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Regional Flexible Fund Allocation

Project nomination process for
allocation of 2016-18 funds

January 2013



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Table of Contents

About the Regional Flexible Fund Allocation	5
Policy framework	8
Local Process for nominating projects	22
Regional Public Comment & Decision Process	24
Project summary & nomination narrative instructions	26
Appendix A.....	33
Appendix B.....	34
Appendix C.....	35

ABOUT THE REGIONAL FLEXIBLE FUND ALLOCATION

The Regional Flexible Fund Allocation is the regional process to identify which transportation projects and programs will receive regional flexible funds. Metro anticipates allocating approximately \$94 million of Surface Transportation Program (STP) and Congestion Mitigation/Air Quality (CMAQ), Transportation Alternative (TA) grant funds.

Every two years the Joint Policy Advisory Committee on Transportation (JPACT) and Metro Council decide how to spend federal transportation money known locally as the Regional Flexible Funds. This process allocates money to both regional programs, such as the Transit Oriented Development program, and to individual projects planned and built by local transportation agencies. In this cycle, JPACT and the Metro Council decided that money for individual projects should be more coordinated and focused. To achieve this Metro has initiated the development of a new collaborative process for project nomination and involved greater policy development early in the process to give specific direction on the types of projects that can be funded.

This document explains the policies and framework for the process and the project nomination guidelines.

2015-18 MTIP Schedule for 2013

January 7	Resource Guide released to be used in developing and evaluating projects
January 21	Regional Workshop at MRC in Council Chambers from 1:30-3pm
January	Metro staff will attend local coordinating committees to answer questions.
January - March	Local agency development of project nominations
March	Applications due March 15
May	JPACT release of project nominations for public comment
May - June	Regional public comment period
July - August	Policy Coordinating Committees action to nominate projects
September	Action of regional flexible fund allocation (TPAC/JPACT/Council)

Summary of Transportation Spending

Regional flexible funds represent approximately 14 percent of the on-going state and federal transportation funds that come into the region annually. Additional state and federal revenues enter the region through one-time program allocations. These include the OTIA programs (\$638 million), Connect Oregon programs (\$89 million) federal economic stimulus (\$153 million), state Jobs & Transportation Act (\$252 million), and federal transit New Starts grants (\$683 million for I-

205/Mall, WES & Eastside Streetcar, approximately \$650 million anticipated for Milwaukie LRT). Also, there are locally generated sources of revenue such as the employer tax and farebox for transit operations and local fees such as parking revenues, and local gas tax and vehicle registration fees.

Regional flexible funds receive a relatively high degree of attention and scrutiny, because unlike most sources of transportation revenue that are limited to specific purposes, regional flexible funds may be spent on a wide variety of transportation projects or programs.

2016-2018 Regional Flexible Fund Allocation

The amount of regional flexible funds available to be allocated is determined through the Congressional authorization and appropriation process. MAP-21 extends through 2014. A forecast is made to estimate how much funding may be available for projects and programs for 2016-2018. The forecast utilizes an estimated increase of 3 percent annually to the 2009 funding level. The 3 percent escalation rate is based on the historical pattern of funding levels over the life of the past two authorization bills.

Approximately \$94.58 million dollars is currently forecast to be available to the Portland metropolitan region during the years 2016-2018. Should actual funding levels from federal fiscal year 2014 forward differ from this or previous forecasts, adjustments to the project allocations may need to be made. Changes would be made through programming adjustments (delaying implementation of one or more projects selected to receive funds) or through a comprehensive allocation and project adjustment decision by JPACT and the Metro Council.

Type of funding available

Regional flexible funds come from three sources; Surface Transportation Program (STP), Congestion Mitigation / Air Quality (CMAQ) funding programs and Transportation Alternatives (TA). Each program's funding comes with unique restrictions.

Surface Transportation Program funds may be used for virtually any transportation project or program except for construction of local streets. STP grant funds represent approximately 61% of the funds available.

Congestion Mitigation / Air Quality program funds cannot be used for construction of new lanes for automobile travel. Additionally, projects that use these funds must demonstrate that some improvement of air quality will result from building or operating the project or program. CMAQ grant funds represent approximately 36 percent of the funds available.

Transportation Alternative program funds are a new federal source of funds to the Regional Flexible Fund pool. The funding is a continuation of the old Transportation Enhancements funding program but now partially sub-allocated to large MPO's and with the former Safe Routes to Schools program activities and environmental mitigation as eligible activities. These funds represent approximately 3 percent of the funds available and must be distributed through a competitive

allocation process. This competitive process will be conducted as part of the Step 2 Community Investment solicitation process.

As in previous allocations, the region expects to select a variety of projects so that funding conditions may be met by assigning projects to appropriate funding sources after the selection of candidate projects. Applicants do not need to identify from which program they wish to receive funding.

Eligible applicants

Project nominations may be submitted on behalf of eligible sponsors located within the region’s Metropolitan Planning Organization (MPO) boundary, including: Washington County and its cities, Clackamas County and its cities, Multnomah County and its eastern cities, and City of Portland, Oregon DEQ, TriMet, ODOT, Port of Portland and Parks and Recreation Districts.

Applicants must demonstrate the technical capacity to manage a federally funded transportation project and to provide required local match.

POLICY FRAMEWORK

The following policies have been adopted for the 2016-18 allocation of regional flexible funds.

Recurring process and administrative policies

- These policies define how the allocation process should be conducted and what outcomes are achieved with the overall allocation process.
- Select projects from throughout the region, however, consistent with federal rules, there is no sub-allocation formula or commitment to a particular distribution of funds to any sub-area of the region
- Honor previous funding commitments made by JPACT and the Metro Council.
- Address air quality requirements by ensuring air quality Transportation Control Measures for pedestrian and bicycle improvements are met and that an adequate pool of CMAQ eligible projects is available for funding.
- Achieve multiple transportation policy objectives.
- Allow use of funding for project development and local match of large-scale projects (greater than \$10 million) that compete well in addressing policy objectives when there is a strong potential to leverage other sources of discretionary funding
- Encourage project applications that efficiently and cost effectively make use of federal funds.
- Recognize the difference in transportation infrastructure investment needs relative to an area's stage of development (developed, developing, undeveloped) consistent with RTP Table 2.2
- Identify project delivery performance issues that may impact ability to complete a project on time and on budget.
- Ensure agencies have qualifications for leading federal aid transportation projects.
- Identify opportunities for leveraging, coordinating, and collaboration.

JPACT and Metro Council adopted policy framework

This policy framework affirms the three-step allocation process, establishes project focus areas, sets funding targets, and directs the development of a process for nominating projects for funding. The policy was adopted by Metro Resolution No. 12-4383.

Three-step process

The allocation process involves three steps for allocating the funding. Step 1 is the process to set funding levels for regional programs. Step 2 is the process to allocate funds to locally generated projects. The two-step process was used in the previous funding cycle and was approved by JPACT for use in allocating 2014-15 funds as well. The benefit for using this approach is that it provides more certainty for Step 2 funding levels as funds for the regional programs are "set aside" at the

beginning of the process, allowing for a dollar target for Step 2 for local agencies to work with in nominating projects. Step 3 was created by JPACT in September of 2012 and established a Regional Economic Opportunity Fund (REOF). The REOF is targeted at larger projects (\$5-\$10million) that are difficult to fund at the local level and through the Step 2 Community Investment process. The REOF is modeled after the federal TIGER program and uses similar policy criteria.

The following are the amounts set for all three steps. Please note that all three steps will be available for review and comment during the public comment phase of the process and the final decision will be made in September 2013.

Step 1: Provide for existing regional programs - \$26.01 million

- Transit Oriented Development – \$9.19 million
- TSMO/ITS - \$4.64 million
- Regional Travel Options - \$7.01 million
- Regional Planning - \$3.63 million
- Corridor & Systems Planning - \$6.54 million

Step 2: Community Investment Fund Projects \$34.77 million

- *Active Transportation/Complete Streets target: 75%* - This project focus area prioritizes infrastructure support for non-auto trips and ensuring safe streets that are designed for all users.
- *Green Economy/Freight Initiatives target: 25 %* - This project focus area supports the development of the region's economy through investment in green infrastructure and key freight projects or programs.
- *Collaborative Process* - Develop the project proposals for new focus areas through a collaborative process involving impacted stakeholders.

Step 3: Regional Economic Opportunity Fund (REOF) \$33.80 million

- The REOF prioritizes investments that:
 - Address economic opportunity and job creation
 - Take a system wide approach
 - Leverage private sector investments
 - Consider corridor safety
 - Reflect criteria from Transportation Investment Generating Economic Recovery (TIGER)
 - Implement corridor planning work
 - Improve access to industrial lands
- Consider the transportation needs of Environmental Justice and underserved communities
- The following investments are proposed for the Regional Economic Opportunity Fund:

Jurisdiction	Project	Amount
Clackamas County	Sunrise System: Industrial Area Freight Access and Multimodal Improvement	\$8.267 million
Washington County	US 26/Brookwood Interchange– Industrial Access	\$8.267 million
Port of Portland	Troutdale Industrial Access	\$8.00 million
Multnomah County	NE 238th Drive: NE Halsey Street to NE Glisan Street Freight and Multimodal Improvements	\$1.00 million
City of Portland/TriMet	East Portland Access to Employment and Education Multi-Modal Improvements	\$8.267 million
TOTAL		\$33.801 million

Step 2: Community Investment Nomination Framework

This framework provides the direction for Metro to initiate the collaborative project nomination process and lays out the steps that will be taken to get to the decision process. It also explains how the criteria will be applied. The framework was adopted by Metro Resolution No. 12-4383.

Regional kick-off meeting (January 2013)

- Process description & instructions
 - i. Sub-regional allocation target
 - ii. Project scope direction
 - iii. Project cost minimum/maximums
 - iv. Nomination materials and schedule
 - a. Data addressing criteria objectives
 - b. -Identification of any areas that cross sub-regional boundaries that should be considered in sub-regional workshops
 - c. Illustrative project and project development process description

Sub-regional workshops (January 2013)

- Mapping exercise to identify priority corridors/areas
- Identification of topics for intra-agency or intra-bureau coordination during project development (project scope, lead agency, etc.)
- All projects being submitted for Active Transportation & Complete Streets and Green Economy & Freight Initiatives for the three county coordinating committees and City of Portland must be submitted to Metro by March 15.
- There will not be a regional limit to the number of applications.
- Applications must demonstrate how project addresses criteria and process directions.
- Assessment of project nomination relative to project criteria will be conducted by the three county coordinating committees and City of Portland
- Metro will review applications for eligibility and completeness. If the lead agency cannot provide adequate information relative to eligibility or completeness, Metro staff

may declare the project non-responsive or condition consideration of project funding on further action by the applicant.

- The project evaluations need to be completed by May 2013.

Public comment process (on scope and scale of submitted projects)

- A public comment process will be held in May/June 2013 on all projects submitted for Step 2.
- Metro to provide summary of comments to the three county coordinating committees and City of Portland
- Applicants to provide response to comment summary issues

Project nomination

- Action by Transportation County Policy Coordinating Committees and Portland City Council to nominate project(s) consistent with nomination process instructions
- Action from lead agency Council or board on project nominations

Decision process

- TPAC recommendation
- JPACT action
- Metro Council adoption

Active Transportation & Complete Streets

Sub-regional cost targets by percent of population

	Region	City of Portland	Clackamas County	Multnomah County	Washington County
% of Population ¹	100%	39.25%	17.6%	9.89%	33.26%
Fund Target - 75% of available revenues ² (millions)	\$26.07	\$10.232	\$4.588	\$2.578	\$8.671

¹ 2010 population data

² Available revenues are a forecast of revenues from the FFY 2014 and 2015 federal urban STP and CMAQ funds after allocation to existing Step 1 programs. The current forecast is for \$22.5 million. This may be adjusted if new information concerning authorization, appropriations or other forecasting factors is made available. Minor changes (< \$2 M) may be made to this forecast up to March 30, 2011. Changes after that date will be accommodated through programming adjustments (delaying implementation of one or more projects selected to receive funds to FFY 2016) or through a comprehensive allocation and project adjustment by JPACT and the Metro Council.

Construction project cost minimum

\$3 million total project cost or total sub-region target (less eligible project development nomination), whichever is less.

Project development cost minimum

\$200,000, but appropriate to project scope (PE phase will be more expensive than planning level work). Scope and budget must be reviewed for feasibility with Metro and ODOT staff prior to final nomination.

Number of nominations

Meet target and construction project cost minimums, and may nominate one project development phase. Project development may include anything from a planning level "alternatives analysis" to preliminary engineering.

Criteria to guide scope development and for identifying priority locations for projects - pre nomination

Data will be provided to nominating agencies that exemplify the criteria. This information will be made available and discussed at Metro sponsored workshops to aid in the identification of locations that:

Improve access to and from priority destinations:

- Mixed-use centers
- Large employment areas (# of jobs)
- Schools

Improve safety:

- addresses site issue(s) documented in pedestrian/bike crash data
- separates pedestrian/bike traffic from freight and/or vehicular conflicts
- Essential services for EJ/underserved communities
- Serve underserved communities

Criteria for scoping and prioritization of projects:

Relative priority	Criteria
	Improves access to and from priority destinations:
	<ul style="list-style-type: none"> • Mixed-use centers
Highest Priority	<ul style="list-style-type: none"> • Large employment areas (# of jobs) • Schools • Essential services for EJ/underserved communities
Highest Priority	Improves safety:
	<ul style="list-style-type: none"> • addresses site issue(s) documented in pedestrian/bike crash data • separates pedestrian/bike traffic from freight and/or vehicular conflicts
Highest Priority	Serves underserved communities

- High Priority** Improves safety by removing conflicts with freight and/or provides safety mitigation for any potential freight conflicts
- High Priority** Completes the "last mile"
- High Priority** Increase in use/ridership by providing a good user experience (refer to Active Transportation design elements)
- High Priority** Serves high density or projected high growth areas
- Priority Criteria** Includes outreach/education/engagement component
- Priority Criteria** Can leverage funds
- Priority Criteria** Reduces need for highway expansion

Once priority locations have been selected based on the pre-nomination criteria; the following criteria should be used to help define specific projects details.

A well-defined project:

- Improves access to and from priority destinations
- Improves safety
- Serves underserved communities
- Removes conflicts with freight and/or provides safety mitigation for any potential freight and/or vehicular conflicts
- Completes the “last mile”
- Increases use/ridership
- Serves high density or projected high growth areas
- Includes outreach/education/engagement component
- Reduces need for highway expansion

Green Economy & Freight Initiatives

Sub-regional cost targets, by weighted regional freight system (route miles) and Title 4 land (acres)

	Region	City of Portland	Clackamas County	Multnomah County	Washington County
Allocation % based on freight network miles and industrial land factors ¹	100%	46%	15%	13%	26%

Fund Target - 25% of available revenues ² (millions)	\$8.2	\$3.772	\$1.23	\$1.066	\$2.132
Potential allocation of unused regional strategy funds based on maximum of \$500,000	\$.500	\$.230	\$.075	\$.065	\$.130

Construction project cost minimum

\$1 million or total sub-region target, whichever is less.

Project development cost minimum

\$200,000 but appropriate to project scope (PE phase will be more expensive than planning level work). Scope and budget must be reviewed for feasibility with Metro and ODOT staff prior to final nomination.

Number of nominations

Meet target and construction project cost minimums, and may nominate one project development phase. Project development may include anything from a planning level "alternatives analysis" to preliminary engineering.

Criteria to guide scope development and for identifying priority locations for projects - pre nomination

Data will be provided to nominating agencies that exemplify the criteria. This information will be made available and discussed Metro sponsored workshops to aid in the identification of where a project increases freight access to:

- Industrial lands
- Employment centers & local businesses
- Rail facilities for regional shippers

¹ Average of Freight System and Land Use Factors as follows:

Weighted Route Miles of Regional Freight System

- Local components of roadway (i.e., connectors only) –including proposed connectors (weighting factor of 67%, based on year 2000 percent tonnage moved by truck, per 2035 RTP)

-Main + branch rail lines (weighting factor of 33%)

-Straight Average of Acres of Title 4 Land

-Industrial land (50%)

-Regionally significant industrial land (50%).

² Available revenues are a forecast of revenues from the FFY 2016-18 federal urban STP, CMAQ and TA funds, after allocation to existing Step 1 programs. The current forecast is for \$34.77 million. This may be adjusted if new information concerning authorization, appropriations or other forecasting factors is made available. Minor changes (< \$2 M) may be made to this forecast.

Criteria for scoping and prioritization of projects

Relative priority	Criteria
Highest Priority	Reduces freight vehicle delay
Highest Priority	Project increases freight access to: <ul style="list-style-type: none"> • Industrial lands • Employment centers & local businesses • Rail facilities for regional shippers
Highest Priority	Projects that help green the economy and offer economic opportunities for EJ/underserved communities
High Priority	Improves safety by removing conflicts with active transportation and/or provides adequate mitigation for any potential conflicts
High Priority	Reduces air toxics or particulate matter
High Priority	Reduces impacts to EJ communities – for example, reduced noise, land use conflict, emissions
High Priority	Increases freight reliability
Priority Criteria	May not get funding otherwise
Priority Criteria	Can leverage (or prepare for) future funds
Priority Criteria	Reduces need for highway expansion
Priority Criteria	Multi-modal component

Once priority locations have been selected based on the pre-nomination criteria, the following criteria should be used to help define specific projects details.

A well-defined project:

- Reduces freight vehicle delay
- Helps green the economy and offers economic opportunities for EJ/underserved populations
- Improves safety by removing conflicts with active transportation and/or provides adequate mitigation for any potential conflicts
- Reduces air toxics or particulate matter
- Reduces impacts to EJ communities e.g., reduced noise, land use conflict, emissions
- Increases freight reliability
- May not get funding otherwise
- Can leverage (or prepare for) future funds
- Reduces need for highway expansion
- Has multi-modal components

Step 3: Regional Economic Opportunity Fund

After funding Step 1 and Step 2 there is a remaining \$33.8 million to allocate as part of the 2016-18 RFFA. These monies have been set aside to fund transportation investments that:

- Address economic opportunity and job creation
- Take a systemwide approach
- Leverage private sector investments
- Consider corridor safety
- Reflect criteria from the Transportation Investment Generating Economic Recovery (TIGER) program
- Implement corridor planning work
- Improve access to industrial areas
- Consider the transportation needs of the Environmental Justice and underserved communities

The Regional Economic Opportunity Fund was created to meet these needs. Subject to the stakeholder engagement and decision processes described in Section 6, the following investments are proposed for the Regional Economic Opportunity Fund:

Jurisdiction	Project	Amount
Clackamas County	Sunrise System: Industrial Area Freight Access and Multimodal Improvement	\$8.267 million
Washington County	US 26/Brookwood Interchange-Industrial Access	\$8.267 million
Port of Portland	Troutdale Industrial Access	\$8.00 million
Multnomah County	NE 238th Drive: NE Halsey Street to NE Glisan Street Freight and Multimodal Improvements	\$1.00 million
City of Portland/TriMet	East Portland Access to Employment and Education Multi-Modal Improvements	\$8.267 million
TOTAL		\$33.801 million

APPLICATION FOR REOF ALLOCATION

Each of the jurisdictions listed above shall by March 15, 2013 submit to Metro an application for REOF funding for the applicable project.]

CONDITIONS OF APPROVAL

At the conclusion of the stakeholder engagement and decision process described in Section 6, when REOF funds are allocated to a project, actual disbursement of such funds for the project are subject to the following:

- The project is eligible for federal funds
- Sufficient matching funds are available for the project;
- Required environmental approvals have been or are reasonably likely to be received to allow the project to proceed to construction on the specified timeline;
- The project is consistent with all applicable state, regional, and local plans; and
- The recipient jurisdiction has cooperated to facilitate the efficient implementation of regional projects receiving funding from Metro’s MTIP program.
 1. If one or more of these conditions have not been met by the intended time of REOF funds disbursal, JPACT and Metro Council may defer such disbursement or may reallocate the funds to another project.

Criteria for scoping and prioritization of REOF projects

Relative priority	Criteria
	<p><i>Economic Competitiveness:</i> Contribute to long-term productivity of US and Metro region economy.</p> <ol style="list-style-type: none"> 1. Long-Term Improvement to goods and worker access (emphasis on traded-sector goods and services, access to markets)
Primary Criteria	<ol style="list-style-type: none"> 2. Improved access to and from, and market viability in industrial lands. 3. Increased efficiency through integration and use of existing transportation infrastructure, including improvements and repair. 4. Leverages private sector investments.
Primary Criteria	<p><i>Livability:</i> Further Partnership for Sustainable Communities principles.</p> <ol style="list-style-type: none"> 1. Reduce average cost of user mobility 2. Improve existing transportation choices (by enhancing modal connectivity, increasing number of accommodated modes and/or reducing congestion) on existing facilities. 3. Improve accessibility of disadvantaged populations. 4. Coordinated transportation and land use planning, contribute significantly to broader travel mobility, including implementing completed corridor plans.
Primary Criteria	<p><i>Environmental Sustainability:</i> Promote environmentally sustainable transportation system.</p> <ol style="list-style-type: none"> 1. Improve energy efficiency (including scale of use of new facilities, TSMO reduction auto trips).

	2. Environmental benefits or avoidance of adverse impacts.
	<i>Safety:</i> Improve safety of the transportation system.
Primary Criteria	<ul style="list-style-type: none"> • Ability to reduce number, rate and consequences of crashes, injuries and fatalities, including focusing and the recommendations for the Regional Transportation Safety Plan: • Improves multimodal safety on arterials. • Addresses pedestrian and bike crash issues. • Addresses safety behavioral contributing factors of alcohol and drug, speeding, aggressive and distracted driving.
Primary Criteria	<p><i>Job Creation and Economic Stimulus:</i> Creation or preservation of jobs.</p> <ol style="list-style-type: none"> 1. Number and type of job created or preserved (emphasize efforts to support opportunities for low-income and disadvantaged populations). 2. Project readiness (NEPA and legislative approvals in required planning documents, technical and financial feasibility). 3. Provide opportunities for small businesses and disadvantaged business enterprises. 4. Effective use of community-based organizations in connecting disadvantaged workers with economic opportunities.
Secondary Criteria	<p><i>Innovation:</i> Use of innovative technology, system management and project delivery techniques</p> <ol style="list-style-type: none"> 1. Use of innovative technology. 2. Use of innovative finance, contracting, project delivery, congestion management, safety management, asset management, O&M.
Secondary Criteria	<p><i>Partnership:</i> Jurisdiction and stakeholder collaboration, and disciplinary (non-transportation agency) integration</p> <ol style="list-style-type: none"> 1. Multi-agency support to implement priority project from a completed corridor plan. 2. Jurisdiction & Stakeholder collaboration (involvement of state and local governments, other public entities, including projects that engage parties that are not traditionally involved in transportation projects, non-Federal funds, use of TIGER funds to complete a finance package). 3. Disciplinary Integration (support by non-transportation public agencies: e.g. public housing, economic development, historic pres., energy, etc.). 4. Use a system-wide approach

DATA AND INFORMATION

Kick-off meeting

Metro will host a kick-off meeting with local agency staff to describe the policy framework for the allocation process, review the data available to aid in project location and definition, and to discuss the project nomination guidelines, sub-regional workshops and decision process. This workshop will take place January 21, 2013 at Metro Regional Center in Council Chambers.

Local coordinating committees

Following the kick-off meeting, Metro will attend all of the local coordinating committees to begin the project nomination process. The discussions are intended to get the conversation started about potential project nominations.

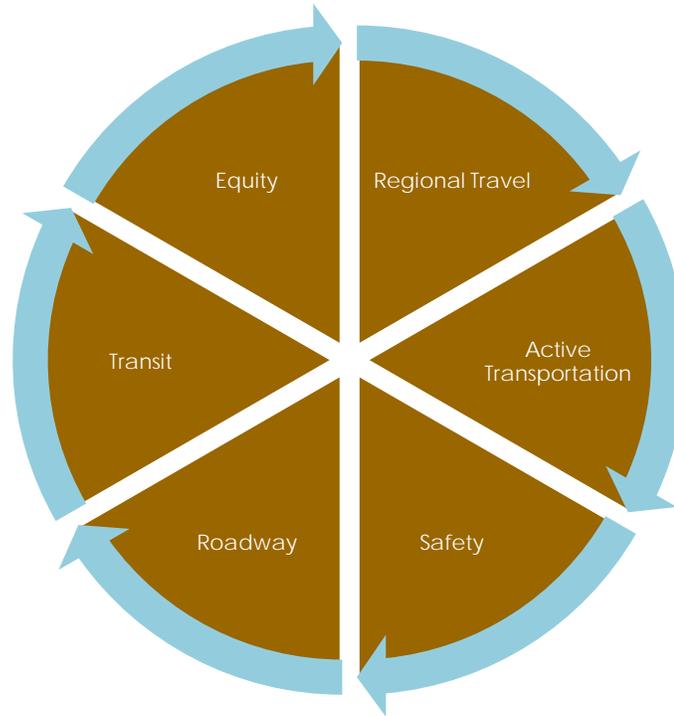
Data Resource Guide for 2016-18 MTIP Project Development - A compilation of transportation-related data for use in prioritizing local projects and preparing applications

Public agencies are responding to trends that place greater emphasis on capturing and using data to guide decisions and ensure accountability. The passage of Moving Ahead for Progress in the 21st Century Act (MAP-21) ushers in a new era of performance-driven, outcomes-based planning and decision-making that will have direct effects on how the Portland region approaches its MTIP process.

"The TIP must also be developed to make progress toward established performance targets and include a description of the anticipated achievements."

FHWA, MAP-21 Summary of Highway Provisions

This guide is organized into transportation categories shown in the graphic below. It provides one-stop access to high level transportation data and useful links to other data resources helpful to complete applications.



Regional Travel

- 3-County Population 1980-2010 (US Census)
- Percentage Change in 3 – County Population 1980-2010 (US Census)
- Average Daily VMT/Capita (TTI)
- Annual Transit Passenger Trips (TriMet)
- What is VMT/household – how has this changed from 1994 (Metro, Travel Survey)
- What is the average trip length – how has this changed from 1994 (Metro, Travel Survey)
- What is the number of trips per household (Metro, Travel Survey)
- What is the mode split for all trips by auto, carpool, transit, bike and walk (Metro, Travel Survey)
- What is the mode split for commute trips by auto, carpool, transit, bike and walk (Metro Travel Survey)

Transit

- Transit stop proximity to sidewalks (TriMet, Pedestrian Network Analysis)
- Transit stops with highest ridership (TriMet, Pedestrian Network Analysis)

Active Transportation

- Cycle zone analysis
- Pedestrian district composite
- Pedestrian corridor composite
- Sidewalk completion near schools

Safety

- Highest fatal and serious injuries for all modes on arterial streets 2007-2010
- Fatal and serious for pedestrian 2007-2010
- Fatal and serious for bicycle 2007 - 2010

Roadway

- Travel time reliability on freight network
- Congestion on freight network
- Incident response times

Equity

- Demographic composite map
- Essential services composite map
- Mobility composite map

Local data

The regional data available is intended to get the conversation started about where projects can be developed and defined to meet the criteria however, there may be local sources of data that can help “ground truth” the regional data and provide additional information for aiding the nomination process. We encourage the use of additional data in this process.

LOCAL PROCESS FOR NOMINATING PROJECTS

The following describes the different project nomination process for the Step 2 Community Investment and Step 3 Regional Economic Opportunity Fund projects.

Step 2 Nomination Process

The following explains the process and timeline for nominating Step 2 projects:

1. Attend the Regional Kickoff meeting or local coordinating committee discussion - January 2013
2. Access Regional Resource Guide data on Metro's website for use in identifying project locations that meet the criteria – January 7, 2013 to March 15, 2013
3. Lead agencies submit applications. - Application due March 15
4. Complete the project nomination narrative for projects being put forth for consideration:
 - Download form separately - <http://www.oregonmetro.gov/regionalflexiblefund>
 - Develop project shapefiles - use the guidelines in Appendix B.
 - Submit letter from lead agency Council or board approving project for nomination (due prior to beginning of public comment period)
 - Submit application materials to Josh Naramore via email at, joshua.naramore@oregonmetro.gov.
5. Select projects to nominate for funding consideration- July-August 2013
 - Follow nomination guidelines for construction cost minimums and project development cost minimums.

Public comment process (on scope and scale of submitted projects)

- A public comment process will be held in May/June 2013 on all projects submitted for Steps 1, 2 and 3.
- Metro to provide summary of comments to the three county coordinating committees, City of Portland, TriMet and Port of Portland.
- Applicants to provide response to comment summary issues

Decision process

- TPAC action on Steps 1, 2 and 3 projects and 2015-18 MTIP (August 2013)
- JPACT action on Steps 1, 2 and 3 and 2015-18 MTIP (September 2013)
- Metro Council adoption on Steps 1, 2 and 3 and 2015-18 MTIP (September 2013)

Step 3: REOF Nomination Process

Public comment process (on scope and scale of submitted projects)

- A public comment process will be held in May/June 2013 on all projects submitted for Steps 1, 2 and 3.
- Metro to provide summary of comments to the three county coordinating committees, City of Portland, TriMet and Port of Portland.

- Applicants to provide response to comment summary issues

Decision process

- JPACT action on identifying priority REOF projects (December/January JPACT)
- TPAC action on Steps 1, 2 and 3 projects and 2015-18 MTIP (August 2013)
- JPACT action on Steps 1, 2 and 3 and 2015-18 MTIP (September 2013)
- Metro Council adoption on Steps 1, 2 and 3 and 2015-18 MTIP (September 2013)

REGIONAL PUBLIC COMMENT & DECISION PROCESS

Following the submittal of Step 2 and Step 3 projects, the public will be able to provide comments on whether the projects as defined meet community needs or need refinement. Lead agencies will be able to receive comments and make refinements to their projects prior to the allocation decision process. The following explains the timeline for public comments and the decision process:

1. JPACT to release project narratives for public comment period - May 2013.
2. Regional public comment period - May-June 2013 -Online comment tool.
3. Metro staff summary of public comments for use by lead agencies to make final project refinements - Available June 2013.
4. Lead agencies to provide explanation of refinements to project as a result of public comments (if applicable) - submit to Josh Naramore via email at, joshua.naramore@oregonmetro.gov.
5. Coordinating committees and City of Portland will identify narrowed list of Step 2 projects to 100 percent list based on sub regional target at a meeting with an agenda item indicating this is an action item.
6. Coordinating committees and City of Portland conduct formal, publicly noticed local hearing for input on 100 percent list of Step 2 projects.
7. Metro staff to develop conditions of project approval.
8. TPAC consideration of projects and conditions of funding approval - August 2013.
9. JPACT action on regional flexible fund allocation - September 2013.
10. Metro Council action on regional flexible fund allocation - September 2013

2016-18 Regional Flexible Funds Allocation Decision Making Calendar				
Date	2016-18 RFAA Process			2016-18 ODOT STIP
	Step 1 Region Wide Programs	Step 2 Projects (AT/CS & Fr/GE)	Step 3 Projects (REOF)	ODOT "Enhance"
November 8 and 15	JPACT/Council Policy Action	JPACT/Council Policy Action	JPACT/Council Policy Action	
November 27/28		TPAC Review of Solicitation Packet	TPAC Review of Solicitation Packet	Applications Due
January 2013		Release Solicitation Packet	Release Solicitation Packet	
March 15		Applications Due to Coordinating Committees/	Applications Due to Metro	Scoping comments/ adjustments

		Metro		
April-May		Technical Evaluation by local staff		
May-early June	Public Comment Period	Public Comment Period	Public Comment Period	Public Comment Period
July-August		Local Prioritization of 100% list	Preparation for JPACT/Council action of 100% list	JPACT Comment to STIP Committee
September	JPACT/Council	JPACT/Council action	JPACT/Council action	
October		Submit to STIP	Submit to STIP	STIP Committee decision

PROJECT SUMMARY & NOMINATION NARRATIVE INSTRUCTIONS

Both project summaries and project nomination narratives for Step 2 Community Investment and Step 3 REOF projects are due March 15, 2013 to Metro. Applications should be submitted to Josh Naramore (joshua.naramore@oregonmetro.gov).

Project Summary

Project summaries will be used for the public comment process. The feedback received on these summaries can be used to help prioritize which project(s) to nominate if desired. The summary form is available at <http://www.oregonmetro.gov/regionalflexiblefund> and includes the following:

Project Sponsor Agency

1. Project extent or area description and how you identified the location as a priority.
2. Purpose and need statement (highlight most relevant criteria).
3. Description of project design elements
4. Map of project area

Project nomination narrative

Project nomination narratives provide in depth process, location and project definition details and serves as the nomination form for project funding consideration. The following is identical to the form available on Metro's website and includes instructions and information for answering the questions.

Project narratives should be kept to 12 pages total per project. The narrative form is available at: <http://www.oregonmetro.gov/regionalflexiblefund>.

Active Transportation & Complete Streets projects

Process

- Describe the process used to identify the project to be put forward for funding consideration. (Answer should demonstrate that the process met minimum public involvement requirements per Appendix A)
- Describe how you coordinated with regional or other transportation agencies (e.g. Transit, Port, ODOT, Metro, Freight Rail operators, ODOT Region 1, Regional Safety Workgroup, and Utilities if critical to use of right-of-way) and how it impacted the project location and design.
- Provide a list of stakeholders consulted or targeted during your local process and provide a summary of comments received at your public meeting or other public engagement activities. Please include contact information.

Location

- Describe how you identified the travel corridor/area for the project and how regional and local data relevant to the project criteria support this location as your top priority(s). (See page 11 for criteria relevant to prioritizing project location)

Project Definition

Base project information

- Corresponding RTP project number(s) for the nominated project (if applicable).

Project sponsor agency

- Contact information for: Application lead staff, Project Manager (or assigning manager), Project Engineer (or assigning manager).
- Description of project extent, design elements and how measurement of project effectiveness after construction is to be completed. (Metro staff is available to help design measurement methodologies for post-construction project criteria performance)
- Please provide a purpose and need statement for the project you're nominating. (The purpose and need statement should address the criteria as they apply to the project area for example: increase non-auto trip access to essential services in the X town center, particularly for the high concentration of Y and Z populations in the project area)

Highest priority criteria

- Describe how the project improves access to priority destinations mixed-use centers, large employment areas, schools, and essential services for EJ/underserved communities. (See maps/data on Metro FTP site).
- Identify the safety issues in the project area. How does the project design address safety in the area? (See bike/pedestrian crash map/data on Metro FTP site)
- How does the project serve traditionally underserved (minority, low-income, limited English speaking, youth, elderly, disabled) communities? Explain how your project responds to data identifying concentrations of underserved communities and what project elements address the transportation needs of these communities. (See Transportation Equity maps/data on Metro FTP site for help identifying concentrations of EJ and underserved communities and how well they are served/not served).

High priority criteria

- Describe any outreach that has been conducted with EJ/underserved communities to date. (Targeted outreach to these communities may be facilitated by Metro during the regional public comment period for comments on project scope. Additional outreach during project development phases (final design, preliminary engineering, etc.) may be a condition of funding approval.
- Describe any conflicts with freight/active transportation you've identified in your project area. How does the project design address or provide mitigation to these conflicts?

- Does the project design include “last mile” connections? Please explain. (Last mile connections create safe and comfortable biking and walking routes that directly connect transit stops to nearby origins and destinations, and can include the provision of secure and convenient bicycle parking at stations)
- Describe how the project will lead to an increase in non-auto trips through improvements in the user experience. (See Appendix C for design elements that improve the user experience).
- Does the project serve a high density or projected high growth area? Please explain. (For high growth areas, explain how the project is coordinated with growth plans to focus or orient future development to maximize use of the project).

Priority criteria

- Please describe the outreach/education/engagement element of the project nomination (Metro Regional Travel Options staff is available to help design an effective and appropriate level of education and marketing for your project nomination).
- Are there opportunities to leverage other funds or investments with this project? Describe any opportunities you have identified and how you plan to coordinate with other project(s) or leverage other funds.
- Describe how the project may help reduce the need for road and highway expansion.

Green Economy & Freight Initiative projects

Process

- Describe the process used to narrow potential project nominations to select the project(s) being put forward for funding consideration. (Answer should demonstrate that the process met minimum public involvement requirements per Appendix A).
- Describe how you coordinated with regional agencies (e.g. Transit, Port, ODOT, Metro, Freight Rail operators, ODOT Region 1, Regional Safety Committee, and Utilities if critical to use of right-of-way) and how it impacted the project location and design.
- Provide a list of stakeholders consulted or targeted during your local process and provide a summary of comments received at your public meeting or other public engagement activities. Please include contact information.

Location

- Describe how you identified the location for the project and how the criteria and regional and local data support this location as your top priority. (See page 12 for criteria relevant to prioritizing project location)

Project Definition

Base project information

- Corresponding RTP project number(s) for the nominated project

Project sponsor agency

- Contact information for: Application lead staff, Project Manager (or assigning manager), Project Engineer (or assigning manager)
- Description of project extent, design elements and how measurement of project effectiveness after construction is to be completed. (Metro staff is available to help design measurement methodologies for post-construction project criteria performance)
- Please provide a purpose and need statement for the project you're nominating. (The purpose and need statement should address the criteria as they apply to the project area - e.g. reduce freight vehicle delay from and increase freight access to X industrial area or employment center, and helps green the economy by doing Y in the project area)

Highest priority criteria

- Describe how the project will reduce freight delay.
- Describe how the project increases freight access to industrial lands, employment centers & local businesses, and/or rail facilities for regional shippers.
- Describe how the project contributes to "greening the economy" and how the project helps expand economic opportunities to Environmental Justice/underserved communities. (For the purposes of this allocation we are defining "greening the economy" to be initiatives that contribute to creating a low carbon, resource efficient, and socially inclusive economy)

High priority criteria

- Describe any conflicts with freight/active transportation you've identified in your project area. How does the project design mitigate these conflicts?
- Does the project help reduce air toxics or particulate matter? Please explain.
- Does the project help reduce impacts, such as noise, land use conflicts, emissions, etc. to Environmental Justice communities? Please explain.
- Describe how the project increases freight reliability.

Priority criteria

- Is the project of an innovative or unique nature such that it is not eligible or typically funded with large, traditional transportation funding sources such as state trust fund pass through to local agencies, local bridge program, or large state funding programs (Modernization, Bridge, Preservation, etc.) or have any other significant sources of funds? Please explain.

- Will this nomination leverage other funds or prepare a project to compete for discretionary funding that may otherwise not come to the region? Describe any opportunities you have identified.
- Describe how the project may help reduce the need for highway expansion.
- Describe any multi-modal elements included in the design of your project.

REOF projects

Process

- Describe the process used to narrow potential project nominations to select the project(s) being put forward for funding consideration. (Answer should demonstrate that the process met minimum public involvement requirements per Appendix A)
- Describe how you coordinated with regional agencies (e.g. Transit, Port, ODOT, Metro, , ODOT Region 1, and Utilities if critical to use of right-of-way) and how it impacted the project location and design.
- Provide a list of stakeholders consulted or targeted during your local process and provide a summary of comments received at your public meeting or other public engagement activities. Please include contact information.

Location

- Describe how you identified the location for the project and how the criteria and regional and local data support this location as your top priority. (See page 12 for criteria relevant to prioritizing project location)

Project Definition

Base project information

- Corresponding RTP project number(s) for the nominated project

Project sponsor agency

- Contact information for: Application lead staff, Project Manager (or assigning manager), Project Engineer (or assigning manager)
- Description of project extent, design elements and how measurement of project effectiveness after construction is to be completed. (Metro staff is available to help design measurement methodologies for post-construction project criteria performance)
- Please provide a purpose and need statement for the project you're nominating. (The purpose and need statement should address the criteria as they apply to the project area.
- Describe how the project meets the following criteria:

Criteria for scoping and prioritization of REOF projects

Relative priority	Criteria
	<p><i>Economic Competitiveness:</i> Contribute to long-term productivity of US and Metro region economy.</p> <ol style="list-style-type: none"> 5. Long-Term Improvement to goods and worker access (emphasis on traded-sector goods and services, access to markets)
Primary Criteria	<ol style="list-style-type: none"> 6. Improved access to and from, and market viability in industrial lands. 7. Increased efficiency through integration and use of existing transportation infrastructure, including improvements and repair. 8. Leverages probate sector investments.
Primary Criteria	<p><i>Livability:</i> Further Partnership for Sustainable Communities principles.</p> <ol style="list-style-type: none"> 5. Reduce average cost of user mobility 6. Improve existing transportation choices (by enhancing modal connectivity, increasing number of accommodated modes and/or reducing congestion) on existing facilities. 7. Improve accessibility of disadvantaged populations. 8. Coordinated transportation and land use planning, contribute significantly to broader travel mobility, including implementing completed corridor plans.
Primary Criteria	<p><i>Environmental Sustainability:</i> Promote environmentally sustainable transportation system.</p> <ol style="list-style-type: none"> 3. Improve energy efficiency (including scale of use of new facilities, TSMO reduction auto trips). 4. Environmental benefits or avoidance of adverse impacts. <p><i>Safety:</i> Improve safety of the transportation system.</p> <ul style="list-style-type: none"> • Ability to reduce number, rate and consequences of crashes, injuries and fatalities, including focusing and the recommendations for the Regional Transportation Safety Plan:
Primary Criteria	<ul style="list-style-type: none"> • Improves multimodal safety on arterials. • Addresses pedestrian and bike crash issues. • Addresses safety behavioral contributing factors of alcohol and drug, speeding, aggressive and distracted driving.
Primary Criteria	<p><i>Job Creation and Economic Stimulus:</i> Creation or preservation of jobs.</p> <ol style="list-style-type: none"> 5. Number and type of job created or preserved (emphasize efforts to support opportunities for low-income and disadvantaged populations). 6. Project readiness (NEPA and legislative approvals in required planning documents, technical and financial feasibility). 7. Provide opportunities for small businesses and disadvantaged

business enterprises.

8. Effective use of community-based organizations in connecting disadvantaged workers with economic opportunities.

**Secondary
Criteria**

Innovation: Use of innovative technology, system management and project delivery techniques

3. Use of innovative technology.
4. Use of innovative finance, contracting, project delivery, congestion management, safety management, asset management, O&M.

**Secondary
Criteria**

Partnership: Jurisdiction and stakeholder collaboration, and disciplinary (non-transportation agency) integration

5. Multi-agency support to implement priority project from a completed corridor plan.
6. Jurisdiction & Stakeholder collaboration (involvement of state and local governments, other public entities, including projects that engage parties that are not traditionally involved in transportation projects, non-Federal funds, use of TIGER funds to complete a finance package).
7. Disciplinary Integration (support by non-transportation public agencies: e.g. public housing, economic development, historic pres., energy, etc.).
8. Use a system-wide approach

APPENDIX A

Nominating agencies shall provide Metro with documentation as part of project applications that they:

1. Used appropriate demographic data to develop a demographic profile of the area affected or served by the proposed project or program.
2. Provided notice of public comment opportunities.
3. Sought public comment in the planning of the project.
4. Made a concerted effort to reach all segments of the population, including people from minority and low-income communities, and organizations representing these groups and other protected classes.
5. Considered public comments and responded to all substantive comments, even when the suggestions in the comments were not accepted.

The public involvement and Title VI activities may have taken place in regard to a prior funding process.

Minimum requirements for local public process prior to the identification of local priority projects for the September 2013 JPACT action.

- Sub-regional county coordinating committees and Portland to hold at least one public meeting on projects that could be nominated. This should extend beyond a public hearing at a regular County Coordinating meeting and should take place in July or August 2013.
- All sub-regions are to document how they notified the public and stakeholder groups about the meeting. Contact information for those groups should be forwarded to Metro for use in the subsequent regional public comment period.
- All Sub-regions to document the comments received at public meeting(s) and other times during the nomination process.
- Sub-regions to use outreach methods they determine to be appropriate and successful within their communities to publicize the meeting(s) and gather input.
- A technical analysis of the nominated projects to the category criteria shall be completed. It should reference the materials used from the Resource Guide and it should be made available and shared with the:
 - Public in time for the public comment period
 - Policy committee prior to their recommendation of projects to JPACT.
 - Metro Council.

APPENDIX B

GIS shapefile guidelines

All applicants must submit project information in shapefile format, clearly identified using the project name, and conform to the following specifications:

A. Linear projects: Projects on roads, sidewalks, or other continuous paths associated with roadways should consist of RLIS street segments. Please use the most current RLIS street centerline file, select the links that make-up the project and export the shapefile titled with the project name.

B. Point projects: Projects that are in discreet locations (intersection improvements, signal timing, etc.) should be created as a “point shapefile” and snapped to the nearest intersection.

C. Area projects: Transportation projects that do not conform to lines or points can be represented with a polygon. These include region-wide projects, or projects that are programmatic in nature. In these cases please submit a polygon of the project extent.

If more than one project is contained within a shapefile, please provide the project name for each object in the attribute table.

All project submittals should use the following coordinate system:

Projected Coordinate System*:

- NAD_1983_HARN_StatePlane_Oregon_North_FIPS_3601
- Projection: Lambert_Conformal_Conic
- False_Easting: 8202099.73753281
- False_Northing: 0.00000000
- Central_Meridian: -120.50000000
- Standard_Parallel_1: 44.33333333
- Standard_Parallel_2: 46.00000000
- Latitude_Of_Origin: 43.66666667
- Linear Unit: Foot
- Geographic Coordinate System: GCS_North_American_1983_HARN
- Datum: D_North_American_1983_HARN
- Prime Meridian: Greenwich
- Angular Unit: Degree

*If you have any questions about the requirements or need any help with this process, please call Matthew Hampton, 503-797-1748, or email matthew.hampton@oregonmetro.gov

APPENDIX C

- Design elements of Active Transportation Projects that improve user experience:
- Provides “green” elements (trees/landscaping for on-street routes, off-street trail with views of water/access to nature)
- Provides buffer from noise if needed
- Avoids steep terrain if possible
- Minimizes interaction with traffic (refuge islands, high visibility crosswalks and signals, utilize lower traffic streets if possible or provide physical buffer along high-traffic streets)
- Provides the most direct route possible (avoids unnecessary meandering)
- Provides bicycle storage facilities at transit stops
- Provides way-finding and signage