBikeFunding@odot.state.or.us](mailto:PedBikeFunding@odot.state.or.us)
- Pedestrian and Bicycle Program Manager review funding request form for eligibility. Follow-up with ATL on any clarification needed.
- Pedestrian and Bicycle Program Manager provide ATL signed, approved copy of funding request form or written rejection.
- Pedestrian and Bicycle Database Coordinator enters project into Ped/Bike database for tracking, requests set up of project EAs, and requests project funds be split out of statewide SWIP bucket.
- ATL will notify the Project Leader or Consultant Project Manager that the project has been allocated SWIP funds.

## SWIP Strategic Investment

- Pedestrian and Bicycle Program Manager will meet with OBPAC to review and revise Strategic Investment project evaluation criteria.
- In January of even numbered years, Pedestrian and Bicycle Program Manager notify ATLs of funding availability and deadline for project proposals.
- Pedestrian and Bicycle Program Manager will open application window, coordinate with internal partners to develop logistics of grant cycle. PM will develop proposal review/scoring process based on SWIP evaluation criteria in collaboration with Active Transportation Manager and OBPAC, establish key milestone dates, and work internally to develop the logistics to accept and process all documents.
- ATLs review ATNI for priority project needs. Region staff, local agencies, and others also identify opportunities to improve pedestrian and bicycle facilities.
- ATLs work with region staff to review potential projects based on program evaluation criteria and select priority projects to propose for funding.
- ATLs work with region technical staff to develop project scope and preliminary cost estimate and schedule.
- Region ATL complete SWIP funding request form (Appendix 1), indicating “SWIP – Strategic Investment” as proposed funding source.
- Region ATL submit funding request form and any supplemental materials prior to deadline for project proposals to [PedBikeFunding@odot.state.or.us](mailto:PedBikeFunding@odot.state.or.us)
- Pedestrian and Bicycle Program Manager reviews project proposals for eligibility and scores proposals based on evaluation criteria. Evaluation and funding recommendation will take geographic distribution of funding in current and previous cycles into account. Pedestrian and Bicycle Program Manager will follow-up with ATL on any clarification needed on proposal.
- Pedestrian and Bicycle Program Manager provide scored project proposals and draft funding recommendation to OBPAC for review and discussion.
- OBPAC discuss proposals and provide funding recommendation.
- Pedestrian and Bicycle Program Manager will notify regions of projects selected for funding and provide ATL signed, approved copy of funding request form or written rejection with any feedback on proposal received during review process.

- Pedestrian and Bicycle Database Coordinator enters project into Ped/Bike database for tracking, requests set up of project EAs, and requests project funds be split out of statewide SWIP bucket.
- ATL will notify the Project Leader or Consultant Project Manager that the project has been allocated SWIP funds.

## IGA & Funding Process

- Pedestrian and Bicycle Database Coordinator enters project into Ped/Bike database for tracking.
- Pedestrian and Bicycle Database Coordinator requests set up of project EAs and requests project funds be split out of statewide SWIP bucket in STIP.
- ATL will notify the Project Leader or Consultant Project Manager that the project has been allocated SWIP funds.
- If project will be delivered by local agency, ATL work with region Agreements Coordinator and local agency to develop IGA using State Pedestrian and Bicycle Program template (Appendix 3). The template will be adapted to each individual project and sent out for signature. Once both parties (the Agency and ODOT) sign the IGA, the agency will receive a Notice of Execution from ODOT and the agency can begin work. No work conducted prior to the IGA Notice of Execution is reimbursable by ODOT. Upon Notice of Execution, the Pedestrian and Bicycle Database Coordinator will enter IGA number and expiration date in Ped/Bike database.
- For SWIP Strategic Investment projects, region project team will develop a project charter.
- ATL and Pedestrian and Bicycle Program Manager coordinate on IGA and charter amendments, as necessary.

## Project Delivery

- ATL notify primary point of contact for project identified in funding request form (ODOT PL, LAL, CPM, or Local Agency) of funding approval.
- Pedestrian and Bicycle Database Coordinator provide ATL with EA.
- Project kickoff meeting
- PL, LAL, CPM, or Local Agency deliver project. Note: State funded projects do not need to complete all of the same project delivery phases and meet all of the same requirements as federally funded or larger STIP projects.

## Reporting & Invoicing

- If project is delivered by local agency, local agency submit request for first 50 percent of funding to [PedBikeFunding@odot.state.or.us](mailto:PedBikeFunding@odot.state.or.us) at project kickoff. If Agency has not previously received grant funding from ODOT in the past three years, Agency should submit an IRS W9 form to the ODOT PM to ensure agency is in ODOT's vendor database for reimbursement after invoicing. Appendix 4 includes an example funding reimbursement request. Agencies may use their own invoicing format, but it must include the following elements:
  - Project name
  - IGA number
  - Invoice number (first 50 percent payment or final 50 percent payment)
  - Invoice date
  - Invoice period (start and end dates)
  - Total amount requested for this invoice period
  - Itemized breakdown of expenses paid during invoice reporting period (for final 50 percent payment)
  - Copies of allowable/reimbursable receipts for items within the reporting period (for final 50 percent payment)
- Pedestrian and Bicycle Program Investment Analyst processes SWIP invoices
- ATL and Region STIP Coordinator (as necessary) participate in quarterly check-in with Pedestrian and Bicycle Program Manager and Pedestrian and Bicycle Database Coordinator to report on project delivery and financial status (see Appendix 2 for example quarterly report).
- Region staff and local agency, if applicable, is responsible to ensure that expenditures are reasonable and necessary to deliver their project. Generally, State Pedestrian and Bicycle Program funds are to be used for direct project development and construction expenditures, not working capital (e.g., operating expenses). Eligible project costs generally include the actual costs expended that are reasonable, necessary, and directly related to the project. If unsure of whether an expense is eligible to be reimbursed, contact the region ATL and/or Pedestrian and Bicycle Program Manager with specific questions.

## Project Closeout

- Project sponsor contact District and ADA Program to organize project final inspection and ADA inspection.
- Complete inspection. Submit ADA inspection forms to [odotstandards@odot.state.or.us](mailto:odotstandards@odot.state.or.us).
- If issues identified at inspection, project sponsor notify Pedestrian and Bicycle Program Manager and develop repair plan. Reinspect as necessary.
- Upon passing inspection, project sponsor complete SWIP Project Acceptance Form. Submit with project photo and passing ADA inspection forms to [PedBikeFunding@odot.state.or.us](mailto:PedBikeFunding@odot.state.or.us)
- If project is delivered by local agency, local agency submit request for final 50 percent payment and any other documentation required in IGA. Appendix 4 includes an example funding reimbursement request. Agencies may use their own invoicing format, but it must include the following elements:
  - Project name
  - IGA number
  - Invoice number (first 50 percent payment or final 50 percent payment)
  - Invoice date
  - Invoice period (start and end dates)
  - Total amount requested for this invoice period
  - Itemized breakdown of expenses paid during invoice reporting period (for final 50 percent payment)
  - Copies of allowable/reimbursable receipts for items within the reporting period (for final 50 percent payment)
- Project point person participate in closeout meeting with Pedestrian and Bicycle Program Manager and ATL.
- ATL or Pedestrian and Bicycle Program Manager conduct project walk through (if didn't attend inspection or conduct closeout meeting on site).
- Ped/Bike Program Investment Analyst process final payment.
- Ped/Bike Database Coordinator request EA closures and mark project complete in Ped/Bike database.

## Contact Information

Jessica Horning

Pedestrian and Bicycle Program Manager



503-986-3555

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

Jake Geissinger

Pedestrian and Bicycle Database Coordinator

503-986-5362

[Michael.J.Geissinger@odot.state.or.us](mailto:Michael.J.Geissinger@odot.state.or.us)

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

<https://www.oregon.gov/odot/programs/pages/bikeped.aspx>

# Appendix 1: State Pedestrian and Bicycle Funding Request Form



# PEDESTRIAN AND BICYCLE PROGRAM FUNDING REQUEST

Provide as much information as you can to help us process your request. *Do NOT program state Pedestrian and Bicycle Program funds until you have received written approval from the Pedestrian and Bicycle Program manager.* See "State Pedestrian & Bicycle Funding Programs Manual" for more information.

PROJECT NAME	FUNDING SOURCE	DATE REQUESTED
--------------	----------------	----------------

### 1. General Information

PROJECT DELIVERY	LOCAL AGENCY IGA*	EXPLAIN**
------------------	-------------------	-----------

#### Contact Information (Local or ODOT)

NAME	TITLE	PHONE	EMAIL
------	-------	-------	-------

### 2. Eligibility Requirements

ODOT [TransGIS](#) for location information

Is the project located on or along ODOT right-of-way? .....  Yes  No

REGION	DISTRICT	COUNTY	CITY	HIGHWAY NO.	ROUTE NO.	BEGIN MP	END MP
--------	----------	--------	------	-------------	-----------	----------	--------

Is the project's primary purpose to improve safety and/or access for people walking and biking? .....  Yes  No

### 3. Project Details

PROJECT STATUS	PROJECT NAME
----------------	--------------

TYPE OF IMPROVEMENT (CHECK ALL THAT APPLY)

- Sidewalk
- Separated bike lane
- Striped bike lane
- Shared use path
- Pedestrian/bicycle crossing improvement (e.g., RRFB, marked crosswalk, PHB, refuge island, curb extension)  
Explain: \_\_\_\_\_
- Accessibility improvement (e.g., curb ramp, audible push button)  
Explain: \_\_\_\_\_
- Other bicycle/pedestrian safety feature (e.g., lighting, signage, striping, traffic calming)  
Explain: \_\_\_\_\_

Provide a summary of the problem/need that the project will address and the scope of work to be funded with ped/bike funds, including any ADA improvements. Description should provide enough detail to describe project in a publication or website.

TEXT FIELD WILL EXPAND AS YOU TYPE. CLICK TAB TO SEE TEXT IN EXPANDED FIELD.

#### LEVERAGE FUNDING

Will Pedestrian and Bicycle funding be added to another project? .....  Yes  No

Key number for related STIP project, if applicable: .....

If yes, will state Pedestrian and Bicycle funding be used to provide improvements beyond minimum accommodations triggered by [ORS 366.514 \("Oregon Bicycle and Pedestrian Bill"\)](#) and the [Americans with Disabilities Act \(ADA\)](#)? .....  Yes  No

Note: State Pedestrian and Bicycle Program funds may NOT be used to pay for minimum accommodations on a project that already triggers ADA facility requirements or ORS 366.514 requirements. These improvements are the financial responsibility of the triggering project. Improvements that go beyond the minimum accommodations are eligible. See "State Pedestrian and Bicycle Funding Programs Manual".

PHASES

What phases are being funded, and what amounts are you requesting? What year will each phase begin? Please attach a planning level cost estimate and schedule. (Click N/A box if not applicable.)

- **PE:** Amount: \_\_\_\_\_ Begin year: \_\_\_\_\_  N/A
- **RW:** Amount: \_\_\_\_\_ Begin year: \_\_\_\_\_  N/A
- **UT:** Amount: \_\_\_\_\_ Begin year: \_\_\_\_\_  N/A
- **CON:** Amount: \_\_\_\_\_ Begin year: \_\_\_\_\_  N/A
- **Other:** Amount: \_\_\_\_\_ Begin year: \_\_\_\_\_  N/A

**Total Request:** \_\_\_\_\_

**4. Program Evaluation Criteria**

See "State Pedestrian and Bicycle Funding Programs Manual" for more information.

1. The project (select one)
2. Does the project eliminate a barrier or gap in the walking and biking network?.....  Yes  No
3. Is there a history of pedestrian or bicycle involved crashes in the project area in the last five (5) years? .....  Yes  No
4. Does the project address systemic pedestrian and bicycle crash risk factors (e.g. speed, number of lanes, driveways, distance between crossings)? .....  Yes  No
5. Does the project improve walking and biking connections to transit? .....  Yes  No
6. Does the project improve walking and biking connections to high need locations (e.g. transportation disadvantaged areas, schools, shopping, employment centers, medical services, or downtowns)? .....  Yes  No
7. Does the project serve a transportation disadvantaged community?.....  Yes  No
8. Does the project address a need identified in an adopted plan? .....  Yes  No
9. Is the project on a designated bikeway (e.g., Scenic Bikeway, Oregon Coast Bike Route, locally designated bike route)? .....  Yes  No
10. Other project benefits or reasons for prioritizing this project (provide optional summary here.)

TEXT FIELD WILL EXPAND AS YOU TYPE. CLICK TAB TO SEE TEXT IN EXPANDED FIELD.

11. Please attach a "before" photo of the project area.

CLICK IN FIELD TO BROWSE FOR IMAGE.

**5. Submission**

Click the Submit button to email the completed form to [PedBikeFunding@odot.state.or.us](mailto:PedBikeFunding@odot.state.or.us).

**SUBMIT**

If you have any questions, contact Jessica Horning, Pedestrian and Bicycle program manager, (503) 986-3555, [jessica.horning@odot.state.or.us](mailto:jessica.horning@odot.state.or.us).

## Appendix 2: Region SWIP Ledger & Quarterly Financial Report Example

### Region 5 SWIP Ledger (2015-2021)

Date	Tracking #	Key #	Project Name	Transaction		Balance	Project Status	Notes
				Debit	Credit			
			Pre-2015 Rollover balance		\$ 1,102,000.00	\$ 1,102,000.00		
			2015-2021 budget		\$ 3,885,000.00	\$ 4,987,000.00		
			2015 STIP Budget adjustment	\$ 15,000.00		\$ 4,972,000.00		
12/11/2015	N/A	19718	R5 CHIP SEALS SHOULDER WORK FOR BIKEPED FACILITIES	\$ 1,000,000.00		\$ 3,972,000.00	Canceled	R5 moved \$1M of 2015-2018 budget into region bucket
1/13/2016	N/A	19718	R5 CHIP SEALS SHOULDER WORK FOR BIKEPED FACILITIES		\$ 1,000,000.00	\$ 4,972,000.00	Canceled	Project canceled
10/29/2016	N/A	20529	Region 5 chipseal shoulder enhancements (2021)	\$ 1,000,000.00		\$ 3,972,000.00	Canceled	R5 moved \$1M of 2018-2021 budget into region bucket
4/10/2018	N/A	20529	Region 5 chipseal shoulder enhancements (2021)		\$ 1,000,000.00	\$ 4,972,000.00	Canceled	Project canceled
10/21/2016	N/A	20293	Region 5 intersection & sidewalk improvements	\$ 550,000.00		\$ 4,422,000.00	Canceled	R5 moved \$550k of 2018-2021 budget into region bucket
1/3/2018	N/A	20293	Region 5 intersection & sidewalk improvements		\$ 550,000.00	\$ 4,972,000.00	Canceled	Project canceled
2016	N/A	19901	US26: Mt Vernon-OR19 chip seal (MP 124.15-154.03)	\$ 284,054.00		\$ 4,687,946.00	Complete	Added to BPDB 2/22/2019. Funds were obligated from a STIP pool created by region 5 in 2016.
2016	N/A	19900	US26: chip seal shoulders MP 231.11-MP 261.6	\$ 276,416.00		\$ 4,411,530.00	Complete	Added to BPDB 2/22/2019. Funds were obligated from a STIP pool created by region 5 in 2016.
2016	N/A	19899	OR78: chip seal shoulders MP 60.88-MP 91.60	\$ 88,530.00		\$ 4,323,000.00	Complete	Added to BPDB 2/22/2019. Funds were obligated from a STIP pool created by region 5 in 2016.
3/29/2017	SW515286	18903	Hwy 351: Joseph/Wallowa Lake bike/ped improvements	\$ 351,000.00		\$ 3,972,000.00	Active	
1/17/2018	SW517363	18918	US395: SIDEWALK IMPROVEMENTS (JOHN DAY)	\$ 230,000.00	\$ 230,000.00	\$ 3,972,000.00	Canceled	project cancelled, will be funded through SRTS
1/25/2018	SW515286	18903	HWY 351: JOSEPH/WALLOWA LAKE BIKE PED IMPROVEM	\$ 1,000,000.00		\$ 2,972,000.00	Active	
3/13/2018	SW515286	18903	HWY 351: JOSEPH/WALLOWA LAKE BIKE PED IMPROVEM	\$ 152,000.00		\$ 2,820,000.00	Active	
4/3/2018	SW518386	18113	6TH ST. YERXA AVE-UMATILLA BRIDGE (UMATILLA)	\$ 700,000.00		\$ 2,120,000.00	Active	
5/25/2018	SW515286	18903	HWY 351: JOSEPH/WALLOWA LAKE BIKE PED IMPROVEM	\$ 168,551.00	\$ 168,511.00	\$ 2,119,960.00	Active	Was in R5 spreadsheet, but not in STIP or BPDB. Was changed to R5 Fix it.
6/5/2018	SW518386	18113	6TH ST. YERXA AVE-UMATILLA BRIDGE (UMATILLA)	\$ 85,097.00		\$ 2,034,863.00	Active	
9/5/2018	SW515286	18903	HWY 351: JOSEPH/WALLOWA LAKE BIKE PED IMPROVEM	\$ 90,000.00		\$ 1,944,863.00	Active	88,441 will be obligated (fund exchange to fed funds). To NPS for NEPA (arch) and maintenance.
						\$ 1,942,953.00		Per Jane Goode, \$165,000 in charges moved from SWIP subjob to subjob 011. Additional SWIP award of \$1,910.00 approved to cover remaining overage. Total of \$3,469 in SWIP funds to be added in TEAMS to account for final award and previous award amount not previously accounted for in TEAMS.
3/20/2019	SW515286	18903	HWY 351: JOSEPH/WALLOWA LAKE BIKE PED IMPROVEM	\$ 1,910.00				
4/16/2019		21471	OR7 and I-84 Intchg Bike/Ped Improvements (Baker City)	\$ 470,817.00		\$ 1,472,136.00	EA Pending	project will be federalized, since existing project is federal
			2022-2024 budget (includes \$100k/year from QF)		\$ 1,743,000.00	\$ 3,687,863.00		

# Active Transportation Quarterly Project Report

## Region 5

Project Information and Region		Award	Budget	Expenditures	
QF518384	Milton-Freewater Downtown Improvements (Milton-Freewater)	\$150,000.00	\$150,000.00	\$122,936.29	82% Active: Construction
SW519002 (KN21471)	OR7 and I84 Interchange (Baker City) (Baker)	\$470,817.00			Approved
SW515286 (KN18903)	OR82:JosephWallowa (Joseph)	\$1,594,910.00	\$1,591,441.00	\$1,594,909.68	100% Active: Construction
SW518386 (KN18113)	6TH ST: YERXA AVE - UMATILLA BRIDGE (UMATILLA) (Umatilla)	\$785,097.00	\$40,752.00	\$40,868.18	5% Approved
SR51911-161 (KN00000)	Sunset Drive and H Avenue: Sidewalk and Ramp Construction (La Grande)	\$140,000.00	\$140,000.00	\$0.00	0% Approved
SR51911-78 (KN000000)	US395: Roadway Widening to Enlarge Bike Lanes (La Grande)	\$1,135,999.81			Approved
SR51911-101 (KN00000)	OR11 and SW 10th Ave: Sidewalk and Signage Installation (Milton Freewater)	\$249,598.50	\$249,598.50	\$0.00	0% Approved
<b>Totals:</b>		<b>\$4,526,422.31</b>	<b>\$2,171,791.50</b>	<b>\$1,758,714.15</b>	

## Appendix 3: State Pedestrian and Bicycle Project IGA Template

## Appendix 4: Example Invoice/Payment Request Letter

# Local Agency Letterhead

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Date

Oregon Department of Transportation  
Pedestrian and Bicycle Program  
555 13<sup>th</sup> St NE  
Salem, OR 97301

Re: **First/Final** Payment Request for **Tracking #: Project Name (IGA#)**

Local Agency Name would like to request payment of the **first/final** portion of the grant funds for **Tracking #: Project Name (IGA#)** in the amount of **\$X,XXX.XX**. The total grant amount under this IGA is **\$X,XXX.XX**.

*For final payment requests:*

This payment request covers work conducted from **start date** to **end date**. The following supporting documents, required per the IGA, are attached:

- Itemized breakdown of expenses
- Receipts for reimbursable items
- ADA Inspection Forms
- Pedestrian & Bicycle Program Project Acceptance Form

If you have any questions or need any additional information to process this payment, please contact: **Local Agency Contact person**

Sincerely,  
Local Agency Name  
Address  
Phone  
Email

# Appendix 5: State Pedestrian and Bicycle Program Project Acceptance Form



## ODOT PEDESTRIAN & BICYCLE PROGRAM PROJECT RECOMMENDATION OF ACCEPTANCE

### Overview of Actions and Responsibilities

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Who initiates the form?	The ODOT Project Liaison (e.g., PL, PM, CPM) initiates the Project Recommendation of Acceptance.
When is the form processed?	When all on-site work is completed, the ODOT Project Liaison must recommend acceptance of the project by signing this form. ODOT Project Liaison must provide electronic before and after pictures.
Action required by the ODOT Project Liaison:	<p>The ODOT Project Liaison and other pertinent parties perform an on-site review.</p> <p>The form is completed by the ODOT Project Liaison and signed by the ODOT Project Liaison, Recipient's Representative (if locally delivered project), and Region Active Transportation Liaison.</p> <p>After the form is signed by both parties, the ODOT Project Liaison forwards a signed copy of the form to the Pedestrian &amp; Bicycle Program Manager at <a href="mailto:PedBikeFunding@odot.state.or.us">PedBikeFunding@odot.state.or.us</a></p> <p>The ODOT Liaison will also send before and after pictures of the project to the Pedestrian &amp; Bicycle Program Manager at the same time the completed form is submitted.</p>

---



## ODOT PEDESTRIAN & BICYCLE PROGRAM PROJECT RECOMMENDATION OF ACCEPTANCE

PROJECT NAME:	IGA NO.:	ODOT PROJECT TRACKING NO.:
RECIPIENT (IF LOCALLY DELIVERED PROJECT):	REGION NO.:	
INSPECTION DATE:	INSPECTED BY:	
IN COMPANY WITH:		

# OF ADA RAMPS CONSTRUCTED                      # OF PEDESTRIAN PUSH BUTTONS CONSTRUCTED  
 # OF CROSSING IMPROVEMENTS CONSTRUCTED  
 ADA INSPECTION COMPLETED, PASSED, AND INSPECTION FORMS SUBMITTED?

LINEAR FEET OF SIDEWALK CONSTRUCTED\*  
 LINEAR FEET OF STRIPED BIKE LANE CONSTRUCTED OR STRIPED\*  
 LINEAR FEET OF SEPARATED BIKE LANE CONSTRUCTED OR ESTABLISHED\*  
 LINEAR FEET OF SHARED USE PATH CONSTRUCTED\*

\* INCLUDE BOTH SIDES OF STREET (E.G. 200' OF HALF STREET IMPROVEMENTS = 200', BOTH SIDES OF STREET = 400')

OTHER PED/BIKE SAFETY OR ACCESS IMPROVEMENTS CONSTRUCTED. DESCRIBE:

OTHER REMARKS (SCOPE OF INSPECTION, FINDING, RECOMMENDATIONS, INSTRUCTIONS, ETC.):

**Original:** ODOT Project Liaison keeps original in project file. (Before and after pictures must be submitted with this form to:  
[PedBikeFunding@odot.state.or.us](mailto:PedBikeFunding@odot.state.or.us))

**Copy of this form provided to:**

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

Regional Active Transportation Liaison (ATL)  
 ATL Email:

Recipient (if locally delivered project)  
 Recipient Email:

Consultant (if applicable)  
 Consultant Email:

All on-site work has been completed in accordance with the contract and I recommend acceptance.

Name of Signatory:  
 Email of Signatory:

\_\_\_\_\_

ODOT Project Liaison (if ODOT delivered Project), or                      Date  
 Recipient (if locally delivered project)

I recommend project acceptance.

Name of Signatory:  
 Email of Signatory:

\_\_\_\_\_

ODOT Region Active Transportation Liaison                      Date