

# 2022 – 2024 Regional Flexible Funds Allocation (RFFA) project application instruction and guidance

April 2019

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**Metro is the federally mandated metropolitan planning organization** designated by the governor to develop an overall transportation plan and to allocate federal funds for the region.

The Joint Policy Advisory Committee on Transportation (JPACT) is a 17-member committee that provides a forum for elected officials and representatives of agencies involved in transportation to evaluate transportation needs in the region and to make recommendations to the Metro Council. The established decision-making process assures a well-balanced regional transportation system and involves local elected officials directly in decisions that help the Metro Council develop regional transportation policies, including allocating transportation funds.

The preparation of this policy was financed in part by the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration. The opinions, findings and conclusions expressed in this policy are not necessarily those of the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration.

## **Table of Contents**

<b>About the Regional Flexible Fund Allocation</b>	<b>2</b>
<b>RFFA Policy Framework</b>	<b>2</b>
<b>Step 2 Project Proposal Evaluation Process &amp; Timeline</b>	<b>7</b>
<b>Data and Information</b>	<b>11</b>
<b>Submitting Proposals</b>	<b>12</b>
<b>Appendix A – Environmental Justice Compliance Guidance</b>	<b>13</b>
<b>Appendix B – GIS Shapefile Guidelines</b>	<b>23</b>
<b>Appendix C – Active Transportation Design Guidelines</b>	<b>25</b>
<b>Appendix D – Guidance for Incorporating Enhanced Transit Concept Project Elements</b>	<b>30</b>

## ABOUT THE REGIONAL FLEXIBLE FUND ALLOCATION

Every three years the Joint Policy Advisory Committee on Transportation (JPACT) and Metro Council decide how to spend the region's allotment of federal transportation money, known locally as the Regional Flexible Funds. The Regional Flexible Fund Allocation (RFFA) is the process to identify which transportation projects and programs will these funds. In this cycle, Metro anticipates allocating approximately \$142 million, comprised of federal Surface Transportation Block Grant (STBG) and Congestion Mitigation/Air Quality (CMAQ) program funds, to be obligated in the 2022-2024 timeframe.

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. Following the adoption of the 2018 Regional Transportation Plan (RTP)<sup>1</sup>, JPACT and the Metro Council decided that Regional Flexible Funds for individual projects should be focused on achieving the four primary RTP investment priorities<sup>2</sup>:

- advancing **Equity**
- improving **Safety**
- implementing the region's **Climate Smart Strategy**<sup>3</sup>
- managing **Congestion**

Specific investment direction for the 2022-2024 Regional Flexible Funds can be found in the 2022-2024 RFFA Policy Report<sup>4</sup> (Resolution 19-4959) adopted by Metro Council on April 4, 2019.

This document explains the process and the project nomination guidelines for local jurisdictions to apply for RFFA project funding as defined in Step 2 of the RFFA Policy Report. It also provide guidance for public engagement and project design best practices.

## RFFA POLICY FRAMEWORK

The following policies have been adopted for the 2022-2024 allocation of regional flexible funds by Metro Resolution No 19-4959.

### Recurring process and administrative policies

The following objectives define how the RFFA process should be conducted and what outcomes should be 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.

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<sup>1</sup> [oregonmetro.gov/rtp](http://oregonmetro.gov/rtp)

<sup>2</sup> 2018 RTP (December 2018), Chapter 6.2

<sup>3</sup> [oregonmetro.gov/climate-smart-strategy](http://oregonmetro.gov/climate-smart-strategy)

<sup>4</sup> [oregonmetro.gov/rffa](http://oregonmetro.gov/rffa)

3. Address air quality requirements by ensuring State Implementation Plan for air quality requirements 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 the application of projects that efficiently and cost-effectively make use of federal funds.
7. Recognize the difference in transportation infrastructure investment needs relative to an areas 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.

### **Summary of Regional Transportation Spending**

Regional flexible funds represent approximately five percent of the ongoing state and federal transportation funds that come into the regional annually. They 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.

Along with the adoption of the 2018 RTP, JPACT and Metro Council also adopted updated and new modal and topical strategies for Transportation Safety, Freight, Transit and Emerging Technology in 2018. These strategies more fully articulate the integrated multi-modal regional transportation system and investments needed to improve the existing system, complementing the Regional Travel Options Strategy (2018), Regional Active Transportation Plan (2014), Climate Smart Strategy (2014) and Regional Transportation System Management and Operations Action Plan (2010). They provide guidance for how the region can thoughtfully direct funding through the RFFA process to advance these four near-term investment priorities.

The 2022-2024 RFFA policy direction builds upon previous RFFA policy established by JPACT and Metro Council. It has been updated to align with new regional policy from the 2018 RTP and the supportive modal and topical strategies, specifically focusing on the four investment priorities noted above. It continues the two-step funding approach adopted for the 2014-2015 allocation cycle, which directs funding towards region-wide investments and supports construction of capital projects in specific focus areas. Unlike previous cycles, the RFFA policy document is now a stand-alone document, separate from the 2021-2024 MTIP Policy Report.

### **Federal funding sources**

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.

### **Fund exchange**

Metro staff will pursue opportunities to help exchange these federal funds for a local source of funding. As these opportunities are constrained by the exchange capacity of local agencies and the federal restrictions on fund exchange eligibility, fund exchange should not be assumed in the cost estimation of the project. In developing their proposals and cost estimates, agencies should assume the full costs of delivering a project under the federal-aid process.

### **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 2022-2024. 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.

An estimated \$39.65 million dollars is currently forecast to be available for projects in the Portland metropolitan region during the years 2022-2024 after meeting existing and new commitments for bond payments. Should actual funding levels from federal fiscal year 2019 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.

### **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. A total of \$39.65 million is targeted for Community Investment Fund projects, divided into two project categories and funding targets.

### **Step 2 Community Investment Fund project categories**

- **Active Transportation and Complete Streets** - \$29.74 million: This project focus area prioritizes infrastructure support for non-auto trips and ensuring safe streets that are designed for all users.
- **Regional Freight and Economic Development** - \$9.91 million: This project focus area supports the development of the region's economy through investment in key freight projects or programs.

### **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.

### **Local Agency Certification**

Agencies applying for these funds will need to plan for project delivery. Agencies that are certified by ODOT for parts or all project delivery may lead the delivery for project development tasks they are certified to lead. If an agency is not certified for all or portions of project delivery tasks, they will need to arrange for a certified local agency or for ODOT to lead delivery of the project. This is a new requirement per the ODOT agreement with the Association of Oregon Counties and League of Oregon Cities (the AOC/LOC agreement). The project budget should account for the costs of project delivery administration by the certified agency or ODOT and the risk of that agency implementing federal guidance in a manner that may be more expensive than an applicant agency previously presumed as a lead agency with local funds.

For more information on ODOT's role in the administration of federal funding programmed to local agencies, see: <https://www.oregon.gov/ODOT/LocalGov/Pages/index.aspx>

For more information on the ODOT certification process, see: <https://www.oregon.gov/ODOT/LocalGov/Pages/Certification.aspx> and <https://www.oregon.gov/ODOT/LocalGov/Pages/certification-guidance-forms.aspx>

Additional information is included in the Local Agency Guidelines manual on the ODOT website at: <http://www.oregon.gov/ODOT/TD/AT/Pages/LAG.aspx>

Applicants must demonstrate capacity 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.

Regional Flexible Fund Allocation information and RFFA packet, applications, and data files can be downloaded from the Metro website: <http://www.oregonmetro.gov/rffa>

### Minimum project costs

	<b>ROW/Construction (total project cost)</b>	<b>Project Development only</b>
<b>AT/CS</b>	\$3 million	\$200,000 <sup>5</sup>
<b>FR/ED</b>	\$1 million	

### Limits on number of project proposals

Enough applications must be submitted to meet the federal requirements of a conducting a competitive allocation process. In order to ensure sufficient time is available to evaluate applications, there is a limit of 30 applications that will be accepted. Each county and the City of Portland have the following limits to the number of applications they can submit:

Portland:	9 applications
Washington County and cities:	8
Clackamas County and cities:	7
Multnomah County and cities (exclusive of Portland):	6

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<sup>5</sup> Cost must be 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.

Jurisdictions may submit as many applications in either Step 2 category as they choose, up to the limit identified for their County. Prior to submitting, coordination between jurisdictions and identification of projects at the county coordinating committees is highly encouraged.

## STEP 2 PROJECT PROPOSAL EVALUATION PROCESS & TIMELINE

All project funding proposals submitted through the Step 2 Call for Projects will be considered for selection using the following process:

1. **Call for Projects** – Metro will issue a call for project proposals within the two Step 2 funding categories in early April, 2019. Proposals will be due in early June. A workshop will be held early in the project call timeframe to provide direction to applicants and respond to questions. The project application is intended for the applicant to provide information about the proposed project to enable an evaluation of both technical merit (outcomes relative to the RTP investment priorities) and project readiness (risk assessment to determine likelihood of successful project delivery).
2. **Technical Evaluation** – A neutral technical evaluation committee comprised of TPAC community members and regional agency staff<sup>6</sup> will review and evaluate the proposals. Proposals will be evaluated on how thoroughly and completely the project addresses each of the four investment priorities, Equity, Safety, Climate and Congestion. Applicant responses provided through the project application will be the primary source of information for the technical evaluation. Responses should include specific factual data when available (crash rates, demographics, inclusion on regional networks, etc.) Additional information to better clarify project details may be requested of the applicant. The committee’s evaluation of each proposed project will be documented in a matrix and accompanying report, in a manner similar to the example below.

**Figure 1: Example project outcomes matrix**

Project name	Priority areas			
	Equity	Safety	Climate	Congestion
Main St. Complete Street project				
<b>Legend</b>				
Completely meets				
Substantially meets				
Partially meets				
Does not meet				
Worsens conditions				

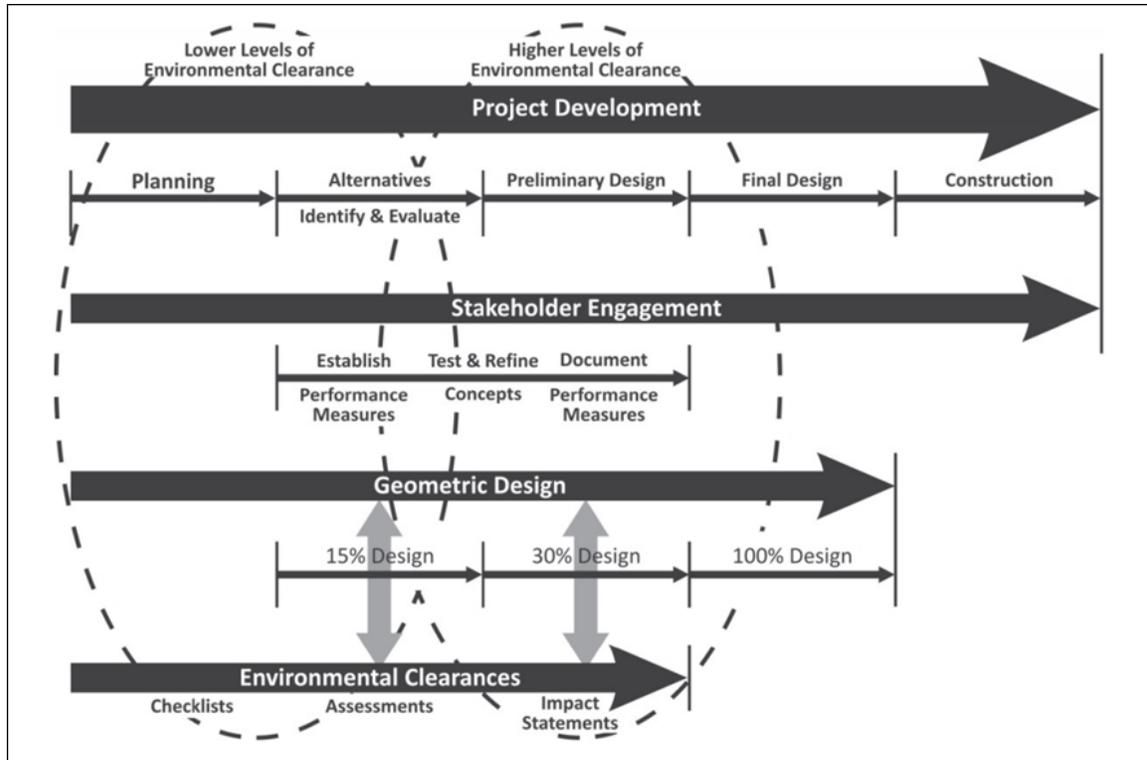
<sup>6</sup> From agencies not applying for RFFA funds

Questions on the application form will indicate with priority area(s) in which the response will be considered. Projects that demonstrate greater levels of positive impacts (serving higher number of people in Equity Focus Areas, increasing access to more jobs, incorporating more active transportation design elements, etc.) will be deemed to more completely meet the intent of the priority area.

3. **Risk Assessment** – Project applications will be analyzed on the completeness of their project development documentation and cost estimate for risks to on-time, on-budget delivery. Applicants will be able to respond and provide additional information or project modification to an initial analysis. After that response, a final assessment of the risk associated with the project will be provided for consideration during the funding allocation process. This may lead to recommendations regarding the scope, schedule, budget, or funding recommendation for the project.

For the purposes of this report, the project development process is defined as consisting of the following five stages. Federal, state, and local agencies may have different names or other nomenclature, with the objective being to advance from planning to implementation. Figure 2 shows conceptualized relationships of project development and representative relationships to various levels of environmental clearance. Lower levels of clearance can occur with lower levels of concept development. Higher levels of environmental clearance require more detailed evaluations to support project decision making. For the purposes of this application, the following generalized project development stages from *National Cooperative Highway Research Program (NCHRP) Report 785, Performance-Based Analysis of Geometric Design of Highways and Streets* are as follows:

**Figure 2: Geometric design and environmental clearance during project development.**  
 (Source, NCHRP Report 785 Exhibit 2-3)



*Planning* – Planning could include limited geometric concepts of the general type or magnitude of project solutions to support programming.

*Alternatives Identification and Evaluation* – The project needs identified in prior planning studies inform concept identification, development, and evaluation. Geometric design decisions and geometric design performance become paramount considerations at this stage. Design elements may be developed to a 15% design level, and it is possible a single alternative could be selected at this stage. It is not uncommon for multiple alternatives to be advanced to preliminary design for additional review and evaluation before identifying a preferred alternative.

*Preliminary Design* - Concepts advancing from the previous stage are further refined and screened during preliminary design. In more complex, detailed, or high-impact projects, the preliminary design (30% plans) and subsequent documentation is used to support more complex state or federal environmental clearance activities. Preliminary design builds upon evaluations conducted as part of the previous stage (alternatives identification and evaluation).

*Final Design* – The design elements are advanced and refined in the final design stage. Typical review periods include 60%, 90%, and 100% plans before completing the final set of plans, specifications, and estimates.

*Right of Way* – A product of final design is establishing right of way needs and conducting activities that purchase needed right of way to allow construction to proceed.

*Utilities* – Coordination of utility impacts should be addressed early and throughout the development process to determine how impacts may influence designs.

*Construction* – Constructability will likely guide design decisions to facilitate construction and refining the ultimate project footprint. Construction decisions within the intended project outcomes and within the completed project should be consistent. Construction includes relocating utilities in at the time of, or in advance of the primary construction activities.

The Technical Evaluation and Risk Assessment processes will occur concurrently in June-August.

4. **Public Comment** – Following issuance of the Technical Evaluation and Risk Assessment reports, Metro will conduct a 30-day public comment period in September, focusing on outreach to community and neighborhood organizations, county coordinating committees and other stakeholders. A joint public meeting of JPACT and Metro Council is planned in September to give decision-makers the opportunity to hear public testimony on project proposals. A summary of input received through the public comment period will be made available along with the Technical Evaluation and Risk Assessment reports to inform the final RFFA decision making process.
5. **County Coordinating Committee/City of Portland Recommendations** – Each county coordinating committee and the City of Portland will have the opportunity to provide recommendations to decision-makers on which projects submitted from their jurisdictions best reflect their local priorities. Recommendations are to be provided to TPAC and JPACT in advance of the JPACT meeting on November 21, 2019.
6. **TPAC/JPACT Discussion and Action** – Following the above information gathering steps, TPAC will be asked to consider and discuss all of the input received, and to provide a recommendation to JPACT on a package of projects to be funded, including both Step 1 and Step 2 investments.

JPACT will consider and discuss the TPAC recommendation, and will be requested to take action to refer a package of projects to Metro Council. JPACT action is scheduled for December 19, 2019.

7. **Council Action** – Metro Council will consider and take action on the JPACT-referred package in January 2020.

## Step 2 call for projects and selection timeline

<b>Call for project proposals opens</b>	April 8, 2019
<b>Proposers workshop</b>	May 10
<b>Project call closes, proposals due</b>	June 21
<b>Proposal technical evaluation, risk assessment</b>	July, August
<b>Public comment period</b>	September
<b>Joint Council/JPACT public hearing</b>	Sept. 19 or 26 <sup>7</sup>
<b>Report to TPAC/JPACT: Evaluation, Risk, Public Comment</b>	October
<b>Coordinating Committee/PBOT discussion, identification of priorities</b>	October, November
<b>TPAC/JPACT discussion, development of draft project package</b>	November
<b>TPAC recommendation/JPACT direction on final project package</b>	December
<b>Council action on JPACT direction</b>	January 2020

## DATA AND INFORMATION

### Proposers meeting

Metro will host a 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 May 10, 2019 at Metro Regional Center in Council Chambers.

### Local coordinating committee engagement

If requested, Metro staff can attend local coordinating committee meetings to discuss the project nomination process. The discussions are intended to answer additional questions and provide guidance regarding potential project nominations.

### Online map tool

Metro has assembled a series of online maps aimed at helping applicants identify the various system networks, equity and land use areas, and other geographic descriptions of their proposed projects. The map tool can be accessed at <https://arcg.is/1CKO4m>

### Other Metro resources

There are a number of data and information resources on Metro's website that can assist in the project application process. These include:

- 2018 RTP, appendices and strategies: <https://www.oregonmetro.gov/rtp>

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<sup>7</sup> Date to be determined.

- 2018 RTP project list: <https://www.oregonmetro.gov/sites/default/files/2019/04/02/2018-RTP-Master-Project-List-All-Projects-20190315.xls>
- 2018 RTP Environmental Assessment and Potential Mitigation Strategies (Table 4 summarizes potential strategies by resource areas and pages 34 to 59 identify all RTP Projects that intersect with one or more environmental resource area): [https://www.oregonmetro.gov/sites/default/files/2019/03/01/RTP-Appendix\\_F\\_EnvironmentalAnalysisMitigationStrategies190301.pdf](https://www.oregonmetro.gov/sites/default/files/2019/03/01/RTP-Appendix_F_EnvironmentalAnalysisMitigationStrategies190301.pdf)
- Economic Value Atlas: <https://www.oregonmetro.gov/tools-partners/guides-and-tools/economic-value-atlas>
- Transportation System Management and Operations Plan: <https://www.oregonmetro.gov/regional-transportation-system-management-and-operations-plan>
- Regional Active Transportation Plan: <https://www.oregonmetro.gov/regional-active-transportation-plan>

### 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.

## SUBMITTING PROPOSALS

Regional Flexible Fund Allocation information and instructions, application form, and data files can be downloaded from the Metro website: <http://www.oregonmetro.gov/rffa>

To submit a complete application for consideration for RFFA funding, applicants need to include the following information:

1. Application form. The application form is a fillable Microsoft Word document. Indicate on the application if you wish for your project to be considered in the Active Transportation, Freight, or both funding categories.
2. Use the guidance in Appendix A to complete and submit the Public Engagement and Non-Discrimination Certification form
3. Prepare and submit project GIS datafile according to guidance in Appendix B
4. Submit your completed application and supporting materials via email to [rffa@oregonmetro.gov](mailto:rffa@oregonmetro.gov).

**Please note: Applications are due to Metro by 4:00 p.m., Friday June 21, 2019. Late applications will not be accepted.**

## APPENDIX A – ENVIRONMENTAL JUSTICE COMPLIANCE GUIDANCE

### Introduction

This guide is meant as a quick resource for regional flexible funds applicants to support grantee efforts to conduct meaningful opportunities for the public – including historically marginalized communities – to be involved in the local planning process. This section is intended to aid in the completion of the 2022-2024 Regional Flexible Funds public engagement and non-discrimination certification, and help agencies identify additional budget needs for public engagement and Title VI- and Environmental Justice-related engagement and analysis. The guide provides examples of the tools and techniques that grantees may use – or may have used – to communicate with and receive input from the public. For additional information, download Metro’s full Public Engagement Guide at [oregonmetro.gov/public-engagement-guide](https://oregonmetro.gov/public-engagement-guide), or contact Metro staff.

### Best practices for inclusive public engagement

Effective public engagement takes careful planning. The first step is to identify the purpose of the program or project and the anticipated level of public engagement. A well-defined public engagement objective for each phase of the program or project is important to identify the appropriate engagement tools and activities.

### Project purpose statements and engagement objectives

- The purpose of this project is...
- This project will result in...
- The objective of public engagement for this project is to...
- Members of the public who should be engaged are...
- The public engagement will be successful if...

### Identifying participants

Before a program or project-specific engagement plan is developed, a stakeholder analysis should be conducted to identify the viewpoints and interests of those impacted by the project and to ensure meaningful involvement opportunities for all people. This necessitates identifying a broad range of participants, including:

- business leaders
- community- and faith-based organizations, neighborhood associations and civic organizations
- historically marginalized populations in which demographic, geographic or economic characteristics impede or prevent their access to public services.

Historically marginalized populations include those with limited English proficiency, diverse cultural backgrounds, low-income or disability, seniors and youth. To identify marginalized communities for your project, it is helpful to:

- compile and map data from the U.S. Census Bureau, school districts and other available sources (Metro has resources to help agencies who may not have the staff or technical resources for this)

- field check and determine gaps in data by reviewing results with local cities and counties, community organizations, neighborhood associations and civic organizations

To engage communities that have a limited ability or comfort speaking English, consider the following:

- Build relationships and trust with communities that have a limited ability to speak English through partnerships with community-based organizations.
- Speak the language or find a trusted community leader to speak on your behalf.
- Use culturally specific images and limited text to help convey the message

After developing a scope and budget, a program- or project-specific public engagement plan should be created. Based on the desired project outcome and identified key audiences, the specific engagement plan will include:

- the tools and techniques to achieve the outcome
- a description of how follow-up with audiences and participants will occur
- success measures for each outreach strategy

### **Identifying public engagement techniques and tools**

There are many methods to engage people – everything from written information to booths at farmer's markets, online surveys and listening posts. Most tools can be adapted to the needs of specific populations and some can include demographic information collection to provide feedback about whether a population is being adequately engaged (see Attachment B for more information).

### **Working with advisory committees**

Depending on the level of public engagement the project has identified, advisory committees made up of representative stakeholders can provide advice and input into the planning and decision-making process. A committee can also be a forum for developing consensus or compromise on controversial issues, developing criteria for project decisions and communicating project information to their communities.

### **Milestones, deliverables and evaluation**

With a wide range of stakeholders involved, it is important to monitor and evaluate a public engagement process, identify issues, measure success and adjust plans accordingly throughout the process.

Developing a timeline with key milestones, target dates and engagement activities will help keep the project on track, and creating a tracking system for engagement results and how public feedback was incorporated or responded to will help with evaluating the project's outcomes. At the conclusion of an engagement process, use quantitative and qualitative metrics to evaluate the engagement process, report back to the public and improve future engagement processes.

### **Title VI of the Civil Rights Act and Executive Order on Environmental Justice**

Recipients of federal funds are required to comply with:

- Title VI of the Civil Rights Act, which includes showing they are not excluding, denying benefits or discriminating based on race, color or national origin (including people with limited English proficiency)
- Executive Order on Environmental Justice, which includes showing how they identify and address disproportionately high and adverse human health or environmental effects of programs, policies and activities on minority populations and low-income populations.

The law and executive order require specific care in regards to communities of color, people with limited English proficiency and people with low income.

These requirements can be broken down into three phases: identifying populations, engaging populations and analyzing the effects of a project for these populations.

### **Identifying populations**

As stated above, to identify underrepresented communities for your project, it is helpful to:

- compile and map data from the U.S. Census Bureau, school districts and other available sources (Metro has resources to help agencies who may not have the staff or technical resources for this)
- field check and determine gaps in data by reviewing results with local cities and counties, community organizations, neighborhood associations and civic organizations.

### **Engaging populations**

When planning, implementing and documenting an engagement strategy, develop and demonstrate specific efforts to engage the communities of color, people with limited English proficiency and people with low income that could be affected by your project (both during its construction and its results). This engagement should be at least to the “involve” level of the IAP2 spectrum of public participation (see Attachment A).

### **Analyzing the effects of projects for these populations**

Analysis should demonstrate that there is not an inequitable distribution of benefits and burdens for these populations compared to those for other residents. Ideally, at least part of the analysis would connect directly what was heard from these communities about their aspirations and concerns to the benefits and burdens used in the analysis. Any finding of inequitable distribution of benefits and burdens must include documentation justifying the project and showing there is no less discriminatory alternative.

### **Connecting public engagement with project development and implementation**

Engaging the public – including those who have been historically marginalized – is an ongoing and iterative process that begins with identifying the need for the project through the implementation of the project. For the regional flexible funds solicitation process, agencies should be prepared to summarize how they have engaged and continue to engage the public.

### **Transportation or service plan development**

During development of a transportation plan or service plan, agencies take a jurisdiction- or service area-wide look at transportation needs. During this process, it is expected public engagement will inform transportation needs and aspirations, which result in the projects for the plan. This process includes identifying and engaging underrepresented populations – particularly those identified in Title VI of the Civil Rights Act and the Executive Order on Environmental Justice (people of color, people with limited English proficiency and people with low income).

Documentation of efforts made in general public engagement and those made to identify and engage marginalized populations during this process can support applications for regional flexible funding of projects that have not completed project development and the project-specific public engagement and Title VI- and Environmental Justice-related engagement and analysis addressed above.

### **Project development**

During project development, agencies examine the area potentially affected by the project. It is expected that they will have public engagement on the public's needs and aspirations to inform the project. This includes identifying and engaging marginalized populations – particularly those identified in Title VI of the Civil Rights Act and the Executive Order on Environmental Justice (people of color, people with limited English proficiency and people with low income) – and analysis that demonstrates there is not an inequitable distribution of benefits and burdens for these populations compared to those for other residents. The analysis of the distribution of benefits and burdens is developed through the project development process, as the details of the transportation project become more defined. Any finding of inequitable distribution of benefits and burdens must include documentation justifying the project and showing there is no less discriminatory alternative.

### **Applying for project development funds**

Applications for regional flexible funding of projects that have not completed project development can reference documentation on how the agency has engaged the public and historically marginalized populations during the agency's transportation or service plan development. Applications should include how the agency has engaged, continues to engage or plans to engage the public on the public's needs and aspirations to inform the project as part of project development, including identifying and engaging marginalized populations and analyzing the distribution of benefits and burdens for these populations compared to other residents.

### **Project implementation**

Prior to project implementation, agencies examine the area potentially affected by the project. During project development, it is expected that they will have had public engagement on the public's needs and aspirations to inform the project. This includes identifying and engaging underrepresented populations – particularly those identified in Title VI of the Civil Rights Act and the Executive Order on Environmental Justice (people of color, people with limited English proficiency and people with low income) – and analysis that demonstrates there is not an

inequitable distribution of benefits and burdens for these populations compared to those for other residents.

**Applying for project implementation funds**

Applications for regional flexible funding for project implementation should reference documentation of efforts made in general public engagement and those made to identify and engage marginalized populations during project development. Applications should include how the agency engaged the public on the public's needs and aspirations to inform the project as part of project development, including identifying and engaging marginalized populations and analyzing the distribution of benefits and burdens for these populations compared to other residents.

Documentation should include an analysis demonstrating there is not an inequitable 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. Any finding of inequitable distribution of benefits and burdens must include documentation justifying the project and showing there is no less discriminatory alternative.



## IAP2'S PUBLIC PARTICIPATION SPECTRUM

The IAP2 Federation has developed the Spectrum to help groups define the public's role in any public participation process. The IAP2 Spectrum is quickly becoming an international standard.



	INCREASING IMPACT ON THE DECISION				
	<b>INFORM</b>	<b>CONSULT</b>	<b>INVOLVE</b>	<b>COLLABORATE</b>	<b>EMPOWER</b>
<b>PUBLIC PARTICIPATION GOAL</b>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
<b>PROMISE TO THE PUBLIC</b>	We will keep you informed.	We will keep you informed, listen to concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

## Attachment B | Public engagement tools and techniques matrix

Public engagement techniques and tools					
The following is a menu of communication tools to engage the public in programs, activities and services.				IAP2 Spectrum of Public Participation	
Technique/ Tool	Description	INFORM	CONSULT	INVOLVE	COLLABORATE
<b>WRITTEN AND GRAPHIC INFORMATION TO BUILD AWARENESS AND UNDERSTANDING</b>					
<b>Project mailing list</b>	Database to communicate with the interested parties, stakeholders, partners, elected officials, members of committees and boards and the general public	●			
<b>Public meeting notice</b>	Online web calendar for advance notices of council and committee meetings and program or project events. Each meeting agenda includes the date and time of the next meeting, nondiscrimination, language assistance and ADA notice as well as TTY/TDD phone number	●	●		
<b>E-newsletter</b>	Email updates to the project mailing list to announce events or at project milestones, sometimes with a request to provide comments about a program or project	●			
<b>Fact sheet</b>	Periodic updates provided to target audiences in written form or posted on the website	●			
<b>Good neighbor letter</b>	Letters to program or project "neighbors" to provide project updates and announcements	●			
<b>Flyer or brochure</b>	Written updates that are handed out or posted in community locations to provide a project overview, project updates, refer people to the project website or highlight project milestones and offer the opportunity to participate or comment	●			
<b>Postcard</b>	Mailed cards used to announce meetings, events or comment periods or offer project updates	●	●		
<b>Promotion through partners</b>	Prepared material, email or web content that can be forwarded by cities, counties, agencies, community organizations, or public venues such as libraries, places of worship and other project partners in order to increase reach when inviting participation or seeking public comment	●			
<b>Billing insert</b>	Coordination with cities and counties to send out a notice of event, public comment opportunity or survey in monthly utility bills	●	●		
<b>Web link   agenda tags</b>	Web link or other quick note about an upcoming event, public comment opportunity or survey that can be added to an email signature or the bottom of upcoming agendas	●	●		
<b>ONLINE ENGAGEMENT</b>					
<b>Website</b>	Information on programs, projects and services as well as engagement opportunities	●	●	●	
<b>Social media</b>	Twitter, Facebook and other social media channels to connect with the public, build awareness and share engagement opportunities	●	●	●	●
<b>Cross-link websites</b>	Highlights about an event, comment opportunity or survey on a related page websites of cities, counties, agencies, community organizations or other project partners	●	●	●	●
<b>Survey</b>	Opportunity to share views and help shape projects by responding to short surveys and/or viewing aggregate results to see how others have responded	●	●	●	●

Technique/ Tool	Description	INFORM	CONSULT	INVOLVE	COLLABORATE
<b>IN-PERSON ENGAGEMENT</b>					
<b>Open house</b>	Opportunity to drop in to see program or project information, talk to staff and offer informal or formal feedback at a location that is accessible by transit and to persons with disabilities and at a time that is convenient	•	•	•	
<b>Public meeting</b>	Face-to-face interaction and discussion with staff and/or elected officials to learn about programs, projects or services and provide input at a location that is accessible and a time that is convenient	•	•	•	•
<b>Community presence</b>	Participation in community events at faith-based organizations, community centers, grocery stores, farmers markets or other gathering places to share information, answer questions and request public input on programs or projects	•	•	•	•
<b>Speakers bureau   targeted presentations</b>	Presentations by staff or elected officials to neighborhood, business and civic groups around the region to share information and obtain input	•	•	•	•
<b>Stakeholder engagement</b>	Targeted opportunities for discussion and feedback from interested parties such as community and environmental organizations, academic advisors, economic development interests, business and community leaders and representatives of other state or local agencies	•	•	•	•
<b>Stakeholder interviews</b>	To improve the baseline understanding of target audiences and inform communication planning, the project team may conduct one-on-one or group interviews with a broad range of stakeholders	•	•	•	•
<b>Focus groups</b>	Facilitated discussions held with randomly selected participants to learn about key issues, understand values and interests or test messages	•	•	•	•
<b>Discussion groups</b>	Facilitated forum for individuals to discuss various topics	•	•	•	
<b>Townhalls</b>	Informal public meeting or event open to community members and held at a location easily accessible by transit and by persons with disabilities at a time that is convenient, where community members may voice their opinions and ask questions.	•	•	•	
<b>Workshops or trainings</b>	Class or series of classes in which a small group of people learn a about a project or program	•	•	•	
<b>Community summit</b>	A public event that brings together stakeholders representing the diverse perspectives of the region to evaluate engagement practices from the previous year, share local community information and advice on priorities and engagement strategies for upcoming policy initiatives; may hold community summits on specific projects or topic areas as well.	•	•	•	
<b>VISUAL COMMUNICATION</b>					
<b>Maps</b>	Create maps that communicate spatial and other complex information visually (data sources: census, modeling, roadway and transit network, sidewalk/bike/trail network, parks and natural areas locations and more)	•			
<b>Charts, graphs and tables</b>	Create charts, graphs or tables to illustrate complex information in a way that is easily understandable to the public and regional decision-makers.	•			
<b>Diagrams and graphic illustrations</b>	Diagrams and graphic illustrations visually illustrate timelines, complex process or decision-making structures, proposed choices and their associated tradeoffs and analysis results	•			

<b>Technique/ Tool</b>	<b>Description</b>	<b>INFORM</b>	<b>CONSULT</b>	<b>INVOLVE</b>	<b>COLLABORATE</b>
<b>Photographs</b>	An extensive photo library offers access to images that clarify meaning and make reports and analysis more visually appealing	●			
<b>VISUAL COMMUNICATION (CONTINUED)</b>					
<b>Map-based online public comment</b>	Enabling a map with project locations and descriptions to connect to local project information and a form for taking public comments, in English and/or multiple languages	●	●	●	
<b>Envision tool</b>	The tool allows users to “paint the landscape” by allocating different building types across a study area to create a land use scenario. Users can build as many scenarios as they would like and test them against each other. The tool allows real-time evaluation of each scenario’s impact on land use, housing, sustainability, transportation, and economic conditions	●	●	●	
<b>Interactive web pages with surveys</b>	Specially-created, web-based interactive tools that ask community members to make choices between different options by visually demonstrating the options' tradeoffs allows for participants to make choices and then explain those choices in a follow-up survey where they can also offer advice for the project or program decision-making	●	●	●	●
<b>INVOLVING LIMITED ENGLISH PROFICIENT POPULATIONS, COMMUNITIES OF COLOR, LOW-INCOME HOUSEHOLDS, OLDER PEOPLE, YOUTH AND PERSONS WITH DISABILITIES</b>					
<b>Relationship-building</b>	Partnership with business, civic, faith-based and community organization leadership to reach underrepresented populations, provide targeted translated materials or announce public engagement opportunities	●	●	●	
<b>Technical assistance contracts</b>	Technical assistance contracts may be awarded to community organizations to conduct engagement activities, reach underrepresented populations or to help better inform a project	●	●	●	●
<b>Audience research and analysis</b>	Demographic and four-factor LEP analysis, community assessment and stakeholder interviews to understand different populations, abilities to speak English and cultural preferences so that engagement tools selected for public outreach are inclusive, accepted and accessible: mobile applications or text messages, online, word of mouth, radio, etc. (data sources: census, American Community Survey, schools)	●	●	●	
<b>Plain language</b>	Materials clearly written in plain language with a minimum of technical terms to enable people with limited English proficiency or low literacy to participate and comment	●	●	●	
<b>Language assistance</b>	In-person interpreters, a telephone language line or translated materials that communicate with people with limited English proficiency	●	●	●	
<b>Alternative formats</b>	Braille, sign language or communication aids at public meetings, upon request	●	●	●	
<b>Multicultural media</b>	Distribution of news releases to multicultural media to describe the project, explain timeline, highlight opportunities for involvement and comment, discuss culturally relevant issues and frame intended outcomes as they relate to culturally specific audiences	●	●	●	
<b>Text messaging alerts</b>	The act of typing and sending a brief, electronic message between two or more mobile phones or fixed or portable devices over a phone network	●			

Technique/ Tool	Description	INFORM	CONSULT	INVOLVE	COLLABORATE
<b>Barrier removal</b>	Locations that are easily accessible by transit and accessible for people with disabilities, child care, space for wheelchairs, designated seating for persons with hearing or vision impairments, and other accommodations upon request	●	●	●	
<b>MEDIA</b>					
<b>Press release</b>	Proactive coordination with TV, radio, newspaper, blogs, community, multicultural media and other media outlets to describe the project, explain its timeline, highlight opportunities for involvement and comment, discuss relevant issues and frame intended outcomes	●	●		
<b>Newsfeed</b>	Story to be shared with newspaper, radio and TV, blogs, social media for the purpose of generating coverage	●			
<b>Media calendar listings</b>	Event information sent to newspaper, radio, TV, blogs and social media that have some kind of calendar listing or web calendar to which they can post it to increase visibility	●			
<b>legal notice radio  public Service Announcement (PSA)</b>	Newspaper ads or legal notices, especially in community-based papers, and radio ads or PSAs are used to announce project milestones or request formal public comment and refer recipients to detailed project information online	●	●		
<b>Public access cable</b>	Live broadcast for Council meetings that are repeated on Community Access Network, Portland Community Media, Metro East Community Media (MCTV), Tualatin Valley Television (TVCTV) and Willamette Falls Television at various times throughout the week.	●			
<b>OTHER TOOLS OR TECHNIQUES TO CONSIDER TO INCREASE PARTICIPATION</b>					
<b>Incentives</b>	Incentives may be provided to increase participation at open houses or public events such as providing free food and drinks, snacks or childcare. Incentives such as gift cards or raffles can increase participation in filling out survey or providing feedback	●	●	●	●

## APPENDIX B – GIS SHAPEFILE GUIDELINES

### GIS shapefile guidelines

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

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

### GIS Data Submission Instructions

The geodatabase and shapefiles contain Metro's most recent RLIS street centerlines and all the projects included in the 2018 RTP project list. The geodata can be viewed in the RTP Resource Guide and downloaded from the following ftp site:

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

Projects sponsors must digitize the extent of their project by snapping to RLIS street lines (see below for examples) and saved as shapefiles or features in a geodatabase.

Project sponsors can zoom into the general areas of the project and use the "identify tool" to find the existing project and verify the spatial extent or make any necessary extent or shape adjustments. Projects should be illustrated in one of three ways:

- A. Linear Projects: Projects on roads, sidewalks, and other continuous paths associated with roadways should be created as a line feature that consists of RLIS street segments (e.g., traffic signal timing in a corridor or multiple corridors within a jurisdiction.) Please select

the RLIS street lines for the project extent and export the feature titled with the RTP ID number and project name.

B. Point projects: Projects that are in discreet locations (e.g., intersection improvements, bridge projects, etc.) should be created as a point feature in a geodatabase or a shapefile and snapped to the street network. Please export the point feature titled with the RTP ID number and project name.

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 in a geodatabase or as a shapefile. For instance, if your project is to implement a safe routes to school program in a city, you can submit the city boundary. Please export and submit the polygon feature titled with the RTP ID number and project name. If more than one project is contained within a shapefile, please provide the RTP ID number and project name for each project in the attribute table.

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](mailto:matthew.hampton@oregonmetro.gov)

## APPENDIX C – ACTIVE TRANSPORTATION DESIGN GUIDELINES

**Please note:** These guidelines are taken from Metro’s Regional Active Transportation Plan (2014) and Regional Transportation Safety Strategy (2018), and is consistent with Metro’s street and trail design guidance, which is currently in the process of being updated. The street and trail guidance is scheduled to be completed in July 2019. Applicants are free to use design guidance from draft regional documents prior to adoption.

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.

**A. Pedestrian Project design elements – check all that apply**  
***Design elements emphasize separating pedestrians from motor vehicle traffic with buffers, increasing the visibility of pedestrians, especially when crossing roadways, and making 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 or more (recommended), 10 feet minimum (over 30 mph, ADT over 6,000). Buffer may be provided by parking, protected bike lane, furnishing zone, street trees/planting strip. Greater width overall is desired in high activity areas, greater buffer separation is desired on streets with higher motor vehicle speeds and or volumes.
- Add sidewalk width and/or buffer for a total width of 10 feet or more (recommended), 8 feet minimum on streets with lower traffic volumes and speeds (ADT less than 6,000 and 25 mph or less). Buffer may be provided by parking, protected bike lane, furnishing zone, street trees/planting strip. Greater width overall is desired in high activity areas, greater buffer separation is desired on streets with higher motor vehicle speeds and or volumes.
- Sidewalk clear zone of 6 feet or more
- Remove obstructions from the primary pedestrian-way or add missing curb ramps
- Add enhanced pedestrian crossing(s) at appropriate locations
- Re-open closed crosswalks
- Add crosswalk at transit stop
- 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 (reduces pedestrian crossing distance)
- Reduced corner radii (e.g. truck apron) (enhances pedestrian safety)
- Curb extensions and/or in-lane transit boarding
- Rectangular Rapid Flashing Beacon (RRFB) or pedestrian signal
- Lighting, especially at crosswalks – pedestrian scale (10-15 feet), preferably poised over sidewalk
- Dark skies compliant lighting
- 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
- Pedestrian priority street treatment (e.g. woonerf) on very low traffic/low volume street
- Other pedestrian priority design elements

**B. Bicycle Project design elements**

***Design elements emphasize separating bicycle and motor vehicle traffic, increasing visibility of bicyclists, and 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 traffic speeds and volumes over 30 mph, ADT over 6,000: Protected bicycle lane with vertical separation, minimum width 6 feet with minimum 2 foot buffer (refer to table below for recommended widths based on projected used)
- On streets with traffic speeds and volumes over 30 mph and ADT 3,000 to 6,000: Buffered bicycle lane, at least 6 foot bike lane with minimum 2 foot buffer (refer to table below for recommended widths based on projected used)
- Bicycle boulevard treatment (markings, slowed traffic speeds, wayfinding etc.) where ADT is less than 3,000 per day and speeds are equal to or less than 20 mph
- Separated multi-use path parallel to roadway with at least 5 foot separation from roadway (refer to item D below)
- Bike priority treatments at intersections and crossings, including advance stop lines, bike boxes, bicycle priority signals, high-intensity activated crosswalk (HAWK) signals, user-activated signals
- Protected intersection treatments
- Access management: minimize number and spacing of driveways
- Arterial traffic calming: Textured intersections, gateway treatments, raised medians, road diets, roundabouts
- Raised pedestrian refuge median or raised crossing with bicycle crossing treatments, required if project is on a roadway with 4 or more lanes
- Lighting at intersections
- Dark skies compliant lighting
- Other bicycle priority design elements

Use the following table to help determine the suitable bikeway widths:

Peak Hour One-way User Volume	Preferred Operating Space Width	Minimum Operating Space Width
<150	6.5 feet	5 feet
150-750	8 feet	6.5 feet
>750	10 feet	8 feet
Peak Hour Two-way User Volume	Preferred Operating Space Width	Minimum Operating Space Width
<150	11 feet	8 feet
150-350	12 feet	10 feet
>350	16 feet	12 feet

Source: Metro

Note: Recommended widths do not include 2' minimum buffer, or shy distance from curb, if applicable

### C. Other Complete Street Features

For every element checked describe existing conditions and proposed features:

- Transit priority treatments (e.g. queue jumps, transit signal priority)
- Move transit stop to far side of signal
- Benches
- Transit stop amenities or bus stop pads
- Gateway feature
- Street trees and/or landscaping
- Stormwater treatments
- Intelligent Transportation System (ITS) elements (i.e. signal timing and speed detection)
- Wayfinding
- Other complete streets design elements:

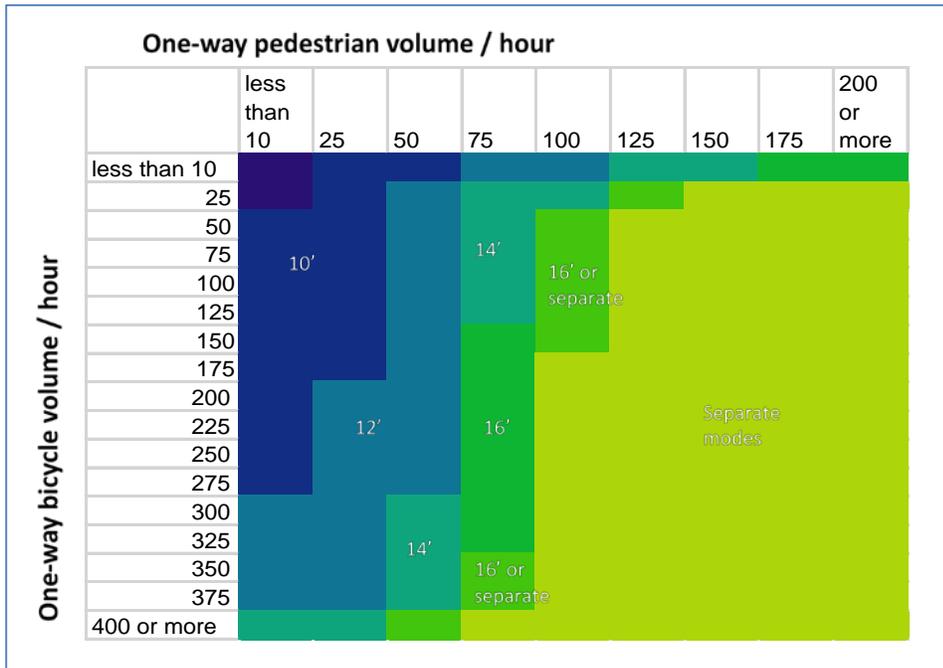
### D. Off-Street and Trail Facilities

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.

- For every element checked describe existing conditions and proposed features:
- Minimum 12' trail width (plus at least 1' shoulder on each side)

- Treatments separating pedestrians and bicycles (e.g., separate pedestrian path), if necessary
- Always maintains minimum 5' separation when adjacent to street or is never adjacent to street
- All on-street segments with average annual daily traffic over 1,000 include one of the following treatments, (item C, above) or no on-street segments
- Sidewalks and separated bikeway on each side of the street - this configuration is appropriate along streets with frequent access points and where the on-street connection continues for more than a couple blocks. This configuration needs to design for transitions between the multi-use path and the bicycle lanes on each side of the street. Refer to Item B above to check off bikeway treatments.
- Sidewalk and two-way separated bicycle lane on one side of the street - this configuration is most appropriate when one side of the street has few or no access points, and therefore would have few motor vehicle conflicts with users. It also offers the possibility of transitioning to and from the multi-use paths without needing to cross the street. Refer to Item B above to check off bikeway treatments.
- A multi-use path on one or both sides of the street (with 5' separation) - this configuration is also appropriate when the street has few or no access points. It also offers the possibility of transitioning to and from the trail without needing to cross the street. A multi-use path is more space efficient than separated bicycle lanes and sidewalks and can be used when trail user volumes do not warrant separation
- At least 3' of shy distance (more in high traffic areas) from the edge of paved trail to walls, light fixtures, trees or other vertical elements; shy distance can include buffer
- All street crossings include an appropriate enhanced high-visibility crosswalk treatment
- Trail users do not have to travel out of direction at street crossings
- All 4-lane street crossings include appropriate refuge island or no 4-lane street crossings
- Frequent access points (generally every ¼-mile)
- Access points are easily visible and provide adequate sight distance
- All crosswalks and underpasses include Dark Skies compliant lighting
- Dark Skies compliant trail lighting throughout
- Trailhead improvements (e.g., signs, information, trash receptacles, bicycle parking, seating)
- 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
- Landscaping, trees, enhancements to the natural landscape
- Wildlife crossings are incorporated into the design, if necessary
- Pervious pavement treatments

Use the following table to help determine the suitable trail/multi-use path width:



Source: Metro

Note: In considering other types of users, count slower-moving users as pedestrians and faster ones as bicyclists

For additional guidance and assistance with incorporating active transportation elements into your project proposal, please contact Lake McTighe [lake.mctighe@oregonmetro.gov](mailto:lake.mctighe@oregonmetro.gov) (503) 797-1660

## APPENDIX D – GUIDANCE FOR INCORPORATING ENHANCED TRANSIT CONCEPT PROJECT ELEMENTS

Well-conceived projects will include elements that support the use of transit where it is desirable and planned. The RTP includes policy direction that provides guidance on the Enhanced Transit Concept (ETC).

ETC employs new public partnerships to provide transit priority treatments that increase capacity, speed and reliability, yet are relatively low-cost to construct, context-sensitive, and able to be deployed quickly throughout the region where needed. As part of the ETC project development work in 2018, the region developed a toolbox of “enhanced transit concepts” which can be implemented quickly and lead to faster, more reliable transit service.

The toolbox identifies a number of design elements that are appropriate for flexible funds and follow the RFFA policy direction for both Active Transportation and Freight Step 2 categories. Certain projects may lend themselves to inclusion of ETC design elements, specific to the project and location. ETC can include regional scale, corridor scale, and/or spot-specific improvements that enhance the speed and reliability for buses or streetcar, depending on the need. Potential ETC toolbox elements in RFFA-funded projects could include:<sup>8</sup>

### Regional

- Bus on shoulder
- Transit signal priority and signal improvements
- Headway management

### Corridor

- Level boarding
- All door boarding
- Bus stop consolidation
- Transit signal priority and signal improvements

### Hotspot

- Dedicated bus lane
- Business access and transit (BAT) lane
- Intersection queue jump/right turn except bus lane
- Transit-only aperture
- Pro-time (peak period only) transit lane
- Multi-modal interactions
- Curb extension at stops/stations
- Far-side bus stop placement
- Street design traffic flow modifications

For additional guidance and assistance with incorporating ETC elements into your project proposal, please contact Jamie Snook [jamie.snook@oregonmetro.gov](mailto:jamie.snook@oregonmetro.gov), (503) 797-1751

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<sup>8</sup> 2018 RTP, Table 3.23 Enhanced Transit Treatments p. 3-81



If you picnic at Blue Lake or take your kids to the Oregon Zoo, enjoy symphonies at the Schnitz or auto shows at the convention center, put out your trash or drive your car – we’ve already crossed paths.

**So, hello. We’re Metro – nice to meet you.**

In a metropolitan area as big as Portland, we can do a lot of things better together. Join us to help the region prepare for a happy, healthy future.

**Metro Council President**

Lynn Peterson

**Metro Councilors**

Shirley Craddick, District 1

Christine Lewis, District 2

Craig Dirksen, District 3

Juan Carlos Gonzalez, District 4

Sam Chase, District 5

Bob Stacey, District 6

**Auditor**

Brian Evans

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**If you have a disability and need accommodations**, call 503-220-2781, or call Metro’s TDD line at 503-797-1804. If you require a sign language interpreter, call at least 48 hours in advance.



**Metro**

600 NE Grand Ave.  
Portland, OR 97232-2736  
503-797-1700  
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503-797-1795 fax



# 2022-2024 Regional Flexible Funds Project Application

## INTRODUCTION

This application is organized to consider, assess, screen, and select Regional Flexible Fund Allocation (RFFA) projects. The assessment is focused on first determining a candidate project's applicability to the RFFA program and their technical feasibility. Upon that assessment, promising projects will be assessed on the merits of their intended project outcomes that will be used for project scoring.

To be applicable to the RFFA program, a project must be at least one of the following project types:

- **Active Transportation and Complete Streets, or**
- **Freight and Economic Development Initiatives**

Each project should demonstrably support the four 2018 Regional Transportation Plan (RTP) investment priorities:

- Advancing **Equity**
- Improving **Safety**
- Implementing the region's **Climate Smart Strategy**
- Managing **Congestion**

Although information from the entire application may be used to inform project scoring, the questions presented in the section, "Project Outcomes" are directly related to scoring and evaluation criteria and the answers to these questions will directly inform the project scoring.

**After all relevant questions are completed, please secure the required signatures as indicated at the end of this application form, and email it, along with other required information and supporting documentation to [rffa@oregonmetro.gov](mailto:rffa@oregonmetro.gov). Applications MUST be received by 4:00 p.m. on Friday, June 21, 2019 in order to be considered.**

### APPLICANT INFORMATION

1. Jurisdiction name
2. Contact info: Name, phone #, email
3. Funding category (check one):  Active Transportation  Freight  Both
4. Project name.
5. Describe the project purpose. What problems or issues is the project intended to address?

### PROJECT READINESS

The following questions intend to gather information about how developed the project is and the steps that will still be required to complete the project. This section will be used for screening project feasibility.

#### Project Detail

6. Is this project on the 2018 RTP Constrained list? <sup>1</sup>  Yes  No
7. What is the RTP Project ID #?
8. In which RTP network and policy map(s) is the project included? Check all that apply, indicate specific functional classification.
  - High Injury Corridor (or ODOT ARTS Hotspot map)
  - Bicycle
  - Pedestrian
  - Freight
  - Transit
9. List the project beginning and ending points. What specific streets/intersections are included in the project area?
10. Is the project included in an adopted local transportation safety plan or audit?  Yes  No  
Please describe.
11. Describe the non-RFFA funding sources available and amounts necessary for the project to be completed. How secured is the funding for each funding source (Certain, Probable, or Competitive?)
12. Which Project Development Stages are to be considered for RFFA funding?<sup>2</sup>
13. If your project is found to not be as far along as indicated or has specific challenges that need to be (re)addressed to improved technical feasibility, are you interested in RFFA funding for project development activities?  Yes  No
14. Attach or describe the project schedule and include information about important schedule considerations or drivers.

#### Project Completeness

15. At what stage of the project development process is the project, and what is the status of each project stage (refer to Defining Project Development Stages above)?
16. Is right of way (ROW) acquisition likely? Will the project need any unique ROW requirements such as temporary easements, special coordination with other agencies? What is the status of the ROW acquisition task of the project?

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<sup>1</sup> Project must be on the 2018 RTP Constrained list, available for download at: [oregonmetro.gov/RTP](http://oregonmetro.gov/RTP) or [oregonmetro.gov/sites/default/files/2019/04/02/2018-RTP-Master-Project-List-All-Projects-20190315.xls](http://oregonmetro.gov/sites/default/files/2019/04/02/2018-RTP-Master-Project-List-All-Projects-20190315.xls)

<sup>2</sup> Please refer to guidance found in the RFFA nomination process handbook.

17. What project development (project study reports, transportation safety plan, safety audit, feasibility studies) has been completed? How recent are these reports or this project development, and are they still relevant? Are they in digital format for possible transfer?
18. Does the project area intersect with Title 13 resource areas<sup>3</sup>, wetlands, cemeteries, railroad tracks, Native American burial grounds, protected species habitat, or any other qualifiers that would require permitting?
19. To what extent has environmental permitting been scoped or completed?

#### Community Support

20. What needs expressed by community members (e.g., unsafe crossing; egregiously long red lights) does the project address?
21. Which community partners are involved?
22. Describe the agency and community support (and any opposition) for the project. Discuss the focus on equity and stakeholder engagement process.

#### Interagency Connections

23. Are TriMet, SMART, or adjacent or overlapping jurisdictions (counties, cities) involved in and supportive of the project?
24. Is the project on or does it connect with a separate agency facility? Indicate all potentially involved agencies' awareness of and cooperation with the project. Potential agencies include Oregon Department of Transportation (ODOT) (Highway, Rail divisions and others as required), railroads, utilities, Bonneville Power Administration, or Port of Portland.
25. Will utilities need to be relocated? Who owns the utilities and what is their level of awareness and support for the utility relocation?
26. Do you have design control consistently across the project area? If other agencies are affected by this project, do you have the necessary documentation of agreement regarding design elements reflected within this project? (Please obtain signatures as indicated on the Signature Page of this application.)

#### PROJECT RISKS

The following questions intend to identify potential risks to project completion.

27. Has a person(s) with the proper authority reviewed and agreed to the project design, and signed off on this application?<sup>4</sup>  Yes  No
28. Are there any anticipated risks for the following:
  - a. Right of way (ROW)
    - i. Are ROW acquisition costs included in the cost estimate?
    - ii. Were the federal Right of Way Uniform Act's acquisition and negotiation processes performed during the ROW acquisition stage or considered in the schedule and budget, for those projects which have not yet performed ROW acquisition?
  - b. Utility Relocation
    - i. Are utility relocation costs included in the cost estimate?
  - c. Stormwater considerations

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<sup>3</sup> Available for download at: [oregonmetro.gov/urban-growth-management-functional-plan](https://oregonmetro.gov/urban-growth-management-functional-plan)

<sup>4</sup> As indicated on final page of application.

- i. Water quantity
  - ii. Water quality
- d. Environmental and Permitting
  - i. Have potential State environmental (SEPA)/ National Environmental Policy Act (NEPA) impacts been identified?
- e. Schedule
- f. Budget
- g. Staff availability
  - i. Does the agency have sufficient and qualified staffing resources to lead, manage, and deliver the project? Please describe.

### PROJECT DESIGN

Project designs will be scored on the level of safety and environmental improvements they can provide. A project that includes as many safety and environmental mitigation elements as feasible will more completely meet the criteria.

- 29. Describe the project elements and countermeasures that address safety.
- 30. What countermeasures are included that reduce conflicts between modes (vehicles, pedestrians, bicycles, railroad crossings) and improve safety? (Use Appendix C design checklist, check all that apply)
- 31. What specific project design elements are aimed at reducing environmental impacts (street trees, bioswales, etc.)?<sup>5</sup>
- 32. Are there additional design elements or countermeasures not on the checklist that are included in the project design that will improve safety and environmental outcomes?

### PROJECT OUTCOMES

Projects will be scored in terms of their ability to create positive outcomes that align with RFFA priorities and regional goals. The following questions aim to gather details directly related to those potential outcomes. Please provide all relevant data to support your response, using Metro-provided data or additional sources. Metro staff will provide data to the scoring committee to confirm

#### Affordability/Equity

- 33. Is the project in an Equity Focus Area?  Yes  No Please indicate which Focus Area.
- 34. List the community places<sup>6</sup>, affordable housing, and Title 1 schools within ¼ mile of project.
- 35. What are the estimated totals of low-income, low-English proficiency, non-white, seniors and youth, and persons with disabilities who will benefit from this project?
- 36. What are the barriers faced by these communities that the project addresses or overcomes, and how will these populations benefit from this project?
- 37. What contracting opportunities are available to Office for Business Inclusion and Diversity (COBID) firms through this project? What is your agency's policy, history, or removing of barriers to hire and advance COBID firms in infrastructure projects?

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<sup>5</sup> 2018 RTP Environmental Assessment and Potential Mitigation Strategies (Table 4 summarizes potential strategies by resource areas and pages 34 to 59 identify all RTP Projects that intersect with one or more environmental resource area)

[oregonmetro.gov/sites/default/files/2019/03/01/RTP-Appendix\\_F\\_EnvironmentalAnalysisMitigationStrategies190301.pdf](https://oregonmetro.gov/sites/default/files/2019/03/01/RTP-Appendix_F_EnvironmentalAnalysisMitigationStrategies190301.pdf)

<sup>6</sup> Community places are defined as key local destinations such as schools, libraries, grocery stores, pharmacies, hospitals and other medical facilities, general stores, parks, greenspaces, and other places that provide key services and/or daily needs.

### Safety

38. How many fatal or serious injury crashes have occurred in the project area in the last 5 years (or most recent 5 years of available crash data)?
39. How does the project aim to reduce the number of fatal or serious injury crashes?
40. How does the project remove or mitigate conflicts, with (including) active transportation, railroad crossings, turning movements, and others? (Use Appendix C design checklist, indicate all that apply)

### System Completion

41. What network gap(s) will be completed by this project? How will system connectivity or network deficiencies be improved?
42. How will access to active transportation be improved? What specific barriers in addition to the network gaps identified above will the project eliminate?

### Multimodal Travel, Mode Share, and Congestion

43. How will the project reduce transit delay and improve transit reliability?
44. How does the project improve connections to transit and employment or residential sites/areas?
45. How will the project reduce vehicle trips or VMT (other than freight-related trips)?
46. How does the project reduce the need for throughway expansion?

### Climate Change and Environmental Impact

47. Describe the measures included to specifically mitigate the project's greenhouse gas emissions and environmental impact.
48. What specific project design elements are aimed at reducing environmental impacts (street trees, bioswales, etc.)?

### Freight Related Impact

49. How does the project address freight travel time reliability and reoccurring or nonrecurring congestion affecting freight goods movement?
50. Is this project on a "Reduction Review Route" (defined and stipulated by statute; OAR 731-012 and ORS 366.215) and to what extent has coordination occurred with the freight industry?
51. If there is freight delay along the corridor, when does this delay occur, to what extent is there delay, and how does this project address that delay?

### Employment/Economic Development

52. Describe the employment area(s) served by this project. What is the number of current and projected jobs in traded sectors?<sup>7</sup>
53. Describe how the project supports and catalyzes low-carbon and resource efficient economic sectors.<sup>8</sup>

### Project Leverage

54. How does this project leverage other funding sources?
55. Will the receipt of RFFA funding position the region to take advantage of federal and state funding opportunities as they arise? If so, explain.

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<sup>7</sup> Traded sector industries as indicated in the Economic Value Atlas, available at: [oregonmetro.gov/tools-partners/guides-and-tools/economic-value-atlas](https://oregonmetro.gov/tools-partners/guides-and-tools/economic-value-atlas)

<sup>8</sup> Clean Technology industry sectors as defined in the Oregon Business Plan, <https://oregonbusinessplan.org/about-the-plan/industry-clusters/>

56. Will this help advance any Transportation Systems Management and Operations (TSMO) goals and strategies?
57. Is this project on the Regional Emergency Transportation Network?<sup>9</sup> Will this project help improve resiliency of the transportation network? If so, describe how.

### PROJECT COST ESTIMATE

58. What is the source of the project cost estimate?
- Conceptual:** These cost estimates are used where a significant need has been identified but a detailed project scope has not been developed. These cost estimates have the potential to change significantly as the project scope becomes more defined.
  - Planning level:** These cost estimates are based on a generally defined scope. Cost estimates are usually based on limited field-work and general cost assumptions. No actual design work has been done prior to the development of these cost estimates. The cost estimate could still change significantly as design work begins, but the estimate is more reliable than the conceptual estimates. (e.g., comprehensive plan, TSP, Metro cost estimate worksheet, corridor plan).
  - Engineering level:** These cost estimates are based on actual preliminary design work. If done for all facets of the project and there are no further additions to the project scope, these estimates should represent a fairly accurate cost for the project. (e.g. detailed planning report, preliminary engineering, final design, NEPA documentation, etc.)
59. During what project development stage (refer to page 9 of the RFFA application guidebook) was the cost estimate created?
- Planning
  - Alternatives Identification and Evaluation
  - Preliminary Design
  - Final Design
60. What year was the cost estimate created? Does it include any escalation factors and to what year?
61. To what extent were the following considered during cost estimating?
- a. Right of way (ROW)
  - b. Utility relocation or underground
  - c. Stormwater considerations
  - d. Environmental mitigation strategies
  - e. Bridge, railroad, or major facility impacts
  - f. Retaining walls
  - g. Clearing and grading
  - h. Removal of current pavement or facilities
  - i. Signing and pavement markings
  - j. Sidewalk and street furniture
  - k. Street trees, landscaping, irrigation
  - l. Mobilization, staging, and traffic control
  - m. Staff availability or need for outside services
62. Please attach your cost estimate. Verify that it includes the following items:
- a. Unit cost assumptions
  - b. Contingency assumptions

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<sup>9</sup> [oregonmetro.gov/sites/default/files/2019/04/05/Regional\\_Emergency\\_Transportation\\_Routes\\_2006.pdf](https://oregonmetro.gov/sites/default/files/2019/04/05/Regional_Emergency_Transportation_Routes_2006.pdf)



**SIGNATURE PAGE**

All relevant applicant agency and other agency staff with authority must attest to the design and cost estimates of the project, and that proper coordination and cooperation exists between all parties. Please attach additional signature pages as warranted.

**Applicant agency staff signatures:**

Project manager \_\_\_\_\_

Engineering \_\_\_\_\_

Right of Way \_\_\_\_\_

Environmental \_\_\_\_\_

**Other agency signatures (as required):**

ODOT Highway \_\_\_\_\_

ODOT Rail \_\_\_\_\_

TriMet \_\_\_\_\_

SMART \_\_\_\_\_

Utilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Railroads \_\_\_\_\_

Other (please indicate) \_\_\_\_\_