FROM: Travis Brouwer, Paul Mather, and Jerri Bohard

TO: Region Managers
cc: Area Managers, Planning Managers, STIP Coordinators, SSLT, PBLT

DATE: April 26, 2018

RE: 2021-2024 STIP – Final Leverage Program Guidelines for ODOT Staff

The following guidance was developed by the HQ STIP Funding Allocations Group in consultation with SSLT and PBLT. You will note there is overall guidance addressing all three leverage programs in the 2021-2024 STIP as well as some specific parameters for each.

Each Region will determine its process for engaging ACTs as well as for determining leverage priorities. Region Managers own their Region Financial Plan and therefore determine administration of leverage funds (e.g. identifying Region program managers for each leverage program). All leverage program funds will be allocated. If new priority opportunities become available, Regions can reprioritize / reallocate the funds, but there cannot be buckets of these funds.

Let us know if you have any questions regarding this guidance, which is now final after discussion with the Oregon Transportation Commission at its April meeting last week.

April 2018 OTC Meeting
Agenda Item E: Attachment 2
2021-2024 STIP – Draft Leverage Program Guidelines for ODOT Staff

These Guidelines are Applicable to the 2021-2024 STIP Leverage Programs
- State Highway Leverage
- Safety Leverage HB 2017
- Active Transportation Leverage

Principles of Leverage Programs
- Improving the State Highway System
- ACT engagement.
- Meeting community needs not addressed by Fix-It projects
- Maximize resources by leveraging priority improvements
- Allow for flexibility while maintaining transparency
- Projects should be consistent with plans and on a list of identified needs
- Document investments to inform outcome-based Performance Based Planning and Programming
ACT Engagement
Leverage programs will provide ACTs an opportunity to use their knowledge of regional needs on the state highway system to provide input on adding features to Fix-It projects. Regions will develop options for investment of leverage funds and are expected to consult with ACTs in project selection. Each Region will determine its process for engaging ACTs as well as its process for determining leverage priorities.

Eligible Activities for All Leverage Programs
1. Add features to ODOT Fix-It projects on the State Highway System
2. Add features not already included in state earmarked projects in HB 2017, but only with prior approval by the Highway Division Administrator. NOTE: There is no guarantee of state cash availability, so must assume that this would federalize the project. Leverage funds are not to be used to fill a funding gap in an earmarked project – they must be scope additions/enhancements.
3. In coordination with an ODOT Fix-It project, partner with local jurisdictions to improve the State Highway System. It is anticipated that ACTs would provide feedback on such partnering opportunities.
4. Leverage funds can be exchanged between Regions with clear and explicit documentation of the reasons/outcomes and tracking of funds.

Ineligible Activities for All Leverage Programs
1. No exchanging of dollars between Leverage programs within a region.
2. No bucketing of Leverage funds. They must be allocated to specific projects.
3. Cannot be used for stand-alone projects.
4. Not for ADA curb ramp improvements or Bike Bill (ORS 366.514) required features triggered by the Fix-It project. Those improvements are to be covered by the project budget.

In addition to the eligible and ineligible activities described above, additional guidance for the specific leverage programs is provided below:

| Active Transportation Leverage | Funds building, repairing or replacing bikeways or walkways on the state highway system not triggered by the Bike Bill or ADA requirement and therefore not otherwise funded by the project being leveraged. Suggestions include, but are not limited to extending the project boundaries to address a nearby biking or walking need, adding or improving a crossing, installing safety equipment or features, making better connections to public transportation (e.g. bus pullout).
|                               | • Must align with policy framework established by the Oregon Transportation Plan and statewide mode and topic plans.
|                               | a) Oregon Bicycle and Pedestrian Plan
|                               | b) Oregon Public Transportation Plan
|                               | c) Oregon Transportation Options Plan
|                               | d) Oregon Transportation Safety Action Plan
|                               | • Must align with ADA Program guidelines.

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The Safety Leverage Funds are meant to help improve the safety of the state highway system where the Agency is planning to make a separate Fix-It program investment. The intent is to improve the most important safety issues that are in the general area of a planned Fix-It project. Investment decisions from this Leverage fund will follow the general priorities outlined in the 2016 Transportation Safety Action Plan (TSAP). The funds should be used for engineering countermeasures that can demonstrate a measurable cost-effective benefit and should generally follow the prioritization guidelines below:

- Tier 1 - Infrastructure improvements that will reduce serious/fatal crashes within the Emphasis Areas of the 2016 TSAP, such as Intersection, Roadway Departure, Pedestrian, and Bicycle crashes.
- Tier 2 - Regional safety priority areas, such as top 10% Safety Priority Index System (SPIS) sites, region-wide systemic safety features, or other documented crash locations.

Safety Leverage opportunities are identified by the following process:
1. Regions review the Fix-It programs 150% lists for Tier 1 and 2 Safety Leverage qualification.
2. Scoping teams review the Fix-It programs 150% lists for project details, including: status of each project, location, noting whether it qualifies as Safety Leverage (identifying safety mitigation as appropriate), or explaining why the project does not qualify in the “Leverage Opportunities” section of the Business Case.
3. The Safety Leverage portion of all projects is prioritized by Regions within Tier 1 and 2.
4. Funding limitations are applied, Tier 1 in priority order first, then Tier 2 if funding allows. The outcome of Safety Leverage prioritization will be documented for each eligible project in the “Leverage Opportunities” section of the Business Case.

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State Highway Leverage

1. Add enhance highway features to Fix-It projects to increase efficiency, address bottlenecks.
2. Not for active transportation/public transportation features.

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