

ODOT STIP Amendments
New Approval Authorities Matrix and Submittal Process
Effective May 21, 2020
Updated: September 1, 2020

Purpose:

This document explains the submittal process and the documents needed to amend the Statewide Transportation Improvement Program (STIP).

The Oregon Transportation Commission (OTC) delegated its STIP amendment approval authority to the Director or Delivery and Operations Administrator under certain circumstances. A copy of the OTC delegation authority for STIP amendments is in the following link:

<https://www.oregon.gov/odot/STIP/Documents/OTC%20STIP%20Approval%20Matrix.pdf>

NOTE:

1. The Director or Delivery and Operations Administrator hold the right to move any request to the OTC.
2. STIP amendments are also required to follow the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) procedures for project changes and for STIP public outreach.

Documents:

- Request Letter
 - Letters should follow the same format provided to the OTC. An “Agenda/Consent XX” is not required for approval by the Director or the Delivery and Operations Administrator.



OTC_STIP_Letter_Template.docx

- Project Maps
 - A vicinity and location map are required.
- Change Management Request (CMR)
 - A CMR is only required when adding/cancelling a project or construction phase, a cost change, or combining/splitting projects.
- Construction Authorization Increase:
 - A Construction Authorization Increase form is only required when there is an increase in construction authorization. See ODOT’s [Construction Manual](#) for additional information.

Submittal Process:

Submit the following required documents to:
[ODOT Hwy OTC AgendaItems@odot.state.or.us](mailto:ODOT_Hwy_OTC_AgendaItems@odot.state.or.us)

TYPE	OTC Action	Director Action	Delivery and Operations Administrator Action	ODOT Staff Action	Required Documentation
1. Adding/Cancelling project or construction phase	\$5,000,000 or greater	\$1,000,000 to \$4,999,999	\$999,999 or less	N/A	<ul style="list-style-type: none">• Request Letter• Project Maps
2. Cost change	\$5,000,000 or greater	\$2,000,000 to \$4,999,999	\$1,000,000 to \$1,999,999	\$999,999 or less	<ul style="list-style-type: none">• Request Letter• Project Maps• CMR
3. Construction authorization increase, unless a settlement claim	\$5,000,000 or greater	\$2,000,000 to \$4,999,999	\$1,000,000 to \$1,999,999	\$999,999 or less	<ul style="list-style-type: none">• Request Letter• Project Maps• Construction Authorization Increase form
4. Immediate Opportunity Fund project approval	N/A	All	N/A	N/A	<ul style="list-style-type: none">• Request Letter• Project Maps• Business Oregon Support Letter

Timeline for Approval:

1. For Delivery and Operations Administrator Approval
 - a. Region/Program submits all completed materials by Thursday at 10 am.
 - b. Program and Funding Services reviews materials on Friday.
 - c. Program and Funding Services submits to Delivery and Operations Administrator for approval on Monday. Administrator approval may take up to one week.
 - d. This process will repeat each week for material received.
2. For Director Approval
 - a. Region/Program submits all completed materials by Thursday at 10 am.
 - b. Program and Funding Services staff reviews materials on Friday.
 - c. Program and Funding Services submits to the Director for approval on Monday. Director approval may take up to two weeks.
 - d. This process will repeat each week for material received.
3. For OTC Approval
 - a. Region submits all completed materials per the OTC submittal calendar. The calendar can be found at the following location:
http://transact.odot.state.or.us/do/otc/Documents/2020_OTC_Dates_Locations.pdf