Oregon Community Paths

2022 Solicitation

2022/2023 Solicitation Pre-Application Sample Worksheet

**Project Refinement**

(Pre-Applications Accepted August 1, 2022

Through

11:59 pm September 15, 2022)

# Overview

For the 2022/23 application cycle, ODOT is conducting a solicitation for the Oregon Community Paths (OCP) Program Project Refinement projects. Project Refinement grants are the “first 30% design” and does not include engineering, federal National Environmental Protection Act analysis, nor Right of Way. The application will follow the previous cycle where applicants meet eligibility requirements in order to be invited to submit an application. Important eligibility requirements and restrictions are noted below.

* Total funding for this solicitation is $18 Million in federal funding.
* State funds are not available for this solicitation cycle.
* Funding availability per project is $150,000 - $750,000 (Grant award, not including match)
* Applicant must be an eligible entity to receive federal funds. To be eligible, applicant must be:
	+ Any unit of local government below a State government agency, except for an MPO
	+ A transit agency
	+ A natural resource or public land agency
	+ A school district
	+ A tribal government
* Non-profits are not eligible to apply for federal funding under the OCP.
* Pre-Applications will be accepted from August 1st until 11:59 pm, on September 15, 2022
* Applicants must be able to provide a cash match of 10.27% of grant award at time of award
* Land donations, or other non-cash contributions provided prior to grant execution are disallowed under federal guidelines, and will not be considered as contributing to the project
* An applicant may not apply for an OCP grant, if they have an active OCP grant older than five years beyond the grant execution date

# Worksheet Instructions

Please use this worksheet to prepare your responses before completing the Pre-Application posted on the [Oregon Community Paths](https://www.oregon.gov/odot/Programs/Pages/OCP.aspx) website. In completing the Pre-Application, answer the questions clearly and concisely. ODOT is accepting Pre-Applications from August 1st 2022 to 11:59 pm, September 15th 2022. In developing the grant application, the applicant may further refine the project scope of work, budget and schedule differently than what is described in the pre-application.

# Related Documents

* Oregon Community Paths 2022/23 Guidelines
* Official OCP Project Refinement Pre-Application form
* OCP Project Refinement application worksheet
* Official OCP Project Refinement Application form
* Application Scoring Matrix

# 2022/2023 Solicitation Schedule

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| --- | --- |
| August 2022 – September 15th 2022 (11:59 pm) | Pre-applications Accepted |
| September 30th 2022 | Applicants notified of eligibility/ineligibility to proceed |
| November 2022 – January 2023 | Applications Accepted |
| February 2023 – April 2023 | Application Review |
| May 2023 | Oregon Bicycle and Pedestrian Advisory Committee Recommendation |
| July 2023 | Oregon Transportation Commission Awards Projects |
| October 2023 | Project Execution/Notices to Proceed |

# Pre-Application Evaluation Process

When an applicant completes and submits the online Cognito pre-application form, the program manager receives a copy, and the applicant receives notice of receipt. Pre-applications provide ODOT with a general idea of the proposed project, potential eligibility issues, or areas where extensive coordination may be needed (railway crossing, ODOT right of, way, for examples).

Submitted Pre-applications will be reviewed and evaluated for eligibility by PTD Staff, regional staff, and Active Transportation Liaisons. The program manager may contact the applicant for clarification on the Pre-application, and will make the recommendation as to whether the applicant may proceed to submit an application.

Applicants who submit a pre-application will be informed if eligible to complete an application by September 30th, 2022.

# Pre-Application Sample Worksheet

## Organization

Name of Applicant Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County: \_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code:\_\_\_\_\_\_\_\_\_\_

Please list your eligible agency type:

* Tribal government
* Local government
* Transit agency
* Natural resource or public land agency
* School district
* Other\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*will be evaluated for eligibility.*

Is your agency certified by ODOT to manage federal transportation grants?

<https://www.oregon.gov/odot/LocalGov/Documents/LPA_CertificationStatus.pdf>

Yes\_\_\_\_ No\_\_\_\_

*Note: If your agency is not certified, a certified agency, or ODOT, must deliver and administer the grant. This can increase administrative costs associated with the grant, and should be accounted for in your budget development.*

## Project Information

One Sentence Project Description:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total estimated project cost, including grant funds and all other funds:\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Grant funds requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Includes ODOT Administrative Costs if uncertified (5% of total project cost):

Cash match amount (10.27% of total project cost):

Contingency (30% of total project cost:

Source of Match amount (10.27% of grant funds requested): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Project Location

Beginning Point (Latitude and Longitude) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End Point (Latitude and Longitude) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Length of Project (Linear Feet): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Eligibility

This section seeks to determine if your project is eligible for Oregon Community Paths. Questions marked as yes or no indicate eligibility.

Questions marked “check all that apply” indicate not just eligibility, but also how well it meets eligibility requirements. These questions will be scored in the grant application

Transportation Purpose

Will the project, if constructed, primarily serve a transportation (versus recreational) purpose? Yes / No

If Yes, please explain.

Regional Path

Will the project contribute to development of an ADA compliant continuous path made up of one or more connected segments that (Check all that apply)?

[ ]  Is primarily physically separated from the roadway

[ ]  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.

*Large community defined as any single community that can accommodate the proposed path 10 miles or longer within its boundaries*

[ ]  Closes gap, or helps close gap in a larger path network that connects two or more communities, or traverses a single large community

Critical Link:

Will the project contribute to development of an ADA compliant separated biking and/or walking path to high need locations (i.e. transportation disadvantaged areas, schools, shopping or employment centers, medical services, connections to transit and regional paths, and downtowns)? Y/N

If yes, please describe.

Will the project contribute to development of an ADA compliant separated biking and/or walking path in areas where no connections exist, transportation options are limited, or significant safety concerns are addressed by the improvement? Y/N If yes, please describe. *Ensure description addresses each component of the question, and how it will contribute.*

Why is this project needed? What problem are you trying to solve?

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How does your project answer/resolve the above problem statement?

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Provide a brief summary of the project in a concise manner that can be used on a website or publication. e.g. Perform a corridor study for a multi-use path 0.5 miles long between point A and B, connecting Amtrak station to bikeway network to city center.

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## Public Outreach/Equity

This section provides an opportunity to determine how the project impacts equity. The Transportation Disadvantaged Index score represents a significant portion of the grant application. Applicants are encouraged to develop projects that support historically disinvested communities.

Who benefits most from this project? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where are they located in relation to project location? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are they located within 1.5 miles from the project location? Yes\_\_\_\_ No\_\_\_\_

Please use the [Transportation Disadvantaged Index](https://www.arcgis.com/home/webmap/viewer.html?webmap=fdbedcf945ba45db9f37b99d8df6a8e0&extent=-128.7353,38.4092,-102.8515,48.1649) tool to locate the benefitted communities and provide the score. \_\_\_\_\_\_\_\_\_

How to use the Tool:

1. On the search bar, type the name of your city and state
2. Click on the census tract where the benefitted community resides
3. Scroll down the pop-up table and input the “TransDisIn” score (it should be towards the bottom). *Please provide a screen capture of the TransDisln score as part of the Pre-Application.*

If you have problems using the tool, contact the Community Paths Program Manager at CommunityPaths@odot.state.or.us or (971) 375-3903.

Explain how this project will directly benefit transportation-disadvantaged communities. Include outcomes such as service to low-income housing, to shift-workers travelling in high-priority corridors, to people with limited English proficiency, and/or to historically marginalized populations.

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Is this project listed in an approved or adopted Transportation System Plan, Active Transportation Plan, Safe Routes to School Plan, transit plan, or other plan? Yes \_\_\_\_ No\_\_\_\_

If yes, please list the plan and page number.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Note: you will have to provide a copy of the plan in your submitted application)*

*Local Plan” means a local or regional public transportation plan(s), which may include adopted policy(ies) that is developed and approved by the Governing Body of a Qualified Entity, Public Transportation Service Provider, or Metropolitan Planning Organization and which includes, at a minimum:*

1. *A planning horizon of at least four years;*
2. *An existing and future conditions analysis that includes:*
	1. *Current and forecast population and demographics, including locations of people who are often transit and/or active transportation dependent, including low-income households, individuals of age 65 or older, youth, and individuals who are racially and ethnically diverse;*
	2. *Locations of existing housing, employment centers, medical and social and human services centers, major destinations, and other locations with needs for multimodal transportation services and programs;*
	3. *Inventories of current Public Transportation Services located within, adjacent to, or with the reasonable potential to connect to the local or regional public transportation services, as applicable;*
	4. *Prioritized lists of active transportation improvements and capital projects; and*
	5. *Identified opportunities to integrate active transportation facilities within and outside the county, district, or tribal area and with other agencies and areas to improve connectivity.*

Describe your community engagement practices that will be part of the project's planning development process. How will the planning for this project engage historically-marginalized and transportation-disadvantaged populations in your service area?

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 *(You will be asked to attach plan to application submittal)*

How have (or will) historically excluded communities been informed, consulted, or involved in development of this program or proposed modifications as the program continues? What methods or tools were used (and/or will be used) for this engagement? Be specific.

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| Describe how you will select a diverse range of leaders and stakeholders to assess needs, identify gaps, establish priorities, and develop solutions.  |

In what ways will the program address the needs expressed by historically excluded communities? What are the benefits and burdens to those communities?

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Is there an opportunity through this program to increase safety and/or access for those historically excluded that does not directly address the purpose of the program?

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## Right of Way

This section is designed to determine what level of coordination with external partners, particularly landholders. If answering yes to any of the below, you will want to obtain letters of support from roadway authorities or property owners as part of the project, if awarded.

Will your project touch or be located on public property or public right of way? Y/N

Will your project touch or be located on an ODOT roadway right of way? Y/N

Will your project touch or be located along railroad right-of-way or crossings? Y/N

Will your project touch, or be located along farmland? Y/N

*Applicant must provide letters of support as a product deliverable in the application scope of work.*

## Project Deliverables

Eligible applications should follow the scope of work outlined in Appendix A in determining tasks to be completed, budget and schedule as you develop the pre-application and application. The purpose of the Project Refinement Grant is to provide as much information to apply for a construction grant, including technical scoping, and environmental prospectus*. You will be required to include a detailed scope of work with the grant application.*

## Signature

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| **SUBMISSION** |
| Jane Manager | Date: |  |   |
| Authorized Signature |   |  |  |
|  |  |  |  |
|  |
| Printed Name/Title |
| Use the official form for submission. |

# Appendix A: Sample 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**](https://www.oregon.gov/ODOT/Forms/2ODOT/7345151.pdf)
	+ **Final Title VI Report**
	+ **Chosen Concept**
	+ **Phasing plan**