
**2018-2021 Metropolitan
Transportation Improvement
Program (MTIP) Charter**

January 14, 2016

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This charter establishes the desired outcomes, goals, roles, and expectation for partners in developing the 2018-2021 Metropolitan Transportation Improvement Program (MTIP). The signatories to this charter will use a collaborative approach to develop the 2018-2021 MTIP which align local, regional, state, and federal investments and implement transportation projects and programs for incorporation into the 2018-2021 State Transportation Improvement Program (STIP). This work will benefit from partnerships and collaboration to make the most of simultaneous planning and funding allocation processes to help achieve local, regional, state and federal goals. Involved agencies will utilize the federal three C's of transportation planning: comprehensive, cooperative, and continuing and adopted regional policy to discuss individual work efforts and determine how local, regional, and state funding strategies fit together in a cohesive four-year transportation investment package that advances regional outcomes.

The purpose of this Charter is to set forth those undertakings expected of each 2018-2021 MTIP partner. By signing this Charter, the participants agree to work together in good faith toward achieving the desired outcomes and goals in developing the 2018-2021 MTIP and 2018-2021 STIP.¹

A) Desired outcomes

Each agency to sign the charter is a key member in shaping the investment package represented in the 2018-2021 MTIP. The charter signatories acknowledge the most recently adopted Regional Transportation Plan, which is the region's long-range transportation policy blueprint and encompasses federal, state, and regional directives, guides the development of the 2018-2021 MTIP

B) Goal

The two main goals of the 2018-2021 MTIP are: 1) to determine and align the Portland metropolitan region's transportation investments for fiscal years 2018 through 2021; and 2) to demonstrate how these investments are making progress towards regional, state, and federal goals for the transportation system. In developing the 2018-2021 MTIP, the process should encompass the federal principles of transportation planning. The three C's framework ensures the transportation investment package for fiscal years 2018 through 2021 are thoughtfully developed and working towards the regional, state, and federal goals. As signatories to this Charter, the agencies which participate in developing the 2018-2021 MTIP agree the process and practice of selecting investment priorities for the upcoming four fiscal years incorporates a comprehensive view of the outcomes the region looks to achieve with the transportation system, a cooperative process of gathering feedback with internal and external stakeholders, and a continuing practice of aligning investments with achieving outcomes and engaging stakeholders.

By working together, the charter participants will develop the 2018-2021 MTIP by establishing and outlining a set of coordination activities to support the development of the 2018-2021 MTIP.

The 2018-2021 MTIP will identify coordination and collaboration activities that are intended to:

- Foster greater coordination between ODOT, Metro, TriMet, and SMART;
- Further progress towards implementing the most recently adopted Regional Transportation Plan (RTP) and in turn federal goals for the transportation system by:
 - Providing adequate opportunities for the MPO to provide input and feedback into partner's funding allocation processes²;

¹ This Charter constitutes a project-specific agreement required by the ODOT/MPO/Transit Operator Agreement (ODOT Agreement # 24682; Metro Contract # 928512), Appendix A, Section 4.

- For the MPO to provide adequate opportunities for leadership of partner agencies to provide input and feedback into the MPO's funding allocation process;³
- Ensure federal requirements are met to remain eligible to receive federal transportation funding; and
- Continue to maintain and develop an aligned and coordinated transportation network for the Portland metropolitan region.
- Respond to evolving guidance of federal mandates and how they pertain to the development of the MTIP.

C) Products

The 2018-2021 MTIP development process is intended to result in the following products, which may be refined due to the iterative and continually evolving nature of the content.

1. *2018-2021 MTIP* (Metro); and
2. *2018-2021 STIP* (ODOT)

(1) 2018-2021 MTIP

The *2018-2021 MTIP* will identify the transportation investment programming and financial plans of four individual investment programs for federal fiscal years 2018 through 2021 for the Portland metropolitan region. The 2018-2021 MTIP summarizes the decision-making process for selecting transportation investments, measures the performance of the identified transportation investment package, and demonstrates how the overall investment package makes progress towards the region's desired outcomes for the transportation system as well as federal and state transportation goals.

(2) 2018-2021 State Transportation Improvement Program (STIP)

The *2018-2021 State Transportation Improvement Program (STIP)* is a complementary product, typically developed concurrently with the MTIP. Per federal regulations from the U.S. Department of Transportation, the MTIP is incorporated in the STIP without change. The STIP represents the full statewide package of transportation investments, including rural areas, but the metropolitan urban transportation investment packages are first adopted in the MPO's MTIP. The development of the STIP is led by the Oregon Department of Transportation (ODOT) regions. Metro, as the lead in developing the MTIP, works closely with ODOT to incorporate the MTIP into the STIP and receive federal approvals.

D) 2018-2021 MTIP development protocols

The Joint Policy Advisory Committee on Transportation (JPACT) and Metro Council provide the oversight and regional policy direction for the 2018-2021 MTIP. As the decision-making bodies to approve the MTIP, JPACT and the Metro Council must ensure the entire package of transportation investments in the 2018-2021 MTIP represent the overarching transportation priorities for the region and is in compliance with federal regulations. The MTIP is comprised of transportation investments which come from the direction set forth by multiple

² Adequate opportunities means providing information to staff and presenting to the governing entities (e.g. JPACT/Metro Council as MPO governing entity, TriMet board as governing entity, Region 1 ACT/OTC as ODOT advisory and governing entity) if requested, with sufficient lead time to allow for discussion and if electing to do so, providing agreed upon input by the governing entity.

³ Ibid.

decision-making entities (i.e. the TriMet board for TriMet, the Wilsonville City Council for SMART, and the Oregon Transportation Commission with the advice of Region 1 Area Commission on Transportation for ODOT). Therefore, the responsibility of JPACT and the Metro Council are to participate and be engaged throughout each component (i.e. funding allocation) which makes up the MTIP in order to ensure and demonstrate the full four year package of transportation investments advance progress towards regional outcomes, comply with federal mandates, and was developed under the three C's planning process.

To provide the oversight and direction, JPACT and the Metro Council are charged with working collaboratively with partners ODOT, SMART, and TriMet toward the successful development and delivery of the 2018-2021 MTIP. Per U.S. Code of Federal Regulations Title 23 Part 450.300 – 450.338, Metro staff, as the support to JPACT and the Metro Council, is responsible for seeing through the investment decision processes and document how those processes are done by partners in collaborative manner. As a result, a set of tasks as identified through a series of participatory policy workshops throughout 2015 have set forth a set of activities for how the different entities will participate and be involved with each other's funding allocation process as well as the overall document development of the 2018-2021 MTIP. These activities are building from existing coordination activities and policies in practice from developing previous MTIPs, as outlined in Appendix A. The coordination activities proposed for the 2018-2021 MTIP, which identifies activities to participate in funding allocation processes are outlined in Appendix B.

E) Timeline and milestones

Table 1: 2018-2021 MTIP – Funding Allocation Processes Timeline by Partner Agencies

Month	Metro RFFA	ODOT Enhance	ODOT Fix-it Leverage	TriMet Budget Cycle	TriMet 5310 and Special Transportation Fund	SMART Budget Cycle
September 2015	Policy development and public input	Solicitation period Applications due Nov. 20		Revenue forecast		
October 2015						
November 2015						
December 2015		R1ACT reviews submitted proposals	R1ACT recommends 100% list	CIP solicitation period		Revenue forecast and program of projects
January 2016				CIP solicitation complete Draft CIP released		Budget coordination with City of Wilsonville
February 2016		R1ACT recommends 150% list OTC reviews regions 150% list		Committee recommendations Final CIP released		
March 2016	Policy adoption	R1ACT scopes 150% list		Proposed budget released Approved budget released Program of projects released		Draft budget release and committee recommendations
April 2016	Project Solicitation					Final draft budget
May 2016				Budget adopted		
June 2016						Budget adopted
July 2016		R1ACT recommends 100% list				
August 2016	Technical Evaluation					
September 2016		OTC receives 100% list		Revenue forecast		
October 2016	Sub-regional prioritization	OTC reviews full packages of Enhance and Fix-it Leverage				
November 2016	JPACT & Metro Council Action					

December 2016						
January 2017					5310 and STF solicitation period	
February 2017					STF advisory committee makes grant application recommendation TriMet Board takes action to endorse STF advisory committee recommendations	
March 2017					5310 and STF endorsed recommendations provided to ODOT and OTC for approval	
April 2017					OTC takes action Awards announced Funding agreements executed	
May 2017						
June 2017						

* Timeline subject to change.

Table 2. 2018-2021 MTIP and STIP Development Schedule

Month	2018-2021 MTIP	2018-2021 STIP
January 2017	Metro staff collects programming from partners; Conducts technical analysis (AQ & EJ/CRA); Drafts narrative of prioritization processes, performance, etc.; Prepared for public comment	OTC releases draft 2018-2021 STIP for public review
February 2017		60-day public comment period
March 2017		OTC reviews public comments on draft 2018-2021 STIP
April 2017		
May 2017	Public comment period on draft 2018-2021 MTIP	Final 2018-2021 STIP available for review by ACTs, MPOs, and others
June 2017	TPAC action on draft 2018-2021 MTIP	OTC approves final 2018-2021 STIP
July 2017	JPACT and Metro Council action on draft 2018-2021 MTIP	Final 2018-2021 STIP to USDOT for approval
August 2017	Package 2018-2021 MTIP for 2018-2021 STIP and submission to USDOT	
September 2017	USDOT approval of final 2018-2021 STIP	

* Timeline subject to change.

Table 3. 2018-2021 MTIP Proposed Times for Coordination

Month	Regional Flexible Fund	Enhance, Fix-It Leverage, and Connect Oregon	TriMet 5310 and Special Transportation Fund	TriMet Capital Improvement Program and Budget Process	SMART Capital Improvement Program and Budget Process
December 2015		TPAC discussion about the Enhance 150% list and criteria for narrowing; consideration of input to the ACT			
January 2016		JPACT discussion about the Enhance 150% list and criteria for narrowing; consideration of input to the ACT	Brief comments at JPACT introducing STF supplemental allocation and future comment opportunities		
February 2016					
March 2016	TPAC discussion on draft RFFA policy direction			TPAC discussion of proposed transit budget and capital improvement program	
April 2016	JPACT adopts RFFA policy direction	TPAC discussion about the 100% Enhance list		JPACT discussion of proposed transit budget and capital improvement program	
May 2016		JPACT discussion about the 100% Enhance list			
June 2016				TPAC comments from the chair on TriMet and SMART budget adoption	
July 2016					
August 2016	TPAC discussion about the submitted candidate investments and technical evaluation results				
September 2016	JPACT discussion about the submitted candidate investments and technical evaluation results				
October 2016					
November 2016	TPAC discussion about the prioritized final candidate		Introduce 5310 and STF allocation process, policy		

	investments		direction to TPAC; request what comments the MPO region may want to provide to the process		
December 2016	JPACT discussion and action on the prioritized final candidate investments		Introduce 5310 and STF allocation process, policy direction to JPACT; request what comments the MPO region may want to provide to the process		

* Timeline subject to change.

F) Roles and responsibilities

In efforts to implement the activities identified in Appendix A and B and execute this project charter efficiently, the following partner roles, responsibilities, and definitions are provided to clarify partner expectations in the 2018-2021 MTIP development.

MTIP partner roles and responsibilities:

- Participate in a timely manner in the document development of the 2018-2021 MTIP. This includes providing relevant information, such as transportation funding programming, prioritization and decision process narrative, and public involvement description.
- Provide partners timely and adequate opportunities to provide input into funding allocation, prioritization, and decision-making processes, including Metro's Regional Flexible Fund Allocation, the ODOT Region 1 Enhance, and TriMet and SMART annual budget process. This includes providing enough lead time to have discussions and formulate a position.
- Provide partners timely and adequate opportunities to provide comments or input to the appropriate entity, either the Special Transportation Fund Advisory Committee (STFAC) or the TriMet Board for the distribution of both Special Transportation Funds (STF) which are state funds and for federally-sourced section 5310 funding. (Note: The TriMet Board approves and adopts funding allocations based on the STFAC recommendations, which is then finalized through formal Agreement with ODOT.)
- Follow the activities outlined in Appendix A and B.
- Work with and through staff to discuss agenda items or work plan development. For Metro, staff will work through TPAC to discuss JPACT and the Metro Council work items and work plan development.

Definitions

Owner: The agency that keeps and maintains the final product.

Lead Agency: Agency responsible for making sure the planning project is completed and communication protocols are followed.

Collaborate: To work together to achieve a common goal or objective. Collaboration is often employed where multiple parties have authority or control over the outcome and may involve a shared project or policy outcome. Parties may share expertise, resources, etc., to accomplish the goal or complete the project.

Coordinate: To develop, plan, program and schedule projects in consultation with other parties such that conflicts among projects are avoided. Coordinated projects are usually those over which not all parties, other than the convener, have control or authority.


Consult: Confer with other identified Parties in accordance with an established process; consider the views of other Parties prior to taking action, inform other Parties about action taken in accordance with established process. The communication should be timely, and ahead of decisions. Those receiving comments are not bound by the opinions or information received.

Plan		2018-2021 MTIP		2018 Conventer -2021 STIP		Metro Regional Flexible Fund		ODOT Region 1 Fix-it Leverage		ODOT Region 1 Enhance		TriMet CIP and Annual Budget Process		SMART CIP and Annual Budget Process	
Metro	Owner	Lead Agency	Collaborate	Collaborate	Collaborate	Owner	Lead Agency	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate
ODOT	Collaborate	Collaborate	Owner	Collaborate	Collaborate	Owner	Lead Agency	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate
TriMet	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Lead Agency	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate
SMART	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate	Collaborate

Table 2: 2018-2021 Metropolitan Transportation Improvement Program (MTIP) Charter Signatories Roles and Responsibilities*

Charter signatory

G) 2018-2021 MTIP charter agreement


SMART
Date 1/21/16
Stephen Lashbrook, Transit Director


Metro
Date 1/20/16
Elissa Gertler, Planning & Development Director


ODOT
Date 1/21/16
Kelly Brooks, Policy & Development Manager


TriMet
Date 1/22/2016
Alan Lehto, Director Planning & Policy

Appendix A: Existing MTIP Coordination Policies Activities

	Existing MTIP Coordination Activities
	<p>Topics for coordination in development of the TIP:</p> <ul style="list-style-type: none"> • process used to prioritize and make investment decisions • public involvement process, identifying the opportunities for meaningful public involvement to underserved communities • how investments advance RTP implementation <ul style="list-style-type: none"> • and new or updated RTP policies like Active Transportation Plan, Shared Investment Strategies, and Climate Smart Strategy • how the Congestion Management Process is used in the prioritization criteria • how the needs of underserved communities were explicitly considered in the prioritization criteria • how the prioritized investments help achieve the region's transportation control measures
Funding Allocation Entity and Process	MTIP Coordination - Process & Prioritization Existing Practices
All entities/ allocation processes	<ul style="list-style-type: none"> • Acknowledgement of financial forecasts and assumptions.
Metro Regional Flexible Fund Allocation	<ul style="list-style-type: none"> • Share data and resources including maps and other analysis to help grantees with candidate investment nominations. • ODOT, Transit Agencies participate on MPO Board in developing MTIP and RFFA policy and recommended projects.
ODOT Region 1 Enhance	<ul style="list-style-type: none"> • Make presentations during and about the allocation process in order to provide opportunities for discussion with the MPO.* • Provide an overview of the identified Region 1 competitive allocations priorities at the 150% phase. ODOT Region 1 allocation committee selected projects considered for funding within the MPO will be drawn from the financially constrained RTP.** • Recommended projects forwarded to Metro for inclusion in the MTIP. • MPO and Transit Agencies participate in ODOT Region 1 funding allocation process in developing recommended projects. <p><i>**Recognizes the ODOT Region 1 allocation committee can make formal requests to amend the financially constrained RTP to include candidate projects not in the current RTP for the MPO to consider. Funding prioritization should first strive to draw from the existing financially constrained RTP.</i></p>
TriMet Capital Asset Management & Budget Process	<ul style="list-style-type: none"> • Make presentations during and about the allocation process in order to provide opportunities for discussion with the MPO.* • Participate in the development and update of the Coordinated Transportation Plan (formerly the Coordinated Human Services
SMART Capital Asset Management & Budget Process	<p>Transportation Plan) which provides direction for the Special Transportation Fund and 5310 allocation.</p> <ul style="list-style-type: none"> • The MPO leads the identification, development, and prioritization of high capacity transit investments.
<p><small>* Reference to the MPO or consulting with the MPO means the MPO governing body, which is represented by JPACT and the Metro Council.</small></p>	

Appendix B: 2018-2021 MTIP Proposed Coordination Policies Activities

2018-2021 MTIP - Additional Coordination Activities	
Funding Allocation Entity and Process	Process and Prioritization
Applicable to all entities/ allocation processes	<ul style="list-style-type: none"> ● Share data and resources including maps and other analysis to help grantees with candidate investment nominations. ● Establish mechanisms (priority, eligibility, formal statement in eligibility, evaluation, or prioritization criteria) and other opportunities which allow for projects to receive funding for different elements out of the different allocation processes. For example, enhanced bike and pedestrian aspects of a orphan highway safety project is funded from regional flexible funds, but the main project is funded through Fix-it. Mechanisms should be consistent between the processes. ● Coordinate on a regional investment strategy and defining roles and responsibilities between MPO, ACT, and Transit Boards. Coordination activity may include joint meeting(s)/summit, ad hoc subcommittees, or other gatherings for discussion. ● Federal funding allocations (pre and post funding allocation) to take into consideration the long-term implications of: <ul style="list-style-type: none"> ● Land use and market affordability changes on communities of concern contributed by transportation investment; and ● Transportation needs of historically underrepresented communities in the present and in the future.
Metro Regional Flexible Fund Allocation	<div style="display: flex;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">Process and Prioritization</div> <ul style="list-style-type: none"> ● TriMet, SMART, Port of Portland and ODOT eligible to apply directly for regional flexible funds. ● Consult with the ACT and Transit Boards on policy guidance for the Regional Flex Fund allocation. ● Consult with the ACT on projects that should be considered for inclusion in the RTP. ● Provide overarching context to Transit Boards and ACT on regional transportation policies, plans, and ultimately how these help shape programming and allocation process considerations. ● Consult with ODOT local agency staff on application scope and budget prior to award. ● Consult with the ACT on transportation issues that cross or are outside the MPO boundary, but of concern to members inside the MPO*. ● Coordination of solicitation processes to ease participation by stakeholders, especially communities of concern with limited engagement capacities. </div>
ODOT Region 1 Enhance Process	<ul style="list-style-type: none"> ● The ACT has an MPO representative to consult with each other on transportation issues that cross the MPO boundary and represent the MPO's priorities. ● Consult with the MPO* on transportation needs inside the MPO boundary, but of concern to members outside the MPO. ● The ODOT Region 1 Enhance Process will provide the MPO* an opportunity to comment on criteria used to select projects. ● Provide the MPO* opportunity to comment on narrowing to a 100% ODOT Region 1 competitive funding allocation project list constrained to available funds. ● Provide an opportunity for MPO* to weigh-in and provide substantive feedback on narrowing to a 100% list for ODOT Region 1 Fix- It funding allocation projects. ● Coordination of solicitation processes to ease participation by stakeholders, especially communities of concern with limited engagement capacities.
TriMet Capital Asset Management & SMART Capital Asset Management & Budget Process	<ul style="list-style-type: none"> ● Provide an opportunity for MPO* to learn about and if of interest, provide comment to the TriMet Board on policy direction for the 5310 and Special Transportation Fund allocation; seek policy input in advance of follow the ODOT provided 5310 and Special Transportation Fund general timeline of project decision-making to enhance coordination.
Other Coordination Activities	

<p>Applicable to all entities/allocation processes</p>	<p>Other</p>	<ul style="list-style-type: none"> ● Foster conversations through Metro engagement committees (TPAC as well as JPACT and Metro Council) or ad hoc sub-committees for the "everybody's and nobody's" projects which effect multiple jurisdictions, but are challenging to coordinate implementation. ● Foster conversations through Metro engagement committees (TPAC as well as JPACT and Metro Council) or ad hoc sub-committees, with other pertinent state and federal agency partners, to address how to effectively use federal funds to implement the projects which best achieve RTP policies. ● Foster conversations through Metro engagement committees (TPAC as well as JPACT and Metro Council) or ad hoc sub-committees, to strategize how the region can remove barriers to funding projects which achieve multiple objectives, but challenging to fund under the existing federal funding framework (including SRTS and Climate Smart) ● Foster early regional conversations through Metro engagement committees (TPAC as well as JPACT and Metro Council) or ad hoc sub-committees about strategies and priorities for state and national discretionary funding opportunities (TIGER, SHRP2, Connect Oregon, etc.)
<p>* Reference to the MPO or consulting the MPO means the MPO governing body, which is represented by JPACT and the Metro Council.</p>		