# Oregon Community Paths
# 2022 Grant Solicitation
## (November 2022)

**Oregon Department of Transportation, Public Transportation Division (PTD)**

Oregon
Department
of Transportation

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# Part 1: Oregon Community Paths Program Grants Overview and Guidance

This guide describes the policy, standards, criteria and procedures for the 2022 solicitation of the Oregon Community Paths (OCP) Program.

## 2022 Solicitation Summary

OCP is a competitive statewide transportation grant program that supports investments in multiuse paths that are not part of a roadway. Examples of eligible projects may be routes or segments that pass through a park, along a greenway, or follow abandoned rail corridors to connect community centers, services, housing, employment, schools, and recreation. Some on-road projects, such as roadway crossings for existing paths are also eligible. OCP projects must serve a transportation purpose (not recreational) and must be open for public use.

This program funds two types of community path projects:

1) Critical Links – walking and biking connections to schools, downtowns, shopping, employment, and other essential destinations
2) Regional Paths - connecting communities no more than 15 miles apart, or traverses one community with a path 10 miles long or greater; for example, Southern Oregon's  Bear Creek Greenway, or Portland's Springwater Corridor.

The Oregon Department of Transportation (ODOT) uses funds from the state Multimodal Active Transportation fund and federal Transportation Alternatives Program (TA) fund for this Program. This Program intends to complement existing active transportation programs in communities across the state.

Projects awarded under the 2022 solicitation are funded with federal funds and State Transportation Operating Funds that were allocated to this solicitation.

State Multimodal Active Transportation funds are limited to cash on hand and were fully obligated in the 2020 solicitation/grant awards. The fund must rebuild to allow awards for the 2024 solicitation.

## 2022 Solicitation Schedule

| | |
|---|---|
| August 1st 2022 – September 15th 2022 | Letters of Interest (PRE-APP) Accepted |
| September 30th 2022 | Applicants notified of eligibility/ineligibility to proceed |
| November 1st 2022 – January 31st 2023 | Applications Accepted |
| February 2023 – April 2023 | Application Review |
| May 2023 | Oregon Bicycle and Pedestrian Advisory Committee (OBPAC) Recommendation to Oregon Transportation Commission (OTC) |
| July 2023 | OTC Awards |
| October 2023 | Grant Agreement Execution (Applicants must execute a grant agreement within six (6) months after OTC awards the project). |

## Related Documents

- Project Refinement Pre-Application Worksheet
- Construction Pre-Application Worksheet
- Oregon Community Paths Application for Project Refinement
- Oregon Community Paths Application for Construction
- **Guide to Federal Aid Programs and Projects**
- **Federal Aid Guidance – Non Federal Matching Requirements**

## Project Duration

The successful Recipient will have three (3) years to complete the project from the agreement execution date.

# Funding

## Funding Source

For the 2022 solicitation, funding for OCP is comprised of federal Transportation Alternatives program (TA) funds. $32.9 million is available for this cycle, with $3M of that allocation devoted to Project Refinement grants, and $3 million devoted to projects that benefit students within one mile of a (k-12) school.

The Oregon Transportation Commission allocated State Transportation Operating Funds in July 2022. $4 million is available for this cycle for construction grants.

State Multimodal Active Transportation funds are not available for this solicitation. State funds are limited to cash on hand, and will be available in the 2024 solicitation, as we rebuild from the 2020 awards.

### *Transportation Alternatives*

The FHWA funds the Transportation Alternatives Program under the Surface Transportation Block Grant Program and is governed under 23 USC 133. These funds are distributed to states and large metropolitan planning organizations on a formula basis, who in turn are required to award projects through a competitive grant process. The OCP is funded with Oregon's State TAP allocation.

## Funding Availability

Grant cycles are on a two-year cycle. The table below shows the estimated amount expected to be available for the next two cycles, by funding type. The 2022 solicitation cycle is federal only, while 2024 includes both federal and state funding. Because the economic impacts of the COVID-19 pandemic are still unfolding, it is possible that the state fund estimates could be different from what is detailed below.

| Funding Cycle | Transportation Alternatives (federally funded) | Estimated Multimodal Active Transportation and Transportation Operating Fund (state funded) | TOTAL |
|---|---|---|---|
| 2022 Solicitation | $32.9M | $4M | $36.9M |

| | | | |
|---|---|---|---|
| 2024 Solicitation | $27M | $8M (est) | $35M (est) |
| Totals | $59.9M | $12M (est) | $71.9M (est) |

## Eligibility

### Eligible Applicants

Eligible applicants include cities, counties, state, regional government bodies, tribal governments, mass transit or transportation districts, school districts, special government bodies, or other units of local government.

To be eligible for the 2022 federal solicitation, applicants must commit to provide 10.27% matching funds upon federal grant award. Applicants should be aware that federal grants require that projects meet all federal requirements.

To be eligible for the 2022 state solicitation, applicants must commit to provide a 30% match.

Certain restrictions apply:

1. An applicant may not apply for a new OCP grant if they have an active OCP grant older than five years beyond the grant execution date
2. Non-profits must partner with a local government agency along the proposed path route, and must meet all federal and state grant requirements
3. Construction project applications should reference a locally adopted plan that specifically references the project (not just a policy).

## Eligible Project Types:

There are two project categories, Regional Paths and Critical Links.

### Regional Paths

Regional paths help develop longer paths that connect communities, or are part of an interconnected network of paths. A regional path must meet the following criteria:

- Is a continuous path made up of one or more connected segments, primarily physically separated from the roadway; or
- Connects two or more communities, with each community no more than 15 miles apart, or traverses a single large community with a path that is 10 miles or longer; or
- Serves as a connection point for people commuting between communities, or is a part of an officially designated walking and bicycling route; and
- Is specifically endorsed by elected bodies along path alignment, either through project being in a plan adopted by an elected board (e.g. city council), or through a resolution in support of the project as part of the application.

### Critical Links

Critical Links reference connections to destinations or closing of barriers. Criteria for critical links are below:

- Roadway crossings that connect portions of a path;
    - Any project that touches or crosses a roadway right of way will require letters of support from the roadway authority as part of the application.
- Railway crossings that connect portions of a path;
    - Any project in a railway right of way will require letters of support from railway owner as part of the application.
    - Applicants are strongly encouraged to work with ODOT Rail Section in developing the application.
- Linkages to high need locations (schools, employment or major activity centers) or areas defined as where:
    - No connections exist,
    - Transportation options are limited, or
    - Safety concerns exist, and the project/improvement will address the safety concern.
    - K-12 Schools, where the school has provided documentation of need for students traveling to/from school, and how the project will help resolve the need.

## Eligible Grant Types

The two project funding types, Project Refinement and Construction:

- Federally Project Refinement funding is limited to $150,000 - $750,000 per project.
- Federal Construction funding is limited to $500,000 - $6,000,000 per project.
- State Construction funding is limited to $300,000-$1,000,000 per project.

### *Project Refinement*

Project refinement grants are for design refinement for regional paths or critical links. Design refinement grants need to demonstrate readiness to apply for construction grants in the next OCP cycle. A scope of work outline for a project refinement grant is part of Appendix C. To be eligible for project refinement, applicants must demonstrate that the proposed project is consistent with a locally adopted plan (Transportation Systems Plan, area plan, comprehensive plan, or similar).

- Project must be for initial planning, often referred to as first 30%. The goal is to perform the initial planning to allow for a future successful construction application.
- Deliverables include:
    - Preferred alignment
    - Project Scope Sheet
    - Environmental Prospectus
    - Funding/implementation Plan

### *Construction Grants*

Construction grants must involve construction of a regional path or critical link as described earlier. Phased grants such as grants for engineering only, for example, are not allowed, with the exception of a project refinement grant, which is for the first 30% design. A construction grant may include preliminary planning, environmental, or right of way, but must also include construction.

An applicant may construct a segment of a larger path, and apply for constructing other segments in future OCP grant cycles.

## Routine Maintenance versus Construction

Construction and Reconstruction are eligible construction activities. Routine maintenance is not considered an eligible activity.

## Routine Maintenance Treatments (ineligible)

- **Crack sealing** involves placing elastomeric material directly into cracks in pavement
- **Surface sealing** involves applying liquid sealant to pavement surface in order to stop water penetration and/or reduce oxidation of asphalt products
- **Chip Seals** involve placing graded stone (chips) on liquid emulsified asphalt sprayed on pavement surface. The surface is rolled to enable seating of chips
- **Slurry Seals** involve spraying a mixture of slow setting emulsified asphalt, well graded fine aggregate, mineral filler, and water on the pavement surface. It is used to fill cracks and seal areas of old pavements, to restore a uniform surface texture, to seal the surface to prevent moisture and air intrusion into the pavement, and to improve skid resistance.
- **Fog Seals/Scrub Seals** are types of surface sealing
- **Joint Crack Seals** are usually associated with concrete pavement. This work consists of routing and cleaning existing cracks and joints and resealing to prevent water and non-compressibles from entering into the pavement joints and subgrade materials
- **Diamond Grinding** involves using a gang saw to cut grooves in the pavement surface to restore smoothness and eliminate any joint faulting
- **Pavement Patching** involves selectively repairing portions of the pavement where the slabs are generally in good condition, but corners or joints are broken. The depth of the patch could be full depth or partial depth.

## Construction/Reconstruction Treatments (eligible)

- **Construction** refers to new pavement using either new or recycled material
- **Reconstruction** refers to removing all or a significant portion of the pavement material and replacing it with new or recycled materials
- **Rehabilitation** refers to significant repairs, including activities such as full slab replacement, filling voids under slabs (slabjacking), widening of existing path to current standards
- **Thin lift overlays** are thin applications of mixtures of hot mix asphalt
- **Cape seal** – a thin surface treatment constructed by applying a slurry seal or microsurfacing to a newly constructed chip seal. It is designed to be an integrated system where the primary purpose of the slurry is to fill voids in the chip seal
- **In-place asphalt recycling** – In-place asphalt recycling is a process of heating and removing around 1-2 inches of existing asphalt and remixing the asphalt with the addition of a binder additive and possible aggregate to restore the wearing surface for placement and compaction

# Part 2: Competitive Grant Requirements

## Available Funds

- Project Refinement funding is limited to $150,000 - $750,000 per project
- Construction funding is limited to $500,000 - $6,000,000 per project.

## Match Requirements

### Federal TAP Funding

TAP funds must have a local cash match of 10.27%. Local or state funds may be used as cash match, but federal funds may not be used to match other federal funds.

State funds, as well as donations of cash from the Recipient and/or third parties, may be used to satisfy the non-Federal match requirements for a project.  Contact the OCP PM prior to application submittal to ensure donations will be accepted as the required match.

Retroactive approval of costs incurred prior to IGA execution, or retroactive credits for land acquired prior to IGA execution is prohibited for federal grants.

Meeting the local cash match requirement:

- A non-certified LPA is considered third-party compared to the federal government and certified agency, and must contribute a funding match and, if pre-approved by ODOT Program and Funding Services, may contribute other limited in-kind services, materials, and property, which could count towards the match, but may not be reimbursed for the same.
- Applicants can consider using the Oregon Transportation Infrastructure Bank to borrow funds at a low interest rate.  More information at http://www.oregon.gov/ODOT/About/Pages/Financial-Information.aspx.

### State Multimodal Active Transportation (MAT) and/or Transportation Operating Funds (TOF)

Actual cash funds for State TOF may be considered expenditures directly related to the project (e.g., land banking) up to 10 years prior to the project application deadline. The OCP guiding statute states a project must have local cash match of 30%.

## Application Process

APPLICATION SCHEDULE AND PROCESS

| Step | Dates | Description |
|------|-------|-------------|
| 1 | August 2022 | OCP Project Manager (PM) opens application window. |
| 2 | August 1 – September 15, 2022 | Applicant submits Pre-Application to determine eligibility |
| 3 | September 30, 2022 | PM responds to Letters of Interest offering opportunity to apply, if eligible |
| 4 | Nov 1, 2022 – Jan 31,2023 | Applicant submits final application. |
| 5 | February- May 2023 | PM reviews, scores, and ranks application |
| 6 | May 2023 | OBPAC recommends project list to OTC |
| 7 | July 2023 | OTC approves projects for funding. |
| 8 | October 1, 2023 | Begin Executing Intergovernmental Agreements |

Application materials are on the OCP program website during the solicitation cycle. Applicants will submit a pre-application (Pre-App) online through the website. PTD will notify applicants who submitted a Pre-App if they are eligible to submit an application.

PTD will provide online templates for submissions and may request additional supporting documentation from the Applicant.

## Additional Information and Tips

Submitting an application:

- Applicants for projects not awarded during an application period may reapply during a subsequent application period.
- Certified agencies or ODOT will deliver federally funded projects.
- Applicants are encouraged to solicit letters of support from local transportation committees like Area Commissions on Transportation and local community-based organizations. These letters will be used to help determine public support for a project when scoring the application.
- If a portion of the project was previously funded with federal dollars, the entire project is considered federalized, and must meet all federal requirements.
- List all partner agencies, including any non-profits, and what their role will be in completing the project.

## Project Selection

Prioritization Criteria: The OBPAC selects the prioritization criteria used by staff in the scoring of the project.  For the 2022 solicitation cycle, the below criteria is being used for project selection. Project ranking will be determined by points and scoring criteria developed by ODOT. Scoring criteria will be posted separately.

| Criteria | Description |
|---|---|
| Eligibility/ Project Characteristics | <ul><li>Will the project contribute to development of a walking and/or biking path to high need locations (e.g., transportation- disadvantaged areas, schools, shopping or employment centers, medical services, connections to transit and Regional Paths, and downtowns)?</li><li>Will the project contribute to development of a walking and/or biking path in areas where no connections exist, transportation options are limited, or significant safety concerns are addressed by the improvement?</li><li>Proximity to high need locations (e.g., transportation disadvantaged areas, surrounding schools, shopping, employment centers, medical services, connections to transit, and downtowns) as defined in the Oregon Bicycle Pedestrian Plan</li><li>Will the project contribute to development of a continuous path made up of one or more connected segments that:<ul><li>Connects two or more communities, with each community no more than 15 miles apart, or traverses through a single large community with a path that is 10 miles or longer.</li><li>Will serve as a connection point for people commuting between communities, or is a part of an officially designated walking and/or biking route as shown in a local, county or regional plan</li><li>Is endorsed by elected bodies along path alignment, as indicated in a local, county or regional plan.</li></ul></li></ul> |

| Outreach | • Outreach had been done and there is public support, including from affected property owners (include any letters of support)<br>• Public participation plan is included as part of project scope of work<br>• Previous outreach to historically excluded communities and/or planned outreach to historically excluded communities<br>• Application addresses the needs expressed by historically excluded communities, and describes benefits and burdens to those communities<br>• Application includes a diverse range of leaders and stakeholders to assess needs, identify gaps, establish priorities, and develop solutions.<br>• Opportunity to increase safety and/or access for those historically excluded that does not directly address the purpose of the program. (Access to transit, Safe Routes To School, hospitals/clinics) |
|---|---|
| Equity | • Transportation Disadvantaged Index Score<br>   ○ 1.841-2.3 = 100<br>   ○ 1.381-1.840=75<br>   ○ 0.921-1.380 = 50<br>   ○ 0.461-0.920 = 20<br>   ○ 0-0.460 = 0 |
| Safety | • Is the project providing a parallel route to a specific road with the road having the following characteristics?   >30MPH; >2 lanes each direction; >12k AADT; Crash history |
| Project Readiness | • Project is in an approved local plan<br>• Stage project is in (Planning/Engineering, Right-of-Way attainment, Construction)<br>• No known environmental, historical or cultural resources within or adjacent to the project area<br>• There are known environmental, historical, or cultural resources within or adjacent to the project area, and applicant has completed mitigation plans<br>• Rights of way have been secured<br>• There are no known issues with any required special permits (e.g. farmland)<br>• Compliance with Oregon Bicycle and Pedestrian Design Guide or equivalent. |

## Decision making structure and roles:

| Step | Role | Description | Opportunity for Public Input |
|---|---|---|---|
| 1 | Cities, Counties, Tribes, Transit Districts, other Road Authorities. | Pre-Application and application process: Eligible entities submit OCP application materials before the prescribed deadlines. | Project development public outreach meetings. |
| 2 | PTD Staff<br><br>ODOT Regional Implementation Staff | Initial technical and priority criteria score: PTD staff provides eligibility review and if program is oversubscribed scores the projects using technical and priority criteria, developing a 100% and 150% list. Staff scoring of projects will include application review and possible virtual or in-person site visits. | N/A |

| | | Consultant reviews higher ranked projects to determine technical scoping and budget are adequate. This may result in changes to project budgets that must be coordinated with applicants. PTD staff revises 100% list accordingly.<br><br>Regional staff review 100% list to estimate workload. | |
|---|---|---|---|
| 3 | Oregon Bicycle and Pedestrian Advisory Committee (OBPAC) | OBPAC reviews  staff scoring of applications to determine which projects to recommend to the OTC for funding (100% list) | OBPAC meetings have an opportunity for public comment. |
| 4 | Oregon Transportation Commission (OTC) | <u>Final approval:</u> OTC reviews and vote on OBPAC recommendations. | OTC meetings have an opportunity for public comment. |
| 5 | OCP PM | <u>Notification and contract signed:</u> PM notifies project applicants of awards and works with grant recipients to develop intergovernmental agreements. | N/A |

# Part 3: Project Delivery and Agreements

## Processes for Project Delivery

ODOT requires project delivery through one of two approved delivery methods: Local Public Agency (LPA) Certified agency delivery or ODOT Delivery and Operations delivery. Applicants should review approved delivery options in the AOC-LOC-ODOT Working Agreement for certified agency eligibility and requirements.

The scope of a non-certified LPA's involvement with federally funded project activities is very limited. For example, the non-certified LPA could be approved to perform public outreach and document review, (but may not be approved to perform design, survey, project management, inspection, contract administration, etc.). These activities may be considered contributions to the project and are not federally reimbursable, but may meet in-kind match requirements. Activities must be approved by the OCP Program Manager prior to project execution.

The OCP PM monitors funding and helps resolve issues. Grant recipients that are certified agencies are responsible for tracking their OCP projects and submitting progress reports and invoices, and other required reporting per the certification program. The project delivery steps for certified grant recipients are outlined below. PTD grant recipients will refer to ODOT's Project Delivery Guide. ODOT will administer and deliver projects for non-certified agencies.

| Step | Delivery and Oversight Process for Certified Agencies delivering Federally Funded Projects |
|---|---|
| 1 | Recipient signs IGA as soon as possible and no later than 180 days after OTC selects projects. |
| 2 | Grant recipient begins to expend funds as soon as possible and no later than one year from the date the IGA is signed for federal projects |
| 3 | ODOT PM reviews invoice; coordinates payment. |
| 4 | Certified Agencies send federal quarterly progress reports to CommunityPaths@odot.state.or.us <br>     Certified Local Public Agency Quarterly Report (734-5034) - Sample<br>     Quarterly Report Form Tutorial<br>     Quarterly Report Form Demonstration |
| 5 | ODOT PM reviews quarterly progress reports and monitors issues with the timely meeting of the project goals listed in the IGA. |
| 5 | Grant recipient monitors funds against financial plan and cash match requirement. |
| 6 | Grant recipient sends final invoice for payment, closeout documentation, and final report. |
| 7 | OCP PM or similar ODOT representative conducts final walk through of project. |
| 8 | OCP PM may administer a project audit to determine if application materials provided were correct in regards to the amount of cash match the grant recipient contributed. |
| 9 | OCP PM approves and initiates project closeout. |

In the event that project scope, schedule, or budget changes require an amendment to the project IGA, Recipients will follow the process below.

| Step | Intergovernmental Agreements/ ODOT Delivery and Operations Region Contract Amendments |
|---|---|
| 1 | Grant Recipient notifies CommunityPaths@odot.state.or.us about the need for an amendment. |
| 2 | OCP PM determines eligibility; approves or denies amendment. |
| 3 | OCP PM notifies recipient and coordinates agreement and scope update, if approved. |

## Additional Expectations for Grant Recipients

### *Progress Reports*

Progress reports are due quarterly, due by the first Wednesday of March, June, September, and December. Quarterly reports help ODOT to determine whether your project is staying on track or whether there are issues that need to be addressed.  The quarterly progress report should include any changes to anticipated milestone dates and provide an update on the status of the project. The status must include:

- progress made in the previous quarter,
- efforts expected in the coming quarter,
- any community outreach you have conducted,
- any obstacles you are encountering in delivering your project
- adjustments to all milestone dates.

### *Cost and schedule*

Grant recipients are responsible for any cost overruns for the project, and must complete the project within three years from signed agreement for federally funded projects. The OCP PM will monitor progress by reviewing quarterly progress reports submitted by Recipients.   If a grant recipient has not expended any funds within two years of a signed agreement, an evaluation of Recipient's ability to deliver the completed project within the required period is required, and funds can be withdrawn. If recipient is unable to deliver the project within the required period, PTD may cancel the grant, reclaim and redistribute funds prior to the grant funds expiration.

In addition, if a grant agreement is not executed one year of after the OTC awards a project, an evaluation of the Recipient's ability to deliver the completed project will be assessed. If Recipient is unable to deliver the project within the required period, PTD may cancel the grant, reclaim and redistribute funds prior to the grant funds expiration.

### *Reimbursements*

The OCP grant program is a reimbursement grant program. Recipient (or administrating agency) will pay all invoices and submit a request for reimbursement.

Requests for reimbursements must include copies of invoices that must show beginning and ending dates of work performed, receipts, mileage details, proof of payment like copies of cancelled checks or something from the bank showing the funds left their bank account. Canceled checks are required for the first reimbursement request.

### *Construction Guidelines*

Recipients shall comply with state and local design and construction guidelines such as the National Environmental Protection Act (NEPA) https://ceq.doe.gov/.  Information on Oregon NEPA requirements are at ODOT's Geo-environmental Section website https://www.oregon.gov/ODOT/GeoEnvironmental/Pages/NEPA.aspx.

*Note: The NEPA process applies to all ODOT projects that use federal funding, or that are conducted, regulated, or approved by one or more federal agencies. Projects funded with state funds must comply with all local and state environmental laws and regulations.*

Recipients shall comply with all required guidelines and rules such as [Americans with Disabilities Act (ADA)](). Lack of compliance with the ADA can result in cost overruns or failure at final acceptance.  More information is available at [https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx]().

### *Escalation Process*

When a grantee is out of compliance with the terms of their agreement, it is critical to address each non-compliance event. Some examples of being out of compliance with their agreement may be

- quarterly reports are late or not submitted, or they do not contain content that demonstrates progress or reports on activities
- missed milestones or milestones passed without initiating a Request for Change Order
- project being delivered is not the project identified in the scope of work in the agreement

Staff will raise issues on an informal basis with the grantee before escalating to a more formal process.

| Step 1 | Informal | ODOT staff attempts to work with grantee to achieve compliance (verbal and email) |
|--------|----------|-----------------------------------------------------------------------------------|
| Step 2 | Informal | ODOT staff escalates to Oregon Community Paths Program Manager to determine whether the non-compliance merits escalation (verbal or email) |
| Step 3 | Informal | ODOT staff sends email to grantee documenting the noncompliance concerns with a copy to [CommunityPaths@odot.oregon.gov]() |
| Step 3 | Formal | Oregon Community Paths Program Manager sends letter documenting non-compliance concerns, provides options and deadline to remedy, and potential consequences. |
| Step 4 | Formal | Oregon Community Paths Program Manager sends decision letter with consequences |

## Project Acceptance

When a state funded project is complete, the regional ODOT staff will conduct an on-site review with you to confirm the work completed matches the scope of work in your agreement.  The ODOT staff present at the on-site review will complete a Project Acceptance form documenting all on-site work is completed and the constructed project matches the project identified in the scope of work. The ODOT staff will seek grant recipient's signature to recommend project acceptance. This action acknowledges all work on the project is complete. At this point, and with the final report complete, the final reimbursement may be released.

When a federally funded project is complete, the administering agency will certify the project as complete, and the final report

## References

| Title | Link |
|---|---|
| AASHTO Guide for Development of Bicycle Facilities | https://tooledesign.com/project/update-to-the-aashto-guide-for-the-design-of-bicycle-facilities-2019/ |
| Americans with Disabilities Act Accessibility Engineering at ODOT | https://www.ada.gov/ https://www.oregon.gov/odot/Engineering/Pages/Accessibility.aspx |
| AOC -LOC - ODOT Working Agreement (Delivery Options) | https://www.oregon.gov/odot/LocalGov/Documents/ODOT-AOC-LOC-Agreement-32588.pdf |
| Community Paths Program Manager Email | CommunityPaths@odot.state.or.us |
| Federal Aid Guidance - Guide to Federal Aid Programs and Projects | https://www.fhwa.dot.gov/federalaid/projects.pdf |
| Federal Aid Guidance – Non-Federal Matching Requirements | https://www.fhwa.dot.gov/legsregs/directives/policy/fedaid_guidance_nfmr.pdf |
| Federal Highway Administration - Transportation Alternatives | https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm |
| Multimodal Active Transportation Fund - Oregon Administrative Rule 731-036 | https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=5681 |
| Multimodal Active Transportation Fund Establishment - Oregon Revised Statute 367.091 | https://www.oregonlaws.org/ors/367.091 |
| NACTO Shared-Use Accessibility Guidelines | https://nacto.org/docs/usdg/designing_sidewalks_and_trails_access_kirschbaum.pdf |
| National Environmental Policy Act | https://ceq.doe.gov/ |
| ODOT Project Delivery Guide | https://www.oregon.gov/odot/ProjectDel/Pages/Project-Delivery-Guide.aspx |
| Oregon Bicycle Pedestrian Advisory Committee | https://www.oregon.gov/odot/Get-Involved/Pages/OBPAC.aspx |
| Oregon Bicycle Pedestrian Design Guidelines | https://www.oregon.gov/ODOT/Engineering/Documents_RoadwayEng/HDM_L-Bike-Ped-Guide.pdf |
| Oregon Bicycle Pedestrian Plan | https://www.oregon.gov/odot/Planning/Documents/OBPP.pdf |
| Oregon Bicycle and Pedestrian Design Guide and on the Public Right-of-Way Accessibility Guidelines (PROWAG) | https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/shared-use-paths/supplemental-notice/proposed-supplements |
| Oregon Community Paths Website | https://www.oregon.gov/odot/Programs/Pages/OCP.aspx |

| Oregon Engineering for Accessibility | https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx |
| Oregon Guidance on National Environmental Policy Act | https://www.oregon.gov/ODOT/GeoEnvironmental/Pages/NEPA.aspx |
| Oregon Infrastructure Bank | https://www.oregon.gov/ODOT/About/Pages/Financial-Information.aspx |
| Oregon Local Agency Certification Program | https://www.oregon.gov/odot/LocalGov/Pages/Certification.aspx |
| Oregon Transportation Commission | https://www.oregon.gov/odot/get-involved/pages/otc_main.aspx |
| Designing Sidewalks and Trails for Access – Part II of II: Best Practices Design Guide | https://nacto.org/docs/usdg/designing_sidewalks_and_trails_access_kirschbaum.pdf |
| United State Code, Title 23, Section 133 | United States Code Title 23, Subpart 133 | https://www. |

# APPENDICES

## Appendix A: Acronyms

A transportation project, as defined under the Oregon Community Paths Programs, includes:

*Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, crosswalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).*

A transportation project does not include costs associated with maintenance or operating expenses.

Table 1: Acronyms

| ACT | Area Commission on Transportation |
| Agency | Entity applying for CP grant. Also known as applicant |
| ATL | Regional Active Transportation Liaison |
| IGA | Intergovernmental Agreement |
| LAL | Local Agency Liaison. Job Title is migrating to Transportation Program Manager |
| OBPAC | Oregon Bicycle and Pedestrian Advisory Committee |
| OCP | Oregon Community Paths |
| ODOT | Oregon Department of Transportation |
| OTC | Oregon Transportation Commission |
| OTSC | Oregon Transportation Safety Committee |
| PL | Project Leader |

| PM | ODOT Community Paths Program Manager |
|---|---|
| Pre-App | Pre-Application |
| Project Refinement | A federally funded preliminary planning grant under the Community Paths program |
| PTD | Oregon Department of Transportation Public Transportation Division |
| SRTS | Safe Routes to School. For the purposes of this program manual, the term specifically applies to infrastructure projects. |
| TA | Transportation Alternatives Program |
| TPM | Transportation Program Manager. May also be referred to as a LAL |

## Appendix B: Definitions

*Community Paths:*

"Community Paths" refers to efforts to make off-street walkways and bikeways that address barriers to connecting communities and complement on-street walkways and bikeways.

*Oregon Community Paths Program:*

The Oregon Community Paths Program (OCP) is a statewide program that funds off-road paths that serve utilitarian purposes. The program funds two types of projects:

1. **Construction Grants:** Development, construction, reconstruction, resurfacing, or other capital improvement of multiuse paths, bicycle paths, and footpaths that improve access and safety for people walking and bicycling
2. **Project Refinement Grants:** Preliminary Planning grants to help prepare for a later OCP construction grant request.

Oregon Department of Transportation (ODOT) Public Transportation Division (PTD)**:**

The Program Implementation Unit within the PTD is responsible for program development and management.

*ODOT Community Paths Program Manager (PM):*

The OCP Program Manager manages all aspects of the Community Paths program. The PM establishes dates and milestones for the grant cycle, coordinates delivery logistics for the Letters of Intent, conducts local workshops, and responds to comments. The PM develops project selection criteria in collaboration with the Oregon Bicycle and Pedestrian Advisory Committee.

Regional Active Transportation Liaisons:

Regional Active Transportation Liaisons (ATLs) are specialists in active transportation. They work with local agencies assisting in the development of projects and applications. They may also assist Transportation Program Managers in reviewing completed projects.

### Regional Transportation Project Managers:

Regional Transportation Project Managers (TPMs) act as project leads with the public agencies.  TPMs serve as the region point person for administration of federally funded OCP projects. They work with awardees to deliver federally funded projects.

### *Oregon Bicycle and Pedestrian Advisory Committee (OBPAC):*

The OBPAC is an eight-member committee appointed by the governor that acts as a liaison between the public and ODOT. The mission of OBPAC is to advise ODOT, the Oregon Transportation Commission, and Oregon legislature on priorities, issues, projects, and funding needs to improve walking and biking in Oregon. The OBPAC will provide consultation on setting priority criteria for OCP funding cycle. OBPAC will also participate in project selection.

### Oregon Transportation Commission (OTC):

The Oregon Transportation Commission (OTC) is the decision-making body responsible for reviewing recommended projects, making the ultimate decision on which projects to fund, and determining recipients of lower cash match requirement.  The OTC approves the OCP project list for competitive grants.

### Local Public Agencies (LPAs):

Local public agencies like cities, counties, tribes, transit districts, and other road authorities are responsible for preparing and submitting applications for their projects within the deadline. ODOT cannot apply for federal funds, but can collaborate with Recipients to implement projects.

## Appendix C: Project Refinement Scope of Work Outline

**Tasks**

- **Project Management –**
  - **Project Schedule**
  - **Kick-Off Meeting**
  - **Refined Project Schedule**
  - **PMT Meetings (up to 5 total)**
  - **Public Involvement Plan**
- **Existing Conditions** –
  - **Plan, Policy, and Land Use Review**
    - **assemble as summary;**
    - **recent TSP as primary source;**
    - **confirmation of land use action needed (or if not needed)**
  - **Initial Survey**
  - **Environmental review**
    - **Wetland/Environmental Fieldwork**
    - **Archeological Fieldwork**
    - **Floodplain Model (if applicable)**
  - **Draft Title VI Report**
- **Trail Concept**
  - **5%Concept design**
    - **Preliminary Alignment**
    - **Draft Cross Sections**
    - **Trail head locations**
    - **Access needs**
    - **Roadway considerations**
    - **ROW needs (if any)**
  - **Environmental incorporation**
    - **Final Survey**
    - **Environmental Recommendations**
    - **Archeological Recommendations**
    - **Final Floodplain Modeling**
  - **Planning-level cost estimates**
- **Corridor Design**
  - **ROW needs**
  - **Environmental determinations/impacts/Permitting Needs**
  - **30% Project Refinement Design**
  - **Cost estimates (by project phase)**
- **Final project summary**
  - **Public involvement summary**
  - **Technical Scope Sheet**
  - **Final Title VI Report**
  - **Chosen Concept**
  - **Phasing plan**