

Oregon Community Paths Guidelines 2022 Grant Solicitation (January 2022)

Oregon Department of Transportation, Public Transportation Division

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Part 1: Oregon Community Paths Program Grants

Overview and Guidance

These guidelines describe the policy, standards, criteria and procedures for the 2022 solicitation of the Oregon Community Paths (OCP) Program.

Program Description

The Oregon Community Paths (OCP) program is a grant program dedicated to helping communities create and maintain connections through multiuse paths. The Oregon Department of Transportation (ODOT) uses funds from the state Multimodal Active Transportation fund and federal Transportation Alternatives Program fund for this program. This program intends to complement existing active transportation programs in communities across the state.

OCP is a competitive statewide transportation program that supports investments in multiuse paths that are not part of a roadway or a roadway. Examples of eligible projects may be routes or segments that pass through a park, along a greenway, and follow abandoned rail corridors to connect community centers, services, housing, employment, schools, and recreation. Some on-road projects, such as roadway crossings for existing paths are also eligible. OCP projects must serve a transportation purpose (not recreational) and must be open for public use.

This program will fund two types of community paths:

- 1) Critical Links – walking and biking connections to schools, downtowns, shopping, employment, and other essential destinations
- 2) Regional Paths - connecting communities no more than 15 miles apart, or traverses one community with a path 10 miles long or greater; for example, Southern Oregon’s Bear Creek Greenway, or Portland’s [Springwater Corridor](#).

The 2022 solicitation will be for federal Transportation Alternatives funds only. State Multimodal Active Transportation funds are limited to cash on hand. These funds were obligated in the 2020 solicitation/grant awards, and the fund must rebuild to allow awards for the 2024 solicitation.

2022 Solicitation Schedule

| | |
|---|---|
| August 1 st 2022 – September 15 th 2022 | Letters of Interest Accepted |
| September 30 th 2022 | Applicants notified of eligibility/ineligibility to proceed |
| November 1 st 2022 – January 31 st 2023 | Applications Accepted |
| February 2023 – April 2023 | Application Review |
| May 2023 | Oregon Bicycle and Pedestrian Advisory Committee (OBPAC) Recommendation to Oregon Transportation Commission (OTC) |
| July 2023 | OTC Awards |
| October 2023 | Grant Execution |

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Project Duration

The successful applicant/grantee will have three years to complete the project from the agreement execution date. The grantee must execute the agreement within six months of the grant offer.

Related Documents

- Project Refinement Pre-Application Worksheet
- Construction Pre-Application Worksheet
- Oregon Community Paths Application for Project Refinement
- Oregon Community Paths Application for Construction
- [Guide to Federal Aid Programs and Projects](#)
- [Federal Aid Guidance – Non Federal Matching Requirements](#)

Funding

Funding Source

The OTC allocated \$36M in Federal Highway Administration (FHWA) funds for the OCP program for the 2022 and 2024 solicitations

For the 2022 solicitation, funding for OCP is comprised of federal Transportation Alternatives program (TA) funds. \$18 million is available for this cycle, with \$3M of that allocation devoted to Project Refinement grants. State Multimodal Active Transportation funds will not be available for this solicitation.

For the 2024 solicitation, funding is comprised of \$18M in federal transportation funds, and also includes State Multimodal Active Transportation Funds. State funds are limited to cash on hand, and will be available in the 2024 solicitation, as we rebuild from the 2020 awards.

Transportation Alternatives

The FHWA funds the Transportation Alternatives Program under the Surface Transportation Block Grant Program and is governed under [23 USC 133](#). These funds are distributed to states and large metropolitan planning organizations on a formula basis, who in turn are required to award projects through a competitive grant process. The OCP is funded with Oregon's State TAP allocation.

Funding Availability

Grant cycles are on a two-year cycle. The table below shows the estimated amount expected to be available for the next two cycles, by funding type. The 2022 solicitation cycle is federal only, while 2024 includes both federal and state funding. Because the economic impacts of the COVID-19 pandemic are still unfolding, it is possible that the state fund estimates could be different than detailed below.

| Funding Cycle | Transportation Alternatives (federally funded) | Estimated Multimodal Active Transportation (state funded) | TOTAL |
|----------------------|---|--|--------------|
| 2022 Solicitation | \$18M | \$0 | \$18M |
| 2024 Solicitation | \$18M | \$4M (est) | \$22M (est) |
| Totals | \$36M | \$4M (est) | \$40M (est) |

Funding for Individual Projects

The two project types, Project Refinement and Construction, have different requirements and funding.

- Project Refinement funding is limited to \$150,000 - \$750,000 per project.
- Construction funding is limited to \$500,000 - \$6,000,000 per project

Project eligibility, requirements and deliverables are explained later in this document.

Eligibility

Eligible Applicants

Eligible applicants include cities, counties, state, regional government bodies, tribal governments, mass transit or transportation districts, school districts, special government bodies, or other units of local government.

To be eligible for the 2022 solicitation, applicants must commit to provide 10.27% matching funds upon federal grant award. The project must also meet the project eligibility requirements for Community Paths, described in this document.

Certain restrictions apply:

1. An applicant may not apply for a new OCP grant if they have an active OCP grant older than five years beyond the grant execution date
2. Non-profits are not eligible to apply for federal funding under the OCP.
3. Construction project applications should reference a local plan that specifically references the project (not just a policy).
4. Federal grants require projects meet all federal requirements.

Eligible Project Types:

There are two project categories, Regional Paths and Critical Links.

Regional Paths

Regional paths help develop longer paths that connect communities, or are part of an interconnected network of paths. A regional path must meet the following criteria:

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- Is a continuous path made up of one or more connected segments, primarily physically separated from the roadway; or
- Connects two or more communities, with each community no more than 15 miles apart, or traverses a single large community with a path that is 10 miles or longer; or
- Serves as a connection point for people commuting between communities, or is a part of an officially designated walking and bicycling route; and
- Is specifically endorsed by elected bodies along path alignment, either through project being in a plan adopted by an elected board (e.g. city council), or through a resolution in support of the project as part of the application.

Critical Links

Critical Links reference connections to destinations, or closing of barriers. Criteria for critical links are below:

- Roadway crossings that connect portions of a path;
 - Any project that touches or crosses a roadway right of way, will require letters of support from the roadway authority as part of the application
- Railway crossings that connect portions of a path;
 - Any project in a Railway Right of Way will require letters of support from railway owner as part of the application.
 - Applicants are strongly encouraged to work with ODOT Rail Services in developing the application
- Linkages to high need locations [schools, employment or major activity centers] or areas defined as where:
 - No connections exist,
 - Transportation options are limited, or
 - Safety concerns exist, and the project/improvement will address the safety concern.

Eligible Grant Types

There are two project types. Construction, and Project Refinement.

Construction Grants

Construction grants must involve construction of a regional path or critical link. Phased grants such as grants for engineering only, for example, are not allowed, with the exception of a project refinement grant, which is for the first 30% design. A construction grant may include preliminary planning, environmental, or right of way, but must include construction.

An applicant may construct a segment of a larger path, and apply for constructing other segments in future OCP grant cycles.

Project Refinement

Project Refinement grants are for design refinement for regional paths or critical links. Design Refinement grants need to demonstrate readiness to apply for Construction grants in the next OCP cycle. A scope of work outline for a project refinement grant is part of Appendix C. To be eligible for

project refinement, applicants must demonstrate that the proposed project is consistent with a locally adopted plan (Transportation Systems Plan, area plan, comprehensive plan, or similar).

- Project must be for initial planning, often referred to as first 30%. The goal is to perform the initial planning to allow for a future successful construction application.
- Deliverables include:
 - Preferred alignment
 - Project Scope Sheet
 - Environmental Prospectus
 - Funding/implementation Plan

Part 2: Competitive Grant Requirements

Match Requirements

Federal Transportation Alternatives Funding

Federal TA funds must have a local cash match of 10.27%. Local or state funds may be used as cash match, but federal funds may not be used to match other federal funds.

State funds, as well as donations of cash from the grantee and/or third parties, may be used to satisfy the non-Federal match requirements for a project.

Retroactive approval of costs incurred prior to IGA execution, or retroactive credits for land acquired prior to IGA execution is prohibited for federal grants.

Meeting the local cash match requirement:

- Applicants can consider using the Oregon Transportation Infrastructure Bank to borrow funds at a low interest rate. More information at <http://www.oregon.gov/ODOT/About/Pages/Financial-Information.aspx>.

Application Process

APPLICATION SCHEDULE AND PROCESS

| Step | Dates | Description |
|------|-------------------------------|---|
| 1 | August 2022 | OCP Project Manager (PM) opens application window. |
| 2 | August 1 – September 15, 2022 | Applicant submits Letter of Interest to determine eligibility |
| 3 | September 30, 2022 | PM responds to Letters of Interest offering opportunity to apply, if eligible |
| 4 | Nov 1, 2022 – Jan 31, 2023 | Applicant submits final application. |
| 5 | February- May 2023 | PM reviews, scores, and ranks application |
| 6 | May 2023 | OBPAC recommends project list to OTC |

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| 7 | July 2023 | OTC approves projects for funding. |
| 8 | October 1, 2023 | Begin Executing Intergovernmental Agreements |

In January of funding cycle years, PTD will announce the schedules to submit grant applications for grants from the OCP. PTD will not accept applications outside of the announced application periods. PTD will also announce the opening and closing of application cycles in the weeks prior to the application cycle.

Application materials are on the [OCP program](#) website during the solicitation cycle. Applicants will submit a LOI online through the website. PTD will notify applicants who submitted a LOI if they are eligible to prepare and submit an application.

PTD will provide online templates for submissions and may request additional supporting documentation from the applicant.

Additional Information and Tips

Submitting an application:

- Applicants for projects not awarded during an application period may reapply during a subsequent application period.
- Certified agencies or ODOT will deliver federally-funded projects
- Applicants are encouraged to solicit letters of support from local transportation committees like ACTs and local community-based organizations. These letters will be used to help determine public support for a project when scoring the application.
- If a portion of the project was previously funded with federal dollars, the entire project is considered federalized, and must meet all federal requirements.
- List all partner agencies, including any non-profits, and what their role will be in completing the project.

Project Selection

Prioritization Criteria: The OBPAC selects the prioritization criteria used by staff in the scoring of the project.

Project Selection Criteria Development:

| Step | Role | Description | Opportunity for Public Input |
|------|--|--|---|
| 1 | PTD OCP PM | <u>PTD PM holds workshops, webinars, email blasts, or post information on website</u> | Public input is accepted for current cycle |
| 2 | Oregon Bicycle and Pedestrian Advisory Committee (OBPAC) | <u>Criteria review:</u> OBPAC consulted on focus areas and sets priority criteria and priority rankings prior to each selection cycle. | OBPAC meetings have an opportunity for public comment |

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| 3 | PTD OCP PM | PM posts selection criteria and scoring criteria in application templates, on website. | Public input accepted for future cycles |
|---|------------|--|---|

For the 2022 solicitation cycle, the below criteria is being used for project selection. Project ranking will be determined by points and scoring criteria developed by ODOT.

| Criteria | Description |
|--------------------------------------|--|
| Eligibility/ Project Characteristics | <ul style="list-style-type: none"> • Will the project contribute to development of a walking and/or biking path to high need locations (e.g., transportation- disadvantaged areas, schools, shopping or employment centers, medical services, connections to transit and Regional Paths, and downtowns)? • Will the project contribute to development of a walking and/or biking path in areas where no connections exist, transportation options are limited, or significant safety concerns are addressed by the improvement? • Proximity to high need locations (e.g., transportation disadvantaged areas, surrounding schools, shopping, employment centers, medical services, connections to transit, and downtowns) as defined in the Oregon Bicycle Pedestrian Plan • Will the project contribute to development of a continuous path made up of one or more connected segments that: <ul style="list-style-type: none"> <input type="checkbox"/> Connects two or more communities, with each community no more than 15 miles apart, or traverses through a single large community with a path that is 10 miles or longer. <input type="checkbox"/> Will serve as a connection point for people commuting between communities, or is a part of an officially designated walking and/or biking route as shown in a local, county or regional plan <input type="checkbox"/> Is endorsed by elected bodies along path alignment, as indicated in a local, county or regional plan. |
| Outreach | <ul style="list-style-type: none"> • Outreach had been done and there is public support, including from affected property owners (include any letters of support) • Public participation plan is included as part of project scope of work • Previous outreach to historically excluded communities and/or planned outreach to historically excluded communities • Application addresses the needs expressed by historically excluded communities, and describes benefits and burdens to those communities • Application includes a diverse range of leaders and stakeholders to assess needs, identify gaps, establish priorities, and develop solutions. • Opportunity to increase safety and/or access for those historically excluded that does not directly address the purpose of the program? (Access to transit, Safe route to school, hospitals/clinics) |
| Equity | <ul style="list-style-type: none"> • Transportation Disadvantaged Index Score <ul style="list-style-type: none"> ○ 1.841-2.3 = 100 ○ 1.381-1.840=75 ○ 0.921-1.380 = 50 ○ 0.461-0.920 = 20 |

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| | <ul style="list-style-type: none"> • 0-0.460 = 0 |
| Safety | <ul style="list-style-type: none"> • Is the project providing a parallel route to a specific road with the road having the following characteristics? >30MPH; >2 lanes each direction; >12k AADT; Crash history |
| Project Readiness | <ul style="list-style-type: none"> • Project is in a local plan • Stage project is in (Planning/Engineering, Right-of-Way attainment, Construction) • No known environmental, historical or cultural resources within or adjacent to the project area • There are known environmental, historical, or cultural resources within or adjacent to the project area, and applicant has completed mitigation plans • Rights of way have been secured • There are no known issues with any required special permits (e.g. farmland) • Compliance with Oregon Bicycle and Pedestrian Design Guide or equivalent. |

DECISION MAKING STRUCTURE AND ROLES:

| Step | Role | Description | Opportunity for Public Input |
|------|--|--|--|
| 1 | Cities, Counties, Tribes, Transit Districts, other Road Authorities. | <u>Pre-Application and application process:</u> Eligible entities submit OCP application materials before the prescribed deadlines. | Project development public outreach meetings. |
| 2 | PTD Staff ODOT Regional Implementation Staff | <u>Initial technical and priority criteria score:</u> PTD staff provides eligibility review and if program is oversubscribed scores the projects using technical and priority criteria, developing a 100% and 150% list. Staff scoring of projects will include application review and possible virtual or in-person site visits. Regional staff review 100% list to estimate project costs and preliminary scoping. PTD staff revises 100% list accordingly. | N/A |
| 3 | Oregon Bicycle and Pedestrian Advisory Committee (OBPAC) | OBPAC reviews staff scoring of applications to determine which projects to recommend to the OTC for funding (100% list) | OBPAC meetings have an opportunity for public comment. |
| 4 | Oregon Transportation Commission (OTC) | <u>Final approval:</u> OTC reviews and vote on OBPAC recommendations. | OTC meetings have an opportunity for public comment. |
| 5 | OCP PM | <u>Notification and contract signed:</u> PM notifies project applicants of awards and works with grant recipients to sign the | N/A |

Part 3: Project Delivery and Agreements

Processes for Project Delivery

If the OCP project uses federal funds, ODOT requires project delivery through one of two approved delivery methods: Local Public Agency (LPA) Certified agency delivery, or ODOT Delivery and Operations delivery. Applicants should review approved delivery options in the [AOC-LOC-ODOT Working Agreement](#) for certified agency eligibility and requirements.

A non-certified LPA is considered third-party compared to the federal government and certified agency, and must contribute a funding match and, if pre-approved by ODOT Program and Funding Services, may also contribute other limited in-kind services, materials, and property which could count towards the match, but may not be reimbursed for the same.

The scope of a non-certified LPA's involvement with federally funded project activities is very limited. For example, the non-certified LPA could be approved to perform public outreach and document review, (but may not be approved to perform design, survey, project management, inspection, contract administration, etc. services). Again, these activities are considered contributions to the project and are not federally reimbursable, but may meet in-kind match requirements.

The OCP PM monitors funding and helps resolve issues. Grant recipients that are certified agencies are responsible for tracking their OCP projects and submitting monthly progress reports and invoices. The project delivery steps for certified grant recipient are outlined below. PTD grant recipients will refer to [ODOT's Project Delivery Guide](#). ODOT will administer and deliver projects for non-certified agencies.

| Step | Delivery and Oversight Process for Certified Agencies delivering Federally Funded Projects |
|------|---|
| 1 | Grantee signs IGA as soon as possible and no later than 180 days after OTC selects projects. |
| 2 | Grant recipient begins to expend funds as soon as possible and no later than one year from the date the IGA is signed for federal projects |
| 3 | ODOT PM reviews invoice; coordinates payment. |
| 4 | Certified Agencies send federal quarterly progress reports to CommunityPaths@odot.state.or.us Certified Local Public Agency Quarterly Report (734-5034) - Sample Quarterly Report Form Tutorial Quarterly Report Form Demonstration |
| 5 | ODOT PM reviews quarterly progress reports and monitors issues with the timely meeting the project goals listed in the IGA. |
| 5 | Grant recipient monitors funds against financial plan and cash match requirement. |
| 6 | Grant recipient sends final invoice for payment, closeout documentation, and final report. |
| 7 | OCP PM or similar ODOT representative conducts final walk through of project. |
| 8 | OCP PM may administer a project audit to determine if application materials provided were correct in regards to the amount of cash match the grant recipient contributed. |
| 9 | OCP PM approves and initiates project closeout. |

In the event that project scope, schedule, or budget changes require an amendment to the project IGA or ODOT Delivery and Operations Agreement, recipients will follow the process below.

| Step | Intergovernmental Agreements/ ODOT Delivery and Operations Region Contract Amendments |
|------|--|
| 1 | Grant Recipient notifies CommunityPaths@odot.state.or.us about the need for an amendment. |
| 2 | OCP PM determines eligibility; approves or denies amendment. |
| 3 | OCP PM notifies recipient and coordinates agreement and scope update, if approved. |

Additional Expectations for Grant Recipients

Grant recipients are responsible for any cost overruns for the project, and must complete the project within three years from signed agreement for federally funded projects, or five years for state funded projects. The OCP Manager will monitor progress by reviewing quarterly progress reports submitted by recipients. When zero funds have been expended for the project within two years of signed agreement, an evaluation of recipient's ability to deliver the completed project within the required period is required, and funds can be withdrawn. If recipient is unable to deliver the project within the required period, PTD will cancel the grant, reclaim and redistribute funds prior to the grant funds expiration.

In addition, when agreements are unsigned after one year of offer, an evaluation of the recipient's ability to deliver the completed project within the required period is required. If recipient is unable to deliver the project within the required period, PTD will cancel the grant, reclaim and redistribute funds prior to the grant funds expiration.

Recipients shall comply with state and local design and construction guidelines such as the National Environmental Protection Act (NEPA) <https://ceq.doe.gov/>. Information on Oregon NEPA requirements are at ODOT's Geo-environmental Section website <https://www.oregon.gov/ODOT/GeoEnvironmental/Pages/NEPA.aspx>.

Note: The NEPA process applies to all ODOT projects that use federal funding, or that are conducted, regulated, or approved by one or more federal agencies. Projects funded with state funds must comply with all local and state environmental laws and regulations.

Recipients shall comply with all required guidelines and rules such as [Americans with Disabilities Act \(ADA\)](#). Lack of compliance with the ADA can result in cost overruns or failure at final acceptance. More information is available at <https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>.

Grant Performance Measures and Evaluation

The goal of the OCP Program is to build off-road transportation projects that address barriers and hazards for pedestrians and bicyclists.

Transparency: ODOT PTD is committed to transparency in decision-making and evaluation for the OCP Program. PTD will provide web-based information on funded projects and maintain this information for the public. PTD will also provide final recommendations documentation on project scoring.

Performance Measures: The OCP program goals will incorporate performance measures for safety and equity.

Safety: PTD uses a standard application questionnaire regarding roadway characteristics to estimate potential safety benefits of projects.

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Equity: PTD developed a [Transportation-Disadvantaged Community Index](#) as a standard equity measure. In addition, PTD has incorporated outreach to disadvantaged communities, and questions regarding benefits to disadvantaged communities into the Letter of Interest and Application.

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References

| Title | Link |
|---|---|
| AASHTO Guide for Development of Bicycle Facilities | https://tooledesign.com/project/update-to-the-aashto-guide-for-the-design-of-bicycle-facilities-2019/ |
| Americans with Disabilities Act Accessibility Engineering at ODOT | https://www.ada.gov/ https://www.oregon.gov/odot/Engineering/Pages/Accessibility.aspx |
| AOC -LOC - ODOT Working Agreement (Delivery Options) | https://www.oregon.gov/odot/LocalGov/Documents/ODOT-AOC-LOC-Agreement-32588.pdf |
| Community Paths Program Manager Email | CommunityPaths@odot.state.or.us |
| Federal Aid Guidance - Guide to Federal Aid Programs and Projects | https://www.fhwa.dot.gov/federalaid/projects.pdf |
| Federal Aid Guidance – Non-Federal Matching Requirements | https://www.fhwa.dot.gov/legsregs/directives/policy/fedaid_guidance_nfmr.pdf |
| Federal Highway Administration - Transportation Alternatives | https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm |
| Multimodal Active Transportation Fund - Oregon Administrative Rule 731-036 | https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=5681 |
| Multimodal Active Transportation Fund Establishment - Oregon Revised Statute 367.091 | https://www.oregonlaws.org/ors/367.091 |
| NACTO Shared-Use Accessibility Guidelines | https://nacto.org/docs/usdg/designing_sidewalks_and_trails_access_kirschbaum.pdf |
| National Environmental Policy Act | https://ceq.doe.gov/ |
| ODOT Project Delivery Guide | https://www.oregon.gov/odot/ProjectDel/Pages/Project-Delivery-Guide.aspx |
| Oregon Bicycle Pedestrian Advisory Committee | https://www.oregon.gov/odot/Get-Involved/Pages/OBPAC.aspx |
| Oregon Bicycle Pedestrian Design Guidelines | https://www.oregon.gov/ODOT/Engineering/Documents_RoadwayEng/HDM_L-Bike-Ped-Guide.pdf |
| Oregon Bicycle Pedestrian Plan | https://www.oregon.gov/odot/Planning/Documents/OBPP.pdf |
| Oregon Bicycle and Pedestrian Design Guide and on the Public Right-of-Way Accessibility Guidelines (PROWAG) | https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/shared-use-paths/supplemental-notice/proposed-supplements |
| Oregon Community Paths Website | https://www.oregon.gov/odot/Programs/Pages/OCP.aspx |

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|--|---|
| Oregon Engineering for Accessibility | https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx |
| Oregon Guidance on National Environmental Policy Act | https://www.oregon.gov/ODOT/GeoEnvironmental/Pages/NEPA.aspx |
| Oregon Infrastructure Bank | https://www.oregon.gov/ODOT/About/Pages/Financial-Information.aspx |
| Oregon Local Agency Certification Program | https://www.oregon.gov/odot/LocalGov/Pages/Certification.aspx |
| Oregon Transportation Commission | https://www.oregon.gov/odot/get-involved/pages/otc_main.aspx |
| Designing Sidewalks and Trails for Access – Part II of II: Best Practices Design Guide | https://nacto.org/docs/usdg/designing_sidewalks_and_trails_access_kirschbaum.pdf |
| United State Code, Title 23, Section 133 | United States Code Title 23, Subpart 133 |

<https://www.>

APPENDICES

Appendix A: Acronyms

A transportation project, as defined under the Oregon Community Programs, includes:

Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, crosswalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

A transportation project does not include costs associated with maintenance or operating expenses.

Table 1: Acronyms

| | |
|--------------------|---|
| ACT | Area Commission on Transportation |
| Agency | Entity applying for CP grant. Also known as applicant |
| ATL | Regional Active Transportation Liaison |
| IGA | Intergovernmental Agreement |
| LAL | Local Agency Liaison. Job Title is migrating to Transportation Program Manager |
| LOI | Letter of Intent |
| OBPAC | Oregon Bicycle and Pedestrian Advisory Committee |
| OCP | Oregon Community Paths |
| ODOT | Oregon Department of Transportation |
| OTC | Oregon Transportation Commission |
| OTSC | Oregon Transportation Safety Committee |
| PL | Project Leader |
| PM | ODOT Community Paths Program Manager |
| Project Refinement | A federally funded preliminary planning grant under the Community Paths program |
| PTD | Oregon Department of Transportation Public Transportation Division |
| SRTS | Safe Routes to School. For the purposes of this program manual, the term specifically applies to infrastructure projects. |
| TA | Transportation Alternatives Program |
| TPM | Transportation Program Manager. May also be referred to as a LAL |

Appendix B: Definitions

Community Paths:

“Community Paths” refers to efforts to make off-street walkways and bikeways that address barriers to connecting communities and complement on-street walkways and bikeways.

Oregon Community Paths Program:

The [Oregon Community Paths Program](#) (OCP) is a statewide program that funds off-road paths that serve utilitarian purposes. The program funds two types of projects:

1. **Construction Grants:** Development, construction, reconstruction, resurfacing, or other capital improvement of multiuse paths, bicycle paths, and footpaths that improve access and safety for people walking and bicycling
2. **Project Refinement Grants:** Preliminary Planning grants to help prepare for a later OCP construction grant request.

Oregon Department of Transportation (ODOT) Public Transportation Division (PTD):

The Program Implementation Unit within the PTD is responsible for program development and management.

ODOT Community Paths Program Manager (PM):

The OCP Program Manager manages all aspects of the Community Paths program. The PM establishes dates and milestones for the grant cycle, coordinates delivery logistics for the Letters of Intent, conducts local workshops, and responds to comments. The PM develops project selection criteria in collaboration with the Oregon Bicycle and Pedestrian Advisory Committee.

Regional Active Transportation Liaisons:

Regional Active Transportation Liaisons (ATLs) are specialists in active transportation. They work with local agencies assisting in the development of projects and applications. They may also assist Transportation Program Managers in reviewing completed projects.

Regional Transportation Project Managers:

Regional Transportation Project Managers (TPMs) act as project leads with the public agencies. TPMs serve as the region point person for administration of federally funded OCP projects. They work with awardees to deliver federally funded projects.

Oregon Bicycle and Pedestrian Advisory Committee (OBPAC):

The [OBPAC](#) is an eight-member committee appointed by the governor that acts as a liaison between the public and ODOT. The mission of OBPAC is to advise ODOT, the Oregon Transportation Commission, and Oregon legislature on priorities, issues, projects, and funding needs to improve walking and biking in Oregon. The OBPAC will provide consultation on setting priority criteria for OCP funding cycle. OBPAC will also participate in project selection.

Oregon Transportation Commission (OTC):

The [Oregon Transportation Commission](#) (OTC) is the decision-making body responsible for reviewing recommended projects, making the ultimate decision on which projects to fund, and determining

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recipients of lower cash match requirement. The OTC approves the OCP project list for competitive grants.

[Local Public Agencies \(LPAs\):](#)

Local public agencies like cities, counties, tribes, transit districts, and other road authorities are responsible for preparing and submitting applications for their projects within the deadline. ODOT cannot apply for federal funds, but can collaborate with grantees to implement projects.

Appendix C: Project Refinement Scope of Work Outline

Tasks

- **Project Management –**
 - **Project Schedule**
 - **Kick-Off Meeting**
 - **Refined Project Schedule**
 - **PMT Meetings (up to 5 total)**
 - **Public Involvement Plan**
- **Existing Conditions –**
 - **Plan, Policy, and Land Use Review**
 - **assemble as summary;**
 - **recent TSP as primary source;**
 - **confirmation of land use action needed (or if not needed)**
 - **Initial Survey**
 - **Environmental review**
 - **Wetland/Environmental Fieldwork**
 - **Archeological Fieldwork**
 - **Floodplain Model (if applicable)**
 - **Draft Title VI Report**
- **Trail Concept**
 - **5%Concept design**
 - **Preliminary Alignment**
 - **Draft Cross Sections**
 - **Trail head locations**
 - **Access needs**
 - **Roadway considerations**
 - **ROW needs (if any)**
 - **Environmental incorporation**
 - **Final Survey**
 - **Environmental Recommendations**
 - **Archeological Recommendations**
 - **Final Floodplain Modeling**
 - **Planning-level cost estimates**
- **Corridor Design**
 - **ROW needs**
 - **Environmental determinations/impacts/Permitting Needs**
 - **30% Project Refinement Design**
 - **Cost estimates (by project phase)**
- **Final project summary**
 - **Public involvement summary**
 - **[Technical Scope Sheet](#)**
 - **Final Title VI Report**
 - **Chosen Concept**
 - **Phasing plan**

