# TRANSPORTATION GROWTH MANAGEMENT (TGM) GRANT APPLICATION FORM

Please read the Application Packet carefully before completing this application.

Sample applications and application tips are available on the TGM Grants and Incentives page on the Web: egov.oregon.gov/LCD/TGM/grants.shtml.

Complete this application (please limit to 8 pages), print it out, sign, and then submit by postal mail.

The answer fields below will expand as you type.

| ORGANIZATION NAME<br>Metro | | PHONE<br>503-797-1660 |
|---|---|---|
| CONTACT PERSON NAME AND TITLE<br>Lake McTighe, Project Manager | CONTACT PERSON E-MAIL<br>Lake.mctighe@oregonmetro.gov | |
| PROJECT TITLE<br>REGIONAL ACTIVE TRANSPORTATION ACTION PLAN | | |

## Section 1: Project description and background

1. **Provide a brief statement of project purpose and transportation relationships and benefits. If applying for a TSP update, state whether TGM has performed a TSP Assessment and if so, when, what were the key recommendations, and how do they relate to your proposed project:**

The purpose of this project is to prepare a Regional Active Transportation Action Plan that will identify the **principal regional active transportation network** for the Portland metropolitan area, update existing regional bicycle and pedestrian policies and design concepts and develop criteria for prioritizing investments to increase bicycling and walking. The project will further refine the Regional Bike Parkway concept, adopted in the *2035 Regional Transportation Plan* (RTP, adopted June 2010) and develop an equivalent design concept for pedestrians. The Action Plan will also develop a regional strategy and implementation plan.

The principal network will be comprised of regional level parkways, which will be the highest level classification for bicycling and walking facilities in the RTP, and will include both on and off-street bicycling and walking facilities. Regional level parkways, with clear connections to the public transportation system, will provide a network that will encourage bicycling and walking by providing **safe, green and efficient ways to get around without a car.**

The Action Plan is identified as an implementation activity in the RTP. The plan is needed, as identified in Chapter 6, to help the region **create vibrant communities and address climate change, transportation equity, obesity and other health issues, and air and water pollution.**

Active transportation is the non-motorized element of the transportation system and includes the bicycle and pedestrian networks with connections to public transportation. A national emphasis on active transportation has emerged in recent years, focusing on the fiscal, environmental and public health benefits of non-motorized travel. **Active transportation can drive economic development** by promoting local businesses and ensuring that residents have multiple options for access to work, health care, educational opportunities, shopping and other destinations. When even one member of a household can make some trips on foot or by bike (and using transit for assistance with longer trips), that household's transportation costs can be lowered, and can also

help people incorporate more physical activity into their day. With bicycle racks on every bus, more people are discovering the freedom provided by combining a bicycle trip with a transit trip.

The region is recognized as a national leader in active transportation and is committed to improving the ease and safety with which people can bicycle and walk. However, much remains to be done to improve safety and convenience of biking and walking. Primarily, there are **key missing links in the sidewalk and on-street bike networks, and the regional trail system**. In addition, there are important programmatic needs yet to be met such as improved bicycle parking and way finding.

Lacking **a regionally agreed upon implementation strategy and framework for prioritizing projects** in the RTP, the region's investment in bicycling and walking facilities has been piecemeal and opportunistic, resulting in a less-than-seamless network and prohibiting safe and efficient non-motorized travel for all. In many areas people may not have the option to safely walk or bike, thereby limiting the benefits associated with non-motorized travel. Identifying the principal active transportation network, establishing regional priorities and agreeing on an implementation strategy will help the region effectively secure federal, state, regional and local funding and achieve **the active transportation vision** called for in the 2035 RTP. The 2035 RTP establishes regional performance targets of tripling the walking, biking and transit mode share by 2035 compared to 2005. The Action Plan will help the region achieve these performance targets, and support development and adoption of the region's "preferred" land use and transportation strategy to meet state climate goals.

The Portland metropolitan region has a long history of planning for biking and walking, including the 1974 *Bikeway Plan for the Columbia-Willamette Valley*, the 1983 *Regional Bicycle Plan*, the 1992 *Greenspaces Master Plan and Regional Trails System Map,* and the regional bicycle and pedestrian network maps in the *2035 RTP*. The Action Plan will **synthesize existing regional and local plans and will elevate the level of attention given to walking and transportation equity**. The Action Plan will be the first regional plan to combine off-street trails and on-street facilities for bicycling, walking with access to public transit. The Action Plan will update the current regional trails, bicycle and pedestrian network maps and will identify the highest level classification for the principal active transportation network for those maps. Integrating active transportation into regional and local plans was proposed as a key element of Metro's Blue Ribbon Committee for Trails recommended strategy for increasing investment in bicycling and walking. Development of the Action Plan will also be an important component of Metro's work on climate change and corridor refinement planning.

As a precursor to the Action Plan, Metro has been engaged in a project called the **Active Transportation Partnership**. Through the Partnership, Metro has developed a regional discussion on active transportation, worked with local jurisdictions to identify demonstration projects, developed a set of draft criteria to help prioritize regional projects, and established a leadership and business group, the Executive Council for Active Transportation (ECAT), to promote development of the region's active transportation network. Among other things, ECAT worked with Metro to develop a federal TIGER grant for as demonstration projects for the principles of active transportation. Though funding did not come through, the grant built alliances, highlighted the region's potential to develop a regional active transportation network and the need for a systematic plan and strategy to do so.  The partners and leadership group engaged in the Partnership will form the core stakeholders to guide the Action Plan through adoption and will utilize the work that has thus far been accomplished.

**2. List the key project objectives and expected outcomes and relate them to TGM objectives:**

***[Note: A project narrowly focused on achieving only one or a few TGM objectives in a substantial way will score higher than one that partially or indirectly addresses many.]***

Project Objectives for the Action Plan:

- Define and identify the principal regional active transportation network, integrating walking, bicycling and access to public transportation to provide real transportation alternatives;
- Achieve regional agreement on an implementation strategy and framework for funding and completing the principal active transportation network;
- Build support for an investment strategy that local and regional jurisdictions, agencies and stakeholders use to coordinate funding and complete the principal network in an expedited timeframe;
- Identify policy changes and investment priorities to be incorporated in the next RTP update.

The Action Plan will provide for *a balanced, multi-modal regional transportation system that will increase and enhance opportunities for walking, bicycling and using public transportation*. The Action Plan will provide **high-level coordination that builds on local jurisdictions' work through the identification of regional routes for trips by bicycle and foot, connecting people to school, work, and essential services.** Integrating public transportation with the principal network will make it safer and easier for people to access transit.

The Action Plan *will increase opportunities for those who have difficulty obtaining transportation because of age, income, or mental or physical disability, including students to safely walk or bicycle to school*, by increasing low to no cost transportation alternatives to driving. Seamless, connected and safe routes will form the high-level, well-distributed principal network across the region. **Equity for all users and especially those within environmental justice communities will be a key criterion to determine location and spacing of the principal network routes.**

Implementation of the Action Plan will **increase connectivity** making it easier to bike, walk and access transit, *relieving congestion on existing roadways* and attracting jobs and housing to downtowns and main streets, increasing the use of public transit, improving safety, and reducing miles traveled and emissions by cars and trucks in the metropolitan region.

Additionally, the Action Plan will address the regional strategy for employee access to industrial and employment sites, **improving job access and transportation affordability for low-income populations** and **reducing congestion on freight routes** and industrial land consumed by vehicle parking.

Recurring congestion on state highways in an urban environment is greatly exacerbated by vehicles using these facilities for short local trips. As **most active transportation trips are less than five miles in length,** providing safe and seamless active transportation facilities targets a key market in removing those shorter trips from the state highway system, preserving its capacity for longer trips and through movement function.

The relationship between active transportation, denser development and the proximity of services, such as in mixed-use centers (the "20-minute neighborhood" concept) has been documented. **Denser development increases walking, biking and the use of transit** ("Climate Change, Density and Development" Abt Associates and ECONorthwest). Likewise, high levels of non-auto use support denser development. The Action Plan *reduces the need for urban growth boundary expansion and increased efficiency in the use of land* by providing the transportation alternatives essential to efficient use of land.

The *reduction of transportation-related emissions that contribute to climate change* will be a key outcome of the Action Plan by replacing auto trips with bicycling, walking and public transit trips.

**3. List the final products that will be prepared for adoption and which government agencies (e.g., city, county, state agency, transit district, etc.) will need to take action in order for each final product to be adopted:**

The final product will be a Regional Active Transportation Action Plan, and will include:

- A map(s) and narrative describing the Principal Regional Bicycle and Pedestrian Parkways, a principal network  bicycling, walking and accessing transit;
- Baseline and existing condition information including an inventory and summary of local and state plans and related efforts such as TriMet's *Pedestrian Network Analysis* and the Willamette Pedestrian Coalition's *Getting Around on Foot Action Plan;*
- Updated inventory of regional biking and walking infrastructure;
- Update of the Regional Trails System Map and the RTP Bicycle and Pedestrian Network Maps
- Case studies and best practices to guide project development;
- Practical and context sensitive design guidance that will be included in Metro's Best Design Practices in Transportation guide books
- Updated and expanded regional pedestrian and bicycle policies that will be forwarded to the next RTP Update (i.e. refinement of the Regional Bike Parkway concept and development of an equivalent concept for pedestrians);
- Investment priorities, an implementation and funding strategy and timeline for completing the principal network.

The Action Plan will support development of the region's "preferred" land use and transportation strategy to meet state climate goals. The Action Plan will be adopted as part of the Regional Transportation Plan in the next update, scheduled for 2014 and will be used to guide local Transportation System Plans that follow.

For adoption, the Action Plan will be considered by Metro's land use and transportation advisory committees, Metro Policy Advisory Committee (MPAC) and Joint Policy Advisory Committee on Transportation (JPACT), and their corresponding technical advisory committees. These committees will make a recommendation to the Metro Council for approval and adoption into the Regional Transportation Plan. The Metro Council will vote on a resolution to amend the *Regional Transportation Plan* and *Regional Transportation Functional Plan,* and *Urban Growth Management Functional Plan* as appropriate*.* The resolution may also provide direction for integrating the Action Plan outcomes into the region's Climate Smart Communities Scenarios recommendations.

**4. Address the timeliness award criteria in terms of project readiness and urgency. Identify ongoing initiatives or actions to be completed that may affect the project timeline:**

Readiness: Metro and identified partners are ready to begin the project within the TGM timeline, as demonstrated by the Metro Council resolution and letters of support from partners that will be engaged in the project. Metro has identified a project manager and a team with skills in planning, engineering, GIS, cartography, communications and public involvement to work on the project. Initial steps have been taken to form a **Regional Work Group** that will to guide the process from development of the work scope to adoption of the plan. Members will include local transportation (bicycle, pedestrian and engineers) and trails planners, transportation options staff, land use planners, health care representatives, TriMet, ODOT, advocacy groups such as the Bicycle

Transportation Alliance, Willamette Pedestrian Association, OPAL Environmental Justice, and trails groups, and liaison(s) from the Executive Council for Active Transportation. Metro will begin to formally recruit members of the group in April 2011. Several jurisdictions and individuals have already confirmed participation.

Urgency: The *2035 Regional Transportation Plan* (RTP) included an expansion of the regional bicycle policies. However, **resource limitations prevented a similar expansion and update of the regional pedestrian policies**. The Action Plan provides an opportunity to update pedestrian policies for the next RTP and to develop a design concept for pedestrians similar to the Regional Bike Parkway concept. Additionally, **the Bicycle Parkway Concept needs further development** and a regionally agreed upon framework for implementation is needed to guide prioritizing projects within the RTP federal and state project lists. These actions will prepare the region for securing larger sources of funding at the federal, state and regional levels.

Metro is engaged in several ongoing initiatives that will benefit from the Action Plan, including the Intertwine, the Climate Smart Communities Scenarios project, corridor refinement planning for the SW Mobility and East Metro Corridors, and the Community Investment Strategy. **These initiatives all involve active transportation and will incorporate the identified priorities and implementation strategies of the Action Plan in their final products but will miss the ability to implement the Action Plan if it is not undertaken now.** Additionally, local jurisdictions are currently updating their Transportation System Plans through 2013. The Action Plan is needed to identify regional versus local priorities. The Action Plan will be coordinated with all of these efforts.

5. **Provide additional background and context for the project that will help us understand your project:** The Active Transportation Partnership was initiated to implement the strategy of Metro's Blue Ribbon Committee for Trails (BRC). This effort, part of the larger Intertwine initiative, was focused on increasing investment in the regional trail network. The conclusion of the BRC was that trails are essential to the active transportation network, but must be developed with and connected to the on-street network and public transportation. Because of their frequent connection to nature and the separation from auto traffic they provide, trails can offer a family-friendly, safe and beautiful way to achieve transportation goals, but only if they are built in a strategic way.

   The Active Transportation Partnership developed a set of principles for active transportation with the understanding that many people will only bike and walk for transportation if they feel safe and comfortable doing so. The principles address the quality of the environment, such as separation from traffic, marked and signalized crossings especially on arterials, connections to nature, directness of route, etc. Metro asked jurisdictions across the region to envision large scale corridors that could be built to satisfy the principles and the response resulted in a set of demonstration projects that address suburban and urban environments as well as projects that connect urban areas to nature.

**Section 2: Project specifics**

1. **Will a consultant be used on the project? If yes, describe the expected roles of consultant and local staff:** The majority of the project work will be completed in-house by Metro staff. Consultant services will be required for specific technical tasks, such as a pedestrian flow analysis of pedestrian districts and estimating the cost of the alternative principal networks and the final recommended network.

2. **Outline the major project tasks, expected timeline, and general methods. Include a discussion of data and analysis needs and an overview of the expected public involvement**

**process (e.g., technical and citizen committees, workshops, surveys, project Web page). Describe how coordination with other planning efforts will be handled. If TGM funds are proposed to leverage another outside source of funding for the project, you must identify discrete tasks that TGM will fund that will be completed within the TGM timetable:**
Major Tasks: The following tasks comprise the preliminary work plan for the Action Plan and are expected to be completed from project start up in Feb. 2011 through Feb. 2013. Expected Timeline is *18 months from agreement on IGA*, following the general timeline:

Pre-grant activities.....Feb. 2011 – Sept. 2011
Task 1: Baseline Information and Data Collection .....Oct. 2011 – March 2012
Task 2: Develop Design Guidelines and Case Studies ..... Oct. 2011 – April 2012
Task 3: Refine Alternatives Criteria ..... Jan. 2012 – March 2012
Task 4: Develop Alternatives for Principal Network .....March. 2012 – July 2012
Task 5: Alternatives Analysis and Modeling .....May 2012-Sept. 2012
Task 6: Develop Finance Plan and Implementation Strategy .....Jan. 2012-Dec. 2012
Task 7: Draft Recommended Plan .....Oct 2012 –Jan. 2013
Task 8: Adoption of final plan, amend RTP .....Nov. 2012 – Feb. 2013

**Pre-grant activities**
Project start up (Feb. 2011- July 2011, prior to grant award)
-Obtain Metro Council support
-Obtain support of regional stakeholders
-Develop draft budget, tasks and application
-Identify potential Work Group members and internal Metro team members

Preliminary Activities (March 2011-July 2011, prior to grant award)
-Complete Active Transportation chapter for Climate Change Policy Toolbox
-Complete regional trail counts and data compilations for 2011
-Complete inventory of existing trails
-Complete pedestrian network inventory update (tentative; if this task is not completed as part of the Climate Smart Communities Scenarios workplan it will be included in the tasks of the Action Plan)
-Develop two draft concepts of the Principal Active Transportation Network

Project Chartering and Scoping (July 2011- Sept. 2011)
Objectives: Develop scope in collaboration with a regional working group that will guide the planning process. Coordinate tasks and resources to complete deliverables and achieve objectives on time and on budget. Maintain regular communications required for comprehensive project management within Metro and between Metro and partners. Provide for contract management and accountability. Ensure high-quality and accurate technical products.

-Establish Metro Team and Regional Work Group.
-Convene Work Group to guide work scope, schedule and budget.
-Establish responsibilities and commitments of Work Group and Metro.
-Develop RFP for consultants if needed.
-Develop stakeholder engagement plan.
-Establish reporting protocol for contracts.
-IGA signed.

**Task 1:** Baseline Information and Data Collection (Oct. 2011 – March 2012)

Objectives: Provide a thorough and accurate set of baseline information, analysis and data for the development of alternatives.

Subtasks:
- Inventory and review existing plans and analysis including each jurisdiction's most current bike, pedestrian and trail plans and bike and pedestrian elements of each jurisdiction's TSP.
- Review existing policies, analysis and plans with identified priorities from non-municipal sources –such as TriMet's Pedestrian Network Analysis, BTA priority projects, and Willamette Pedestrian Coalition's *Getting Around on Foot Action Plan.*
- Conduct stakeholder interviews as necessary to augment understanding of review.
- Reconcile local, regional and state trail GIS alignments.
- Analyze regionally significant trail criteria to reclassify, remove or add trails.
- Update the inventory of existing regional bicycle and pedestrian network (*only if pedestrian inventory update is not included in Metro's Climate Smart Communities Scenarios effort*).
- Review and documentation of other regional active transportation plans.
- Conduct Metro Team meetings.
- Conduct Work Group meetings.
- Present and provide outreach on findings.

**Task 2:** Develop Design Guidelines and Case Studies (Oct. 2011 – April 2012)
Objectives: Provide design guidelines for the Regional Bicycle Parkway and pedestrian equivalent (mode, function) to guide implementation of recommended principal network and implementation of local transportation system plans. Provide guidelines for project development through regional programs and allocation of funds. Provide guidelines for seeking state funded programs and grants. Coordinate with development of Metro's *Best Design Practices in Transportation* guidebook.

Subtasks:
- Convene sub-work group of Regional Work Group to further develop the Regional Bike Parkway concept articulated in the *2035 RTP.*
- Analyze bicycle and pedestrian crash data and develop a toolbox of design approaches to improve safety.
- Establish a Pedestrian Policy sub-work group to develop policies and a Bike Parkway equivalent concept for pedestrians.
- Identify local, national and international case studies demonstrating innovative design.
- Research and document innovative bicycle and pedestrian facilities (including designs necessary to achieve bicycle parkway quality facility in different contexts, including off-street trail, low-traffic bike boulevards, or cycle tracks along busy streets.
- Include signage guidelines for the principal network for Regional Sign Plan to be completed in July 2011.
- Conduct Metro Team meetings to guide work.
- Conduct Work Group meetings to provide direction and recommendations.
- Present and provide outreach on findings to stakeholders.

**Task 3:** Refine Alternatives Criteria (Jan. 2012 – March 2012)
Objectives: Refine draft Active Transportation principals and criteria for guiding analysis of alternative networks. A set of principles and criteria have been developed through the Active Transportation Partnership. These will provide the foundation for this task. The equity element will be a focus area. Utilize and integrate findings from *East Metro Health Equity Investment Strategy*, methodologies developed for the FY 2014-15 Regional Flexible Funds allocation cycle and other

information such as the Community Cycling Center's *Barriers to Bicycling* report. Reach agreement on future use of criteria to guide regional investments, such as flexible funds.

Subtasks:
- Conduct Metro Team meetings to guide work.
- Conduct Work Group meetings to provide direction and recommendations.
- Prepare summary and recommended outcomes.
- Present and provide outreach on findings to Metro's technical advisory committees to JPACT and MPAC and other stakeholders.

**Task 4:** Develop Alternatives for Principal Network (March. 2012 – July 2012)
Objectives: Using baseline information, work with Work Group to develop at least three alternatives for a Principal Active Transportation Network for the region to be analyzed. Work Group and staff shares alternatives with local jurisdictions. This work will be coordinated with the Climate Smart Communities Scenarios work.

Subtasks:
- Develop base maps.
- Develop maps and descriptions of alternative principal networks.
- Develop and administer Opt-In Survey, Metro's on-line opinion panel.
- Conduct Work Group meetings.
- Facilitate Work Group outreach to local jurisdictions and agencies.
- Conduct Metro Team meetings.
- Summarize Work Group and local jurisdiction outcomes.
- Present and provide outreach on findings to Metro's technical advisory committees to JPACT and MPAC and other stakeholders.

**Task 5:** Alternatives Analysis and Modeling (May 2012-Sept. 2012)
Objectives: Analyze alternatives using criteria and bicycle and pedestrian modeling, and outcome of Climate Smart Communities Scenarios analysis. Reach agreement on preferred principal regional network and outcomes of building network.

Subtasks:
- Include alternative networks in Climate Smart Communities Scenarios (*not funded by grant).*
- Conduct modeling and evaluation with criteria.
- Conduct Metro Team meetings.
- Conduct Work Group meetings.
- Conduct discrete run if regional travel and bicycle model for three alternatives.
- Conduct pedestrian network flow analysis of key pedestrian zones if pedestrian model is not developed (consultant).
- Facilitate Work Group outreach to local jurisdictions and agencies (follow up to presentations on Alternatives).
- Present and provide outreach on initial findings to Metro's technical advisory committees to JPACT and MPAC and other stakeholders.

- Plan and hold Open House
-Reach agreement on recommended alternative.
- Create report of findings.
- Present and provide outreach on recommended alternative to Metro's technical advisory committees to JPACT and MPAC and other stakeholders.

**Task 6:** Develop Finance Plan and Implementation Strategy (Jan. 2012-Dec. 2012)
Objectives: Work with the Work Group and Executive Council for Active Transportation to develop a funding package and strategies for public and private investment to implement the Action Plan, including existing and potential new sources. Include recommendations on data collection to support policy development and decision making. Facilitate agreement among Work Group members, as the basis for agreement in the region as a whole, concerning developing financing strategies to implement the Action Plan. Incorporate into proposed Climate Smart Communities Scenarios implementation strategy and the next Regional Transportation Plan update.

Subtasks:
-Refine historical funding assumptions.
-Research potential new sources of funding.
-Develop methodology and cost estimates of building out alternatives and recommended principal network using design guidelines (consultant).
-Develop proposal and cost estimate for collecting regional bicycle and pedestrian counts to calibrate bicycle and pedestrian model on an ongoing basis.
-Develop recommendations for pedestrian model development.
-Develop Executive Council for Active Transportation proposes business case, funding package. (local, regional, state and federal funding assumptions and recommendations) and implementation strategy.
- Conduct Metro Team meetings.
- Conduct Work Group meetings.
- Facilitate Work Group outreach to local jurisdictions and agencies
- Facilitate Executive Council for Active Transportation presentations to business community
- Present and provide outreach on recommended alternative to Metro's technical advisory committees to JPACT and MPAC and other stakeholders.

**Task 7:** Draft Recommended Plan (Oct. 2012 –Jan. 2013)
Objectives: Synthesize and summarize information and data collected and created during the planning process into a narrative with technical appendices. Include maps and narrative of recommended principal active transportation network, framework and strategies for implementation.

Subtasks:
- Develop three drafts for review by the Work Group and other parties.
- Create final maps.
- Create final tables.
- Format and design; photos and drawings.
- Define process, criteria and timetable for regular updates to the plan.
- Present and provide outreach on recommended alternative to Metro's technical advisory committees to JPACT and MPAC and other stakeholders.
- Hold Open House.
- Conduct Metro Team meetings.
- Conduct Work Group meetings.

**Task 8**: Adoption of final plan, amendments to RTP and RTFP (Nov. 2012 – Feb. 2013)
Objectives: Adoption of a regionally agreed upon Action Plan with financing and implementation strategies that will amend the *2035 Regional Transportation Plan (RTP)*,*Regional Transportation Functional Plan (RTFP),* and *Urban Growth Management Functional Plan* during the update planned for 2013-14.

Subtasks:
- Conduct Work Group meeting.
- Conduct Metro Team meeting.
- Prepare amendments to RTP and RTFP in track changes.
- Present and provide outreach on recommended alternative to Metro's policy advisory committees, JPACT and MPAC, the Metro Council and other stakeholders.
- Prepare Metro Council resolution.
- Adopt final Action Plan.

Public involvement activities will include developing and implementing a process that generates input from a cross-section of stakeholders involved with and impacted by active transportation.
- Form regional Work Group to guide the project.
- Prepare and give presentations to local and regional committees, advocates and stakeholders.
- Create and maintain a project website with weekly updates.
- Hold up to three Open Houses.
- Conduct an Opt-In survey using Metro's Opt-In system.

Coordination with other planning efforts: This project will coordinate with other planning efforts at Metro including the Climate Smart Communities Scenarios project, the Southwest Corridor Plan, East Metro Connections Plan, and the Community Investment Strategy. Staff assigned to the Active Transportation Action Plan will sit on internal workgroups for the efforts above, and the project managers will meet periodically. Opportunities will be sought to collaborate/ share resources when possible, e.g. for public outreach events. Additionally, this project will coordinate with the update of local TSPs and inform the active transportation elements of the TSP updates.

3. **In addition to data and analysis that will be gathered or performed as part of the project, list any, such as mapping, wetland inventory, traffic counts, or buildable lands inventory that must be completed *before* the project can begin. Include who will be responsible for completing them, and an estimate for when they will be completed:** N/A

4. **Provide an estimated budget breakdown for the major tasks. If a consultant will be used, separate the costs for local staff and consultant. Budget breakdown:**

| TASK | LOCAL COSTS | CONSULTANT COSTS | TOTAL COSTS |
|---|---|---|---|
| Project start up | $- | | |
| Preliminary Planning Activities | $- | | |
| Project Chartering and Scoping | $- | | |
| *Note: Project management and stakeholder engagement costs are included in each task* | | | |
| 1. Baseline Information and Existing Conditions | $30,000 | | $30,000 |
| 2. Develop Design Guidelines, Case Studies | $25,000 | | $25,000 |
| 3. Refine Alternatives Criteria | $30,000 | | $30,000 |
| 4. Develop Alternatives | $50,000 | | $50,000 |
| 5. Alternatives Analysis and Modeling | $60,000 | $30,000 | $90,000 |
| 6. Develop Finance Plan and Implementation Strategy | $30,000 | $20,000 | $50,000 |
| 7. Draft Recommended Plan | $26,000 | | $26,000 |
| 8. Adoption of final plan, amend RTP | $35,000 | | $35,000 |
| Totals: | $286,000 | $50,000 | $336,000 |

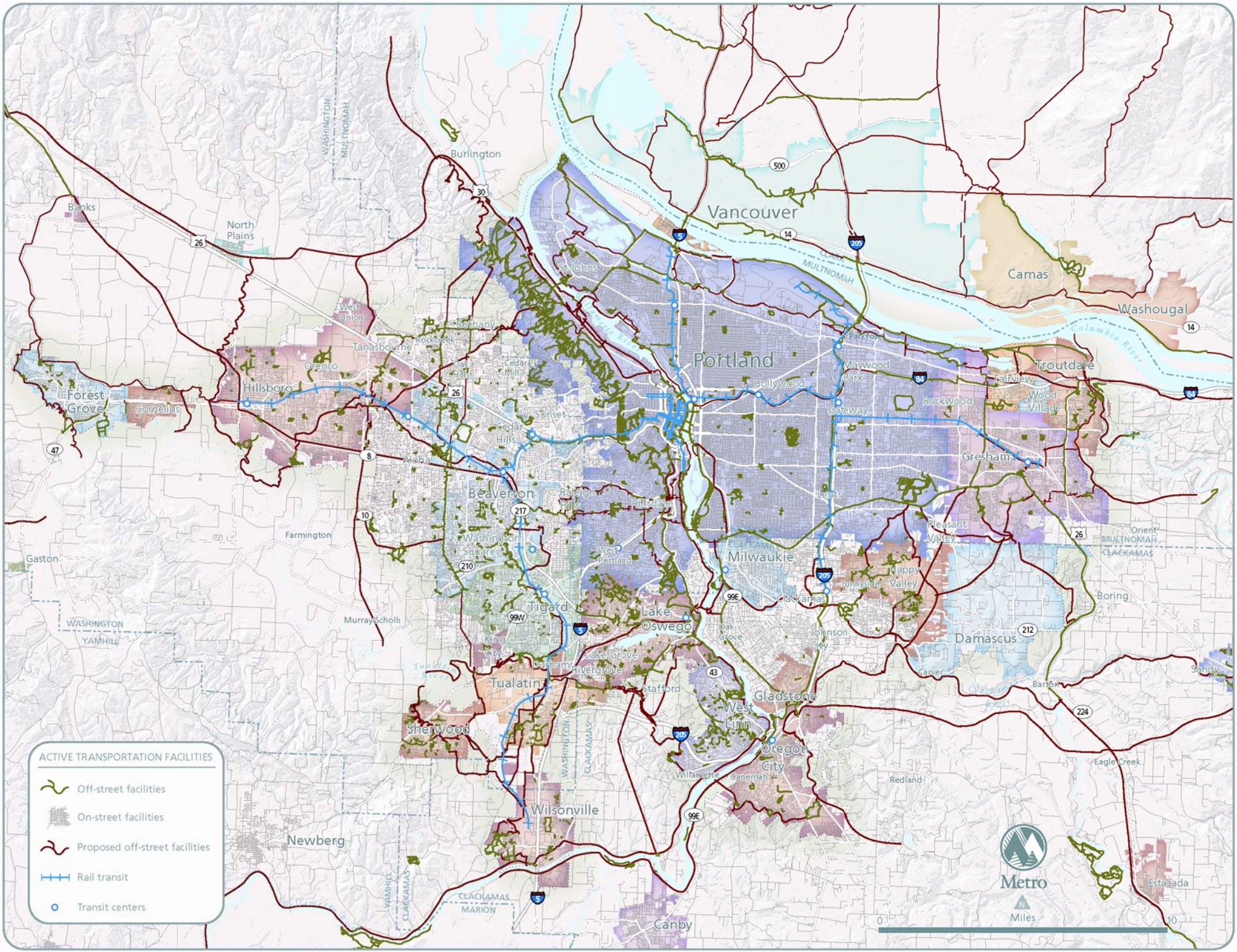
5. **Describe the experience and capability of the proposed project manager to manage the project.** The project will be managed by Lake McTighe, at .9 FTE for the duration of the project. Lake McTighe has over five years of planning and project management experience with Metro. For the past two years she has been the project manager for the Active Transportation Partnership involving coordinating staff, managing interns, working with multiple deadlines and project elements. The Active Transportation Partnership lays much the ground work for the Action Plan. Lake was the project lead for developing a $98 million TIGER grant that included three counties and four cities. Lake's project management style emphasizes developing partnerships with other agencies and stakeholders, recognizing that commitment to a plan is necessary for implementation. Lake's experience includes technical and policy work. Lake holds a graduate degree in urban and regional planning from Portland State University.

6. **Project Area .....**
   **8.5-by-11-inch map of the project area .....X Map attached**
   Description: The project area is defined by Metro's jurisdictional boundary, which includes the urban portions of Multnomah, Washington and Clackamas Counties and twenty-five cities. The area has a population of 1.5 million. Due to the scale of the project area, the project map only illustrates the off-street trail network (both planned and built), major arterials, major transit centers and the constructed light rail network. The street-grid is illustrated, however, planned and constructed on-street biking and walking facilities such as bike lanes and sidewalks and high frequency bus routes are not identified on the map, though they are critical elements of the active transportation network. To identify the principal active transportation network the Action Plan will consider the entire regional system that includes 578 miles existing and 1069 miles planned or proposed regional trails and bikeway for a total of 1647 miles and 821 miles existing and 409 miles of planned on-street (sidewalks) in the regional pedestrian system, as well as routes that may not yet have been identified.

7. **Submit letters or resolutions of support for the project from local officials that clearly indicate an understanding of the intended project outcomes and support of the project objectives. Submit letters of support from other interested parties if they are relevant to adopting and/or implementing the proposed plan. To demonstrate basic grant eligibility, you must, at a minimum, submit a letter of support from the mayor or city manager if grantee is to be a city or county commission chair or county executive if a county. However, your score will be higher on Grant Award Criterion #5 if you submit a detailed resolution of support from the local elected body(s) who will adopt the proposed plan.**

   ***Note: these may be submitted separately from the application. Letters and resolutions of support may be submitted through April 1, 2011. Those submitted after March 11, 2011 must be submitted electronically to cindy.l.lesmeister@odot.state.or.us.*** **List letters and resolutions attached and expected:**

| SOURCE | ATTACHED | EXPECTED |
|---|---|---|
| 1. Metro Council resolution | | X |
| 2. Dick Schouten, Washington County Board of Commissioners | X | |
| 3. Washington County | | X |
| 4. Clackamas County Board of Commissioners | X | |
| 5. Multnomah County | | X |
| 6. City of Gresham | X | |
| 7. City Of Portland | | X |
| 8. City of West Linn (original sent directly to ODOT) | X | |
| 9. City of Oregon City | | X |
| 10. City of Tualatin | X | |
| 11. TriMet | | X |
| 12. Portland Bicycle Advisory Committee | X | |
| 13. Portland Pedestrian Advisory Committee | | X |
| 14. Willamette Pedestrian Coalition | X | |
| 15. Bicycle Transportation Alliance | | X |
| 16. Kaiser Permanente | | X |
| 17. Executive Council for Active Transportation | | X |
| 18. Multnomah County Health Department | | X |
| 19. npGREENWAY | | X |
| 20. Friends of Sullivan's Gulch | | X |
| 21. City of Tigard | X | |
| 22. Portland Parks and Recreation | X | |
| 23. North Clackamas Parks and Recreation District | X | |
| 24. City of Forest Grove | X | |
| 25. City of Hillsboro | | X |
| 26. Tualatin Hill Parks and Recreation Department | X | |
| 27. 40 Mile Loop | | X |
| 28. City of Vancouver, WA | | X |
| 29. City of Beaverton | | X |
| 30. Urban Greenspaces Institute | X | |
| 31. City of Happy Valley | X | |
| 32. City of Fairview | X | |


ACTIVE TRANSPORTATION FACILITIES
Off-street facilities
On-street facilities
Proposed off-street facilities
Rail transit
Transit centers
Metro
Miles
0
10
Vancouver
Portland
Camas
Washougal
Troutdale
Gresham
Milwaukie
Beaverton
Hillsboro
Forest Grove
Cornelius
Tigard
Tualatin
Sherwood
Wilsonville
Lake Oswego
Gladstone
West Linn
Oregon City
Damascus
Boring
Sandy
Estacada
Canby
Newberg
Gaston
Farmington
Murray Scholls
Tanasbourne
Aloha
Sunset
Cedar Hills
Raleigh Hills
Hillsdale
West Portland
Washington Square
Bethany
Rock Creek
Cedar Mill
Orenco
West Union
Banks
North Plains
Burlington
St Johns
Hollywood
Lents
Gateway
Rockwood
Fairview
Wood Village
Maywood Park
Parkrose
Pleasant Valley
Happy Valley
Sunnyside
Clackamas
Oak Grove
Johnson City
Jennings Lodge
Milwaukie
Lake Grove
Rivergrove
Stafford
King City
Durham
Willamette
Canemah
Redland
Carver
Barlow
Eagle Creek
Orient
WASHINGTON
MULTNOMAH
CLACKAMAS
YAMHILL
MARION
Columbia River
Willamette River
Sandy River