

MAKING A
GREAT
PLACE



Regional Flexible Fund Allocation Application Packet

Project nomination process for
allocation of 2019-21 funds

About Metro

Clean air and clean water do not stop at city limits or county lines. Neither does the need for jobs, a thriving economy, and sustainable transportation and living choices for people and businesses in the region. Voters have asked Metro to help with the challenges and opportunities that affect the 25 cities and three counties in the Portland metropolitan area.

A regional approach simply makes sense when it comes to providing services, operating venues and making decisions about how the region grows. Metro works with communities to support a resilient economy, keep nature close by and respond to a changing climate. Together we're making a great place, now and for generations to come.

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About the Joint Policy Advisory Committee on Transportation (JPACT)

The Joint Policy Advisory Committee on Transportation is a 17-member committee of elected officials and representatives of agencies involved in transportation that make recommendations to the Metro Council on transportation needs in this region. www.oregonmetro.gov/JPACT

JPACT Members

Craig Dirksen, Metro Council, JPACT Chair
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Shirley Craddick, Metro Council
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Rian Windshiemer, ODOT
Neil McFarlane, TriMet
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ABOUT THE REGIONAL FLEXIBLE FUND ALLOCATION

The Regional Flexible Fund Allocation is the process to identify which transportation projects and programs will receive regional flexible funds. Metro anticipates allocating approximately \$130.38 million of federal Surface Transportation Block Grant (STBG) and Congestion Mitigation/Air Quality (CMAQ) program funds.

Every three 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 both to region-wide investments that make our communities more livable and give people choices in how they travel, 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. In addition, the passage of a five-year federal transportation bill in 2015, the indication from the state that the 2017 Legislature will consider a new transportation funding bill, and consideration of a regional funding opportunity, led decision-makers to direct a portion of the flexible funds to be used to prepare a package of projects to address several of the region’s most urgent transportation needs.

To achieve this Metro has initiated the development of a 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.

2019-21 RFFA Project Proposal Evaluation Process & Timeline

<p>2016</p> <p>June 16 – Metro Council MTIP/RFFA Policy adoption scheduled</p> <p>Week of June 20 – Application materials released</p> <p>June 28 – RFFA kick-off meeting</p> <p>August 26 – Proposals due</p>	<p>Jurisdictions will prepare project proposals and submit to Metro.</p> <p>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 decision process.</p>
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<p>September TBD – TECHNICAL SCREENING COMMITTEE</p> <p>September 13 – SCORING REVIEW WORK GROUP MEETING</p> <p>September 30 – TPAC discussion</p>	<p>Once the deadline for proposal submission has passed, applications will be distributed to technical screening and scoring work group members for their evaluation and scoring. They will have approximately three weeks to review and score the proposals.</p> <p>In their September 13 meeting, a TPAC work group will discuss project scores and forward a final list of scored projects to TPAC.</p> <p>TPAC will review and discuss the project list at their September 30 meeting.</p>
<p>October 1-31</p>	<p>The list of projects and their technical evaluative scores will be put out for a 30-day public comment period.</p>
<p>November 9 – Materials sent to CCCs, COP</p> <p>November 17 – JPACT (moved from 11/ 24, if needed)</p> <p>November 17 – Priorities due</p> <p>November 18 – TPAC discussion</p>	<p>The list of projects, along with their technical scores and public comment, will be provided to the county coordinating committees and the City of Portland. Those entities will consider this input in their deliberations on indicating their priority projects.</p>
<p>December 15 – JPACT discussion</p> <p>December 16 – TPAC recommendation</p>	<p>A list of projects, including technical scores, public comment and indicated priority status (if applicable) will be forwarded to TPAC for their recommendation. The TPAC recommendation will be made available for a public comment opportunity prior to action by JPACT in January.</p>
<p><u>2017</u></p> <p>January 19 – JPACT Action</p> <p>January 26 – Council Action</p>	<p>Metro Council takes action on the JPACT recommended project list.</p>

Summary of Transportation Spending

Regional flexible funds represent approximately five to seven percent of the ongoing state and federal transportation funds that come into the region annually. Additional transportation financing enters the region through one-time program allocations. These include the federal Transportation Investment Generating Economic Recovery (TIGER) grant program, bond sale revenues, as well as other sources. 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.

Funding description

The amount of regional flexible funds available to be allocated is determined through the Congressional authorization and appropriation process. In 2015, Congress passed a five-year transportation bill, known as the Fixing America's Surface Transportation (FAST) Act. A forecast is made to estimate how much funding may be available for projects and programs for 2019-2021. The forecast utilizes an estimated increase of three percent annually to the 2009 funding level. The three percent escalation rate is based on the historical pattern of funding levels over the life of the past several authorization bills.

Of the estimated total of \$130.38 million, approximately \$63.17 million dollars is currently forecast to be available to the Portland metropolitan region during the years 2019-2021 after meeting existing and new commitments for bond payments. Should actual funding levels from federal fiscal year 2016 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 two federal funding programs; Surface Transportation Block Grant Program (STBG) which now contains the Transportation Alternatives (TA) funding program, and Congestion Mitigation/Air Quality (CMAQ). Each program's funding comes with unique restrictions.

STBG funds may be used for virtually any transportation project or program except for construction of local streets. STBG grant funds represent approximately 65 percent of the funds available.

The TA funds are a sub-component of the STBG funds and as such, are partially sub-allocated to large MPOs. Eligible activities include biking, walking and Safe Routes to Schools projects 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.

CMAQ 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 32 percent of the funds available.

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.

Should actual federal allocations be less than the amount forecasted, changes to programming will be accommodated through programming adjustments (delaying implementation of one or more projects selected to receive funds) or through a comprehensive allocation and project adjustment by JPACT and the Metro Council.

Eligible applicants

Applications may be submitted on behalf of eligible sponsors for projects 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, administrative and budgetary capacity to manage a federally funded transportation project and to provide required local match. This will include the ability to execute an agreement with the Oregon Department of Transportation (ODOT) to govern the implementation of the project and the financial capacity to place local match funds on deposit and carry project costs until reimbursement of eligible expenses is approved. For more information on the requirements associated with managing a federal aid transportation project, review the Local Agency Guidelines manual on the ODOT website at:

<http://www.oregon.gov/ODOT/TD/AT/Pages/LAG.aspx>

Regional Flexible Fund Allocation information and RFFA packet, applications, costs estimate workbook, and data files can be downloaded from the Metro website:

<http://www.oregonmetro.gov/rffa>

POLICY FRAMEWORK

The following policies have been adopted for the 2019-21 allocation of regional flexible funds by Metro Resolution Nos. 12-4383 and 12-4401.

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.

1. 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.
2. Honor previous funding commitments made by JPACT and the Metro Council.
3. 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.
4. Achieve multiple transportation policy objectives.
5. 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.
6. Encourage project applications that efficiently and cost effectively make use of federal funds.
7. 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.
8. Identify project delivery performance issues that may impact ability to complete a project on time and on budget.
9. Ensure agencies have qualifications for leading federal aid transportation projects.
10. Identify opportunities for leveraging, coordinating, and collaboration.

Two step project nomination framework

This policy framework affirms the two-step allocation process, establishes project focus areas, and directs the development of a process for nominating projects for funding.

Step 1 is the process to affirm regional bonding commitment and set funding levels for region-wide programs. Step 2 is the process to allocate funds to locally generated Community Investment projects. Funding targets for Community Investment projects were set at \$25.81 million for Active Transportation & Complete Streets projects and \$7.34 million for Regional Freight Investments projects.

The following are the funding targets set for the two steps. Please note that investment proposals in both steps will be available for review and comment during the public comment phase of the process and the final allocation decision will be made in January 2017.

Step 1: Provide for existing region-wide programs - \$30.02 million

- Transit Oriented Development – \$9.87 million
- TSMO/ITS - \$5.24 million
- Regional Travel Options - \$9.29 million
- Regional Planning - \$3.96 million

- Corridor & Systems Planning - \$1.66 million

Step 2: Community Investment Fund Projects \$33.15 million

- *Active Transportation/Complete Streets* - \$25.81 million: This project focus area prioritizes infrastructure support for non-auto trips and ensuring safe streets that are designed for all users.
- *Regional Freight Investments target* - \$7.34 million: This project focus area supports the development of the region's economy through investment in green infrastructure and key freight projects or programs.

Active Transportation/Complete Streets projects

Construction project cost minimum

\$3 million total project cost.

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. Project development may include anything from a planning level "alternatives analysis" to preliminary engineering.

Final Number of project recommendations

There is no limit to the number of applications that may be submitted on August 26, 2016. Enough applications must be submitted to meet the federal requirements of a conducting a competitive allocation process.

Regional Freight Investments projects

Construction project cost minimum

\$1 million total project cost.

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. Project development may include anything from a planning level "alternatives analysis" to preliminary engineering.

Final Number of project recommendations per sub-region

There is no limit to the number of applications that may be submitted on August 26, 2016. Enough applications must be submitted to meet the federal requirements of a conducting a competitive allocation process.

DATA AND INFORMATION

Kick-off meeting

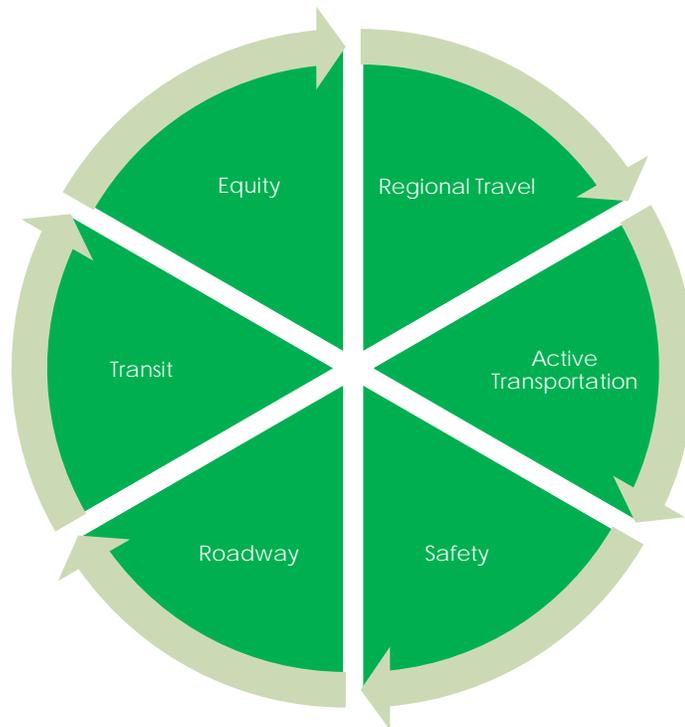
Metro will host a kick-off meeting with local agency staff to describe the policy framework for the allocation process, review the data available to aid in project location and definition, and to discuss

the project nomination guidelines and decision process. This workshop will take place June 28, 2016 at Metro Regional Center in Council Chambers.

Data Resource Guide for 2019-21 MTIP Project Development

Public agencies are responding to trends that place greater emphasis on capturing and using data to guide decisions and ensure accountability. The passage of Fixing America’s Surface Transportation Act (FAST Act) in 2015 continued the federal commitment to a performance-driven, outcomes-based planning and decision-making framework that has direct effects on how the Portland region approaches its MTIP process.

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.



Data on these topics can be downloaded at <ftp://ftp.oregonmetro.gov/dist/tran/rffa/>

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.

PROJECT APPLICATION AND SELECTION PROCESS

Application process

The following explains the process and timeline for applying Step 2 project funds:

1. Access the Regional Resource Guide data on Metro's website for use in identifying project locations and project scopes that meet and address the criteria
2. Attend the regional kickoff meeting – June 28, 2016
3. Download the application materials from Metro's website www.oregonmetro.gov/rffa
4. Follow nomination guidelines for construction cost minimums and project development cost minimums
 - a. Develop project shape files – use the guidelines in Appendix B
 - b. Submit letter from lead agency policy body approving the project for nomination (due prior to beginning of public comment period)
 - c. Submit application materials to Pamela Blackhorse via email by the August 26, 2016 application deadline. pamela.blackhorse@oregonmetro.gov

A complete application includes the following completed items:

1. Project application form, appropriate to the type of proposed project (Freight or Active Transportation)
2. Parts 1, 2 and 3. of the Public engagement and non-discrimination certification – Appendix A
3. Active Transportation Design Guidelines; completed checklist with descriptions – Appendix C
4. Cost Estimate Workbook – Appendix E

Metro staff is available throughout the project application process to answer questions and provide technical assistance to applicants.

Technical Screening & Project Scoring

Following the submittal of Step 2 project nomination narratives, a Project Readiness work group will review the proposed projects to determine that they are feasible from a technical perspective. Nominated projects will be screened by a technical team from Metro, ODOT and FHWA to evaluate:

- The proposed project's cost methodology and programming. Can the project be completed for the identified funding amounts and within the estimated timeframe?
- Current applicant allocation status and progress made on existing projects. What other federally funded projects is the applicant currently working on, and are they on schedule?
- Scope of work clarity. Is the proposed project well-defined and does it align with the estimate costs?

A Technical Review work group will also review the proposed projects, determining how fully they address the project selection criteria, and assigning a numerical score to each project. The review committee will be comprised of staff from Metro, TriMet, ODOT, DEQ, and (2) TPAC citizen representatives.

These criteria scores, plus technical comments, will be presented to TPAC prior to the public comment period in October 2016.

Public Comment & Decision Process

Following the submittal of Step 2 project nomination narratives, the public will be able to provide comments on the relative priority of Step 2 projects and whether the any of the projects as defined meet community needs or need refinement. The following explains the timeline for public comments and the decision process:

1. TPAC review and discussion of project scores – September 30, 2016
2. Public comment on project list – October 1-31 (via regional web based comment tool)
3. Metro staff summary of public comments for use by lead agencies to make final project refinements – Available November 9
4. Lead agencies to provide explanation to Metro of refinements to project as a result of public comments (if applicable) – November 9-17 (submit to Dan Kaempff via email daniel.kaempff@oregonmetro.gov)
5. Coordinating committees and City of Portland may provide comments on proposed projects – comments due November 17
6. Metro staff to develop conditions of project approval.
7. TPAC consideration of projects and conditions of funding approval – November, December
8. JPACT consideration and action on regional flexible fund allocation – December, January 2017
9. Metro Council action on regional flexible fund allocation – January 26, 2017

APPENDIX A – ENVIRONMENTAL JUSTICE COMPLIANCE

Public engagement and non-discrimination certification

Regional flexible funds 2019-21

Background and purpose

Use of this checklist is intended to ensure project applicants have offered an adequate opportunity for public engagement, including identifying and engaging historically underrepresented populations. Applications for project implementation are expected to have analyzed the distribution of benefits and burdens for people of color, people with limited English proficiency and people with low income compared to those for other residents.

The completed checklist will aid Metro in its review and evaluation of projects.

Instructions

Applicants must complete this certification, including a summary of non-discriminatory engagement (see Section B), for projects submitted to Metro for consideration for 2019-21 regional flexible funding.

Project sponsors should keep referenced records on file in case of a dispute. Retained records do not have to be submitted unless requested by Metro.

Please forward questions regarding the public involvement checklist to regional flexible funds allocation project manager Dan Kaempff at daniel.kaempff@oregonmetro.gov or 503-813-7559.

1. Checklist

Transportation or service plan development

- At the beginning of the agency's transportation or service plan, a public engagement plan was developed to encourage broad-based, early and continuing for public involvement.
Retained records: *public engagement plan and/or procedures*
- At the beginning of the agency's transportation or service plan, a jurisdiction-wide demographic analysis was completed to understand the location of communities of color, limited English proficient and low-income populations, disabled, seniors and youth in order to include them in engagement opportunities.
Retained records: *summary of or maps illustrating jurisdiction-wide demographic analysis*
- Public notices included a statement of non-discrimination (Metro can provide a sample).
Retained records: *public engagement reports including/or dated copies of notices*
- Throughout the process, timely and accessible forums for public input were provided.
Retained records: *public engagement reports including/or descriptions of opportunities for ongoing engagement, descriptions of opportunities for input at key milestones, public meeting records, online or community survey results*

- ❑ Throughout the process, appropriate interested and affected groups were identified and contact information was maintained in order to share project information, updates were provided for key decision points, and opportunities to engage and comment were provided.
Retained records: public engagement reports including/or list of interested and affected parties, dated copies of communications and notices sent, descriptions of efforts to engage the public, including strategies used to attract interest and obtain initial input, summary of key findings; for announcements sent by mail or email, documented number of persons/groups on mailing list

- ❑ Throughout the process, focused efforts were made to engage underrepresented populations such as communities of color, limited English proficient and low-income populations, disabled, seniors and youth. Meetings or events were held in accessible locations with access to transit. Language assistance was provided, as needed, which may include translation of key materials, using a telephone language line service to respond to questions or take input in different languages and providing interpretation at meetings or events.
Retained records: public engagement reports including/or list of community organizations and/or diverse community members with whom coordination occurred; description of language assistance resources and how they were used, dated copies of communications and notices, copies of translated materials, summary of key findings

- ❑ Public comments were considered throughout the process, and comments received on the staff recommendation were compiled, summarized and responded to, as appropriate.
Retained records: public engagement reports or staff reports including/or summary of comments, key findings and final staff recommendation, including changes made to reflect public comments

- ❑ Adequate notification was provided regarding final adoption of the plan or program, at least 15 days in advance of adoption, if feasible, and follow-up notice was distributed prior to the adoption to provide more detailed information. Notice included information and instructions for how to testify, if applicable.
Retained records: public engagement reports or final staff reports including/or dated copies of the notices; for announcements sent by mail or email document number of persons/groups on mailing list

Project development

This part of the checklist is provided in past tense for applications for project implementation funding. Parenthetical notes in future tense are provided for applicants that have not completed project development to attest to ongoing and future activities.

- ❑ At the beginning of project development, a public engagement plan was (is budgeted to be) developed to encourage broad-based, early and continuing opportunity for public involvement.
Retained records: public engagement plan and/or procedures

- ❑ At the beginning of project development, a demographic analysis was (is budgeted to be) completed for the area potentially affected by the project to understand the location of

communities of color, limited English proficient and low-income populations, disabled, seniors and youth in order to include them in engagement opportunities.

Retained records: *summary of or maps illustrating demographic analysis*

- Throughout project development, project initiation and requests for input were (will be) sent at least 15 days in advance of the project start, engagement activity or input opportunity.

Retained records: *public engagement reports including/or dated copies of notices*

- Throughout project development, public notices included (will include) a statement of non-discrimination.

Retained records: *public engagement reports including/or dated copies of notices*

- Throughout project development, timely and accessible forums for public input were (will be) provided.

Retained records: *public engagement reports including/or descriptions of opportunities for ongoing engagement, descriptions of opportunities for input at key milestones, public meeting records, online or community survey results*

- Throughout project development, appropriate interested and affected groups were (will be) identified and contact information was (will be) maintained in order to share project information, updates were (will be) provided for key decision points, and opportunities to engage and comment were (will be) provided.

Retained records: *public engagement reports including/or list of interested and affected parties, dated copies of communications and notices sent, descriptions of efforts to engage the public, including strategies used to attract interest and obtain initial input, summary of key findings; for announcements sent by mail or email, documented number of persons/groups on mailing list*

- Throughout and with an analysis at the end of project development, consideration was (will be) given to the benefits and burdens of the project for people of color, people with limited English proficiency and people with low income compared to those for other residents, as identified through engagement activities.

Retained records: *staff reports including/or description of identified populations and information about benefits and burdens of the project for them in relation to other residents;*

- There was a finding of inequitable distribution of benefits and burdens for people of color, people with limited English proficiency and people with low income

Submitted records: *for a finding of inequitable distribution of benefits and burdens, attach analysis, finding and documentation justifying the project and showing there is no less discriminatory alternative.*

- Public comments were (will be) considered throughout project development, and comments received on the staff recommendation were (will be) compiled, summarized and responded to, as appropriate.

Retained records: public engagement reports or staff reports including/or summary of comments, key findings and final staff recommendation, including changes made to reflect public comments

- ❑ Adequate notification was (will be) provided regarding final adoption of the plan, at least 15 days in advance of adoption, if feasible, and follow-up notice was distributed prior to the adoption to provide more detailed information. Notice included (will include) information and instructions for how to testify, if applicable.

Retained records: public engagement reports or final staff reports including/or dated copies of the notices; for announcements sent by mail or email document number of persons/groups on mailing list

2. Summary of non-discriminatory engagement

Attach a summary (1-2 pages) of the key elements of the public engagement process, including outreach to communities of color, limited English and low-income populations, for this project or transportation or service plan.

3. Certification statement

_____ (agency) certifies adherence to engagement and non-discrimination procedures developed to enhance public participation and comply with federal civil rights guidance.

As attested by:

(signature)

(name and title)

(date)

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*:

1. NAD_1983_HARN_StatePlane_Oregon_North_FIPS_3601
2. Projection: Lambert_Conformal_Conic
3. False_Easting: 8202099.73753281
4. False_Northing: 0.00000000
5. Central_Meridian: -120.50000000
6. Standard_Parallel_1: 44.33333333
7. Standard_Parallel_2: 46.00000000
8. Latitude_Of_Origin: 43.66666667
9. Linear Unit: Foot
10. Geographic Coordinate System: GCS_North_American_1983_HARN
11. Datum: D_North_American_1983_HARN
12. Prime Meridian: Greenwich
13. Angular Unit: Degree

All data files are available for download from the Metro FTP site:

<ftp://ftp.oregonmetro.gov/dist/tran/rffa>

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

APPENDIX C – ACTIVE TRANSPORTATION DESIGN GUIDELINES

The following checklist items are street design elements that are appropriate and desirable in regional mobility corridors. Trail projects should use the *Off-Street and Trail Facilities* checklist (item D) at the end of this list. All other projects should use items A – C.

Use of federal transportation funds on separated pathways are intended for projects that primarily serve a transportation function. Pathways for recreation are not eligible for federal transportation funding through the regional flexible fund process. Federal funds are available from other sources for recreational trails. To allow for comfortable mixing of persons on foot, bicycle and mobility devices at volumes expected to be a priority for funding in the metropolitan region, a 12-foot hard surface with shoulders is a base design width acceptable to FHWA Oregon. Exceptions to this width for limited segments is acceptable to respond to surrounding context, with widths less than 10-feet subject to a design exception process. Wider surfaces are desirable in high volume locations.

A. Pedestrian Project design elements – check all that apply

Design elements emphasize separating pedestrians from auto traffic with buffers, increasing the visibility of pedestrians, especially when crossing roadways, and make it easier and more comfortable for people walking to access destinations.

For every element checked describe existing conditions and proposed features:

- Add sidewalks or improve vertical delineation of pedestrian right-of-way (i.e. missing curb)
- Add sidewalk width and/or buffer for a total width of 17 feet (recommended), 10 feet minimum; buffer may be provided by parking on streets with higher traffic volumes and speeds (over 35 mph, ADT over 6,000)
- Add sidewalk width and/or buffer for a total width of 10 feet (recommended), 8 feet minimum on streets with lower traffic volumes and speeds (ADT less than 6,000 and 30 mph or less); Buffer may be provided by parking, protected bike lane, furnishing zone, street trees/planting strip
- Sidewalk clear zone of 6 feet or more
- Remove obstructions from the primary pedestrian-way or add missing curb ramps
- Add pedestrian crossing at appropriate location
- Re-open closed crosswalks
- Raised pedestrian refuge median or raised crossing, required if project is on a roadway with 4 or more lanes
- Reduced pedestrian crossing distance
- Narrowed travel lanes
- Reduced corner radii (e.g. truck apron)
- Curb extensions
- Rectangular Rapid Flashing Beacon (RRFB) or pedestrian signal
- Lighting, especially at crosswalks – pedestrian scale (10-15 feet), preferably poised over sidewalk
- Add countdown heads at signals
- Shorten signal cycle lengths of 90 seconds or less – pedestrian friendly signal timing, lead pedestrian intervals
- Access management: minimize number and spacing of driveways
- Arterial traffic calming: Textured intersections, gateway treatments, raised medians, road diets, roundabouts
- Wayfinding
- Benches

- Transit stop amenities or bus stop pads
- Add crosswalk at transit stop
- Pedestrian priority street treatment (e.g. woonerf) on very low traffic/low volume street

B. Bicycle Projects design elements

Design elements emphasize separating bicycle and auto traffic, increasing visibility of bicyclists, making it easier and more comfortable for people traveling by bicycle to access routes and destinations.

For every element checked describe existing conditions and proposed features:

- On streets with higher traffic volumes and speeds (over 35 mph, ADT over 6,000): Buffered bicycle lane, 6 foot bike lane, 3 foot buffer; Protected bikeway with physical separation (e.g. planters, parking); Raised bikeway
- Separated multi-use trail parallel to roadway
- Bike priority treatments at intersections and crossings (i.e. advance stop lines, bike boxes, signals, high-intensity activated crosswalk (HAWK) signals, user-activated signals)
- Medians and crossing treatments
- Wayfinding, street markings
- Lighting at intersections
- Bicycle boulevard treatment where ADT is less than 3,000 per day: Buffered bicycle lane, 6 foot bike lane, 3 foot buffer

C. Other Complete Street Features

For every element checked describe existing conditions and proposed features:

- Turning radius improvements (freight route only)
- Gateway feature
- Street trees
- ITS elements (i.e. signal timing and speed detection)

D. Off-Street and Trail Facilities

For every element checked describe existing conditions and proposed features:

- Minimum 12' trail width (plus 2' graded area each side)
- Always maintains minimum 5' separation when adjacent to street **or** never adjacent to street
- All on-street segments include improvements beyond bike lanes (item C, above) **or** no on-street segments
- All street crossings include an appropriate high-visibility crosswalk treatment
- All 4-lane street crossings include appropriate refuge island **or** no 4-lane street crossings
- Frequent access points (generally every ¼-mile)
- All crosswalks and underpasses include lighting
- Trail lighting throughout
- Trailhead improvements
- Rest areas with benches and wheelchair spaces
- Wayfinding or interpretive signage
- Signs regulating bike/pedestrian interaction (e.g. bikes yield to pedestrians)
- Trail priority at all local street/driveway crossings

APPENDIX D – CRITERIA FOR PRIORITIZING REGIONAL FLEXIBLE FUND PROJECTS

The following matrices illustrate the measures that will be used to determine how well a proposed project meets the criteria. Also included are suggested data sources to help illustrate the proposed project's benefits, how it addresses an existing problem, and projected outcomes.

Each criteria element will be scored on a scale of 0-3 points on how completely or well the project meets that element. In addition, each element score will be multiplied by a weighting factor related to the priority assigned to the criteria through RFFA Policy.

- Highest priority = 3x
- Higher priority = 2x
- Priority = 1x

Active Transportation & Complete Streets

Criteria for scoping and prioritization of projects

		Criteria	Application Question	Measurement	Potential Data Sources	Scoring Summary
Highest priority (3x weighting)	1	Project serves communities that have higher than average low-income, low-English proficiency, non-white, elderly and young, and persons with disabilities populations	“What communities will the proposed project serve? What are the estimated totals of low-income, low-English proficiency, non-white, elderly and young, and persons with disabilities populations that will benefit from this project, and how will they benefit?”	<ul style="list-style-type: none"> Percentage of equity community members served relative to the regional population Percentage of equity community members served relative to the jurisdiction’s population Other identifying information, include Title 1 school status What are the barriers faced by these communities that the project addresses/overcomes? 	<ul style="list-style-type: none"> Regional Equity Atlas Use local or other data for persons with disabilities population info 	<p>3 points – Project serves 3 or more communities with higher than average relative population levels</p> <p>2 points – Project serves 1 or 2 communities with average relative population levels</p> <p>1 point – Project serves 1 community with lower than average relative population levels</p> <p>0 points – Project does not serve any of the identified communities</p>
	2	Utilizes current plans and data to demonstrate improvements to safety: <ul style="list-style-type: none"> in identified high-crash areas by removing conflicts with freight and other vehicles 	“What safety problem does the proposed project address in an area(s) with higher-than-average levels of fatal and severe crashes? How does the proposed project make people feel safer in an area with high walking and bicycling demand by removing vehicle conflicts?”	<ul style="list-style-type: none"> Relative rate of serious crashes (fatalities, severe injuries) at or in proximity to project area (most recent 5 years data) Description of the current and anticipated levels of bicycling and walking demand in project area Description of how the project design follows planning guidance 	<ul style="list-style-type: none"> ODOT crash data Regional/local demand model data 	<p>3 points – Project provides significant safety improvements resulting in a much higher-quality user experience at a site with a high rate of both serious crashes and active transportation demand</p> <p>2 points – Project provides some safety improvements resulting in a better-than-existing user experience at a site with an average rate of both serious crashes and active transportation demand</p> <p>1 point – Project provides few safety improvements at a site with a low rate of both serious crashes and active transportation demand</p> <p>0 points – Project provides no safety improvements</p>

		Criteria	Application Question	Measurement	Potential Data Sources	Scoring Summary
	3	<p>Improves access to and from priority destinations:</p> <ul style="list-style-type: none"> Mixed-use centers Large employment areas (by # of jobs) Essential services for EJ/underserved communities Schools, including the extension of Safe Routes to Schools 	<p>“What priority destinations will the proposed project will serve? How will the proposed project improve access to these destinations?”</p>	<ul style="list-style-type: none"> Region 2040 designation Description, definition of destinations Employment, services Other identifying information, including Title 1 status for schools “Access to Regional Destinations” – Active Transportation Plan 	<ul style="list-style-type: none"> Regional land use, employment data School site data Regional Equity Atlas 	<p>3 points – Project provides improved access to 3+ priority destinations; serves needs of EJ/underserved communities</p> <p>2 points – Project provides improved access to 2 priority destinations; serves needs of EJ/underserved communities</p> <p>1 point – Project provides improved access to 1 priority destination</p> <p>0 points – Project does not improve access to priority destinations</p>
	4	<p>Serves high density or projected high growth areas</p>	<p>“How will the proposed project support the existing and planned housing/employment densities in the project area?”</p>	<ul style="list-style-type: none"> Description of current and projected population and employment levels, and planned development the project will serve 	<ul style="list-style-type: none"> Regional land use, employment data 	<p>3 points – Project serves and supports a designated regional center or area with high levels of existing or projected housing/employment</p> <p>2 points – Project serves and supports a designated regional center or area with moderate levels of existing or projected housing/employment</p> <p>1 point – Project serves and supports a designated regional center or area with low levels of existing or projected housing/employment</p> <p>0 points – Project does not serve a designated regional center or area</p>

		Criteria	Application Question	Measurement	Potential Data Sources	Scoring Summary
Higher priority (2x weighting)	5	Project completes a gap or improves a deficiency in the regional Active Transportation network	“How does the proposed project complete a gap or improve a deficiency in the Regional Active Transportation network?”	<ul style="list-style-type: none"> Project fills a gap or deficiency as identified in Regional Active Transportation Plan or local TSP 	<ul style="list-style-type: none"> Regional AT Network 	3 points – Project fills gap or deficiency on the Regional AT bicycle and/or pedestrian network AND removes a major barrier 2 points – Project fills gap or deficiency on the Regional AT bicycle and/or pedestrian network 1 point – Project fills gap or deficiency on local Active Transportation bicycle and/or pedestrian network connecting to the Regional AT network 0 points – Project does not add a facility or address a gap or deficiency
	6	Increase in use/ridership by providing a good user experience (refer to Active Transportation design criteria)	“What design elements of the proposed project will lead to increased use of Active Transportation modes by providing a good user experience/increasing user comfort? What barriers will be eliminated or mitigated?”	<ul style="list-style-type: none"> See Application Packet Appendix C – Active Transportation Design Guidelines 		3 points – On-Street: Project includes 5 or more design elements in checklist or provides physical separation from vehicle traffic Trails: Minimum 12’ trail width + 6 or more design elements 2 points – On-Street: Project includes 5 or more design elements in checklist, not physically separated Trails: Minimum 12’ trail width with 4 or more design elements in checklist 1 point – On-Street: Project includes 3 or more elements in checklist Trails: Minimum 12’ trail width with 3 or more design elements in checklist 0 points – On-Street or Trails: Project includes fewer than three elements in checklist

		Criteria	Application Question	Measurement	Potential Data Sources	Scoring Summary
	7	Completes the “last mile” connection between transit and employment sites/areas	“How does the proposed project complete a so-called ‘last-mile’ connection between a transit stop/station and an employment area(s)?”	<ul style="list-style-type: none"> • Description of the transit service the project connects to • Description of the employment area served • Projected use of the connection (# of riders/passengers, opened access to employment, etc.) 		<p>3 points – Project links frequent service/high capacity transit to employment areas with higher than regional average number of jobs</p> <p>2 points – Project links regular service or better transit to employment areas with a regional average number of jobs</p> <p>1 point – Project links regular or less frequent transit to employment areas with lower than regional average number of jobs</p> <p>0 points – Project does not complete a last-mile connection</p>
Priority (1x weighting)	8	Includes outreach/education/engagement component	“How the public will be engaged relative to the proposed project? Include description of engagement during project development and construction, as well as demand management efforts to increase public awareness and utilization of the project post-construction.”	<ul style="list-style-type: none"> • Description of public engagement strategies (pre, during construction) • Description of on-going demand management efforts (post-construction) 		<p>3 points – Project includes extensive public engagement throughout the development and construction phases, plus strategies for demand management and other on-going efforts, including wayfinding signage</p> <p>2 points – Project includes some public engagement and demand management strategies</p> <p>1 point – Project includes either public engagement and demand management strategies</p> <p>0 points – Project does not include either public engagement and demand management strategies</p>
	9	Can leverage (or prepare projects for) new or competitive funds	“What additional sources of funding, and the amounts, will be leveraged by an investment of regional flexible funds in the proposed project?”	<ul style="list-style-type: none"> • Description of all funding sources, amounts necessary for this project to be completed • Are regional funds being used to complete a funding package, or are they the initial commitment? • Declaration of the surety of receiving additional funding – certain, probable, competitive, etc. 	<ul style="list-style-type: none"> • Applicant-defined 	<p>3 points – Flexible funds leverage more than 50 percent of total project cost</p> <p>2 points – Flexible funds leverage more than 25 percent of total project cost</p> <p>1 point – Flexible funds leverage more than 10.27 percent of total project cost</p> <p>0 point – Flexible funds leverage only the required 10.27 percent of total project cost</p>

		Criteria	Application Question	Measurement	Potential Data Sources	Scoring Summary
	10	Reduces need for highway expansion	"How will the proposed project provide people with improved options to driving in a congested corridor?"	<ul style="list-style-type: none"> • Description of the relevant street/corridor's traffic volumes/patterns • Description of the project's anticipated impact - # of additional AT trips, mode shift, etc. 	<ul style="list-style-type: none"> • Atlas of Regional Corridors 	<p>3 points - Project provides an alternative in a corridor that is severely congested</p> <p>2 points - Project provides an alternative in a corridor that is moderately congested</p> <p>1 point - Project provides an alternative in a corridor that is lightly congested</p> <p>0 points - Project is not located in a congested corridor</p>

Regional Freight Investments

Criteria for scoping and prioritization of projects

		Criteria	Application Question	Measurement	Potential Data Sources	Scoring Summary
Highest priority (3x weighting)	1	Can leverage (or prepare projects for) new or competitive funds	“What additional sources of funding, and the amounts, will be leveraged by an investment of regional flexible funds in the proposed project?”	<ul style="list-style-type: none"> • Description of all funding sources, amounts necessary for this project to be completed • Are regional funds being used to complete a funding package, or are they the initial commitment? • Declaration of the surety of receiving additional funding – certain, probable, competitive, etc. 	<ul style="list-style-type: none"> • Applicant-defined 	<p>3 points – Project has secured all other necessary funding; flexible funds represent the final or entire portion</p> <p>2 points – Project has identified likely sources for all other necessary funding; flexible funds are necessary to secure</p> <p>1 point – Project has not yet identified or secured other funding; may be able to secure funding if flexible funds are awarded</p> <p>0 point – Project does not leverage additional funding</p>
	2	Reduces freight vehicle delay	“Describe the freight vehicle delay problem and how the proposed project will reduce this problem.”	<ul style="list-style-type: none"> • Time(s) of day or frequency of events in which the facility experiences delay • Average length of individual vehicle delay • Length of time the facility experiences delay • Comparison of existing operations to vehicle mobility target (V/C), particularly 9am-3pm 	<ul style="list-style-type: none"> • V/C data for relevant facility 	<p>3 points – Project will improve a facility experiencing significant levels of delay during 9 a.m. – 3 p.m.</p> <p>2 points – Project will improve a facility experiencing moderate levels of delay 9 a.m. – 3 p.m.</p> <p>1 point – Project will improve a facility experiencing delay during the a.m. or p.m. peak</p> <p>0 points – Project does not reduce freight vehicle delay or is not addressing a delay issue</p>
	3	Project increases freight access to: <ul style="list-style-type: none"> • Industrial lands • Employment centers & local businesses • Rail facilities for regional shippers 	“How will the proposed project increase freight access to industrial lands, employment centers and local businesses, and/or rail facilities for regional shippers?”	<ul style="list-style-type: none"> • Description of the lands, centers or facilities the project will serve • What economic sectors will benefit from this investment? 		<p>3 points – Project provides access to prioritized lands which support high-value economic sectors</p> <p>2 points – Project provides access to prioritized lands which support medium-value economic sectors</p> <p>1 points – Project provides access to prioritized lands which support low-value economic sectors</p> <p>0 point – Project does not provides access to priority lands</p>

		Criteria	Application Question	Measurement	Potential Data Sources	Scoring Summary
	4	Projects that help green the economy and offer economic opportunities for EJ/underserved communities	“How will the proposed project help support economic sectors that are low-carbon and resource efficient? How will the proposed project offer economic opportunities for Environmental Justice or underserved communities?”	<ul style="list-style-type: none"> • Description of how the project supports and catalyzes low-carbon and resource efficient economic sectors • Description of the economic opportunities and benefits the project will provide to EJ/underserved communities; number of current + projected new jobs + workforce development/apprentice opportunities resulting from project • Description of the contracting opportunities (for design and construction work) for MWSEB 		<p>3 points – Project directly supports/catalyzes low-carbon and resource efficient economic sectors and offers economic opportunities for EJ/underserved communities</p> <p>2 points – Project indirectly supports/catalyzes low-carbon and resource efficient economic sectors AND may offer economic opportunities for EJ/underserved communities</p> <p>1 points – Project indirectly supports/catalyzes low-carbon and resource efficient economic sectors OR may offer economic opportunities for EJ/underserved communities</p> <p>0 point – Project has a low possibility to either support/catalyze low-carbon and resource efficient economic sectors or offer economic opportunities for EJ/underserved communities</p>
Higher priority (2x weighting)	5	Improves safety by removing conflicts with active transportation or other modes, and/or provides adequate mitigation for any potential conflicts	“How will the proposed project improve safety? Describe how conflicts between freight vehicles and active transportation or other modes will be removed or mitigated.”	<ul style="list-style-type: none"> • Description of the modal conflicts present • Description of how project will remove or mitigate modal conflicts while improving safety and mobility for each mode • Preferred design standard = NACTO 	<ul style="list-style-type: none"> • User-defined • Active Transportation Design guidelines – Appendix C 	<p>3 points – Project provides convenient fully grade separated and protected facilities for bicycles and pedestrians, signalized or RRFB crossings</p> <p>2 points – Project provides improved facilities for bicycles and pedestrians (6’ + wide bike lane, buffered sidewalk or min. 10’ wide), marked and signed crosswalks</p> <p>1 point – Project provides minimum standard bicycle lane and sidewalks</p> <p>0 points – Project does not improve existing safety conditions</p>

		Criteria	Application Question	Measurement	Potential Data Sources	Scoring Summary
6	Reduces air toxics or particulate matter		“How will the proposed project reduce air toxics or particulate matter in the project area? What is the current air quality condition of the project area? What strategies (e.g. diesel retrofit trucks, engine change outs, etc.) will be used during construction and after the implementation (e.g. diesel retrofit trucks, etc.) of the project to reduce air pollution?”	<ul style="list-style-type: none"> • Description of air toxics and particulate matter conditions in project area (see maps in resource guide) • Description of freight VMT and congestion reduction to reduce source pollution related to freight vehicle traffic • Strategies the project will employ in construction and beyond to reduce air toxics and particulate matter pollution 	<ul style="list-style-type: none"> • Regional Equity Atlas • Oregon DEQ • Existing freight VMT or congestion measures 	<p>3 points – Project reduces freight VMT and vehicle traffic AND employs air pollution mitigation strategies in areas with highest concentrations of air toxic and particulate matter pollution</p> <p>2 points – Project reduces freight VMT and vehicle traffic in areas with highest concentrations of air toxic and particulate matter pollution</p> <p>1 point – Project reduces freight VMT and vehicle traffic in areas with medium or low concentrations of air toxics and particulate matter pollution</p> <p>0 points – Project does not reduce freight VMT, but mainly addresses vehicle traffic</p>
7	Reduces impacts to EJ communities (e.g., reduced noise, land use conflict, emissions)		“Describe the EJ communities which are in proximity to the proposed project area. How will the project reduce the impacts of freight movement on these communities (e.g. reduced noise, traffic, land use conflicts, emissions, etc.)?”	<ul style="list-style-type: none"> • Percentage of equity community members in the project area relative to the regional population • Percentage of equity community members in the project area relative to the jurisdiction’s population • Impacts faced by these communities that the project addresses/overcomes • Engagement conducted or will be conducted to identify the impacts of most concern to the communities and strategies to mitigate these impacts 	<ul style="list-style-type: none"> • Regional Equity Atlas 	<p>3 points – Project conducts engagement and reduces impacts to an area that is comprised of 30 percent or more EJ communities</p> <p>2 points – Project conducts engagement and reduces impacts to an area that is comprised of 20 percent or more EJ communities</p> <p>1 point – Project reduces impacts to an area that is comprised of 10 percent or more EJ communities</p> <p>0 points – Project reduces impacts to an area that is comprised of 0 percent EJ communities</p>
8	Increases freight reliability		“Describe the freight reliability issues the proposed project is intended to address. What are the anticipated improvements to reliability this project will deliver?”	<ul style="list-style-type: none"> • Description of the reliability issues; their causes, frequency and the impacts created by the lack of reliability • Description of how the project will improve this measure 	<ul style="list-style-type: none"> • Oregon DOT • User-defined 	<p>3 points – Project addresses documented source of unreliability with proven and documented solution</p> <p>2 points – Project addresses a location with known reliability issues with proven solution</p> <p>1 point – Project addresses a location with known reliability issues with a solution that may improve reliability</p> <p>0 points – Project does not directly address reliability</p>

		Criteria	Application Question	Measurement	Potential Data Sources	Scoring Summary
Priority (1x weighting)	9	May not get funding otherwise	“Why may the proposed project not be eligible to receive funding from other potential sources? 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?”	<ul style="list-style-type: none"> • Description of reasons project is not eligible or uncompetitive for other funding sources • Description of other attempts to secure funding for project 	<ul style="list-style-type: none"> • User-defined 	<p>3 points – Project is not eligible for other funding sources due to low amount of funding needed not meeting minimum threshold of other funding sources</p> <p>2 points – Project does not appear to be competitive for other funding sources due to technical reasons</p> <p>1 point – Project could be funded from another source</p> <p>0 points – Project could be funded from multiple sources</p>
	10	Reduces need for highway expansion	“Describe how the proposed project reduces the need to expand highway capacity.”	<ul style="list-style-type: none"> • Description of the project’s relative impact on a congested highway corridor; how the project will reduce the need to expand highway capacity 	<ul style="list-style-type: none"> • Regional Corridor Atlas 	<p>3 points – Project focuses on cost-effective solutions to more efficiently manage the existing infrastructure (e.g. signal management or geometric optimization rather than expansion)</p> <p>1 point – Project includes solutions to manage the existing infrastructure along with minor expansion in capacity</p> <p>0 points – Project is entirely addition of highway capacity</p>
	11	Addresses issues and improves connectivity among multiple freight modes	“Describe how the proposed project addresses issues and improves connectivity among multiple freight modes.”	<ul style="list-style-type: none"> • Description of the various freight mode connectivity issues; how the project improves upon them¹ 	<ul style="list-style-type: none"> • User-defined 	<p>3 points – Project improves an existing or creates a new connection with other freight modes at a major intersection or major freight hub</p> <p>2 points – Project improves an existing or creates a new connection with other freight modes at a minor intersection or minor freight hub</p> <p>1 point – Project makes minor improvements an existing connection with freight modes (e.g. improved turning radii, added turn lane storage)</p> <p>0 points – Project does not improve connectivity with other freight modes</p>

¹ https://www.oregon.gov/ODOT/TD/TP/OFAC/201509_FreightProjectAttributes.pdf

APPENDIX E – COST ESTIMATE WORKBOOK

Please download the Cost Estimate Workbook Excel file at www.oregonmetro.gov/rffa. Include the completed workbook as part of your project application package.