

Memo

Date: August 26, 2022
To: Transportation Policy Alternatives Committee (TPAC) and interested parties
From: Kim Ellis, AICP, RTP Project Manager
Subject: 2023 RTP Call for Projects – Preliminary Information

Purpose

This memo provides preliminary information on the 2023 Regional Transportation Plan (RTP) Call for Projects. This information is being provided to help jurisdictional staff responsible for developing the list of projects for the 2023 RTP begin to prepare.

Overview

Metro staff will issue a “Call for Projects” in January. Starting in early January 2023, jurisdictions responsible for developing the draft projects lists will have about 6 weeks to:

- work through coordinating committees to finalize their recommended list of RTP project and programs within financially constrained revenue forecast targets;
- update or add new projects (and related project information and modeling details) to the 2023 RTP Project HUB, an online project database;
- submit a completed and signed Form A: Public engagement and non-discrimination certification and documentation; and
- submit a letter of endorsement from their respective governing body (e.g., city council, board or commission) that indicates support for projects being submitted by their staff to the 2023 RTP.

There will be a financially constrained budget that the updated project list will have to fit within and policy direction from the Joint Policy Advisory Committee on Transportation (JPACT) and Metro Council on needs and priorities for the 2023 RTP project list to address. Work is underway to update the vision, goals and policies in the RTP, to identify needs and priorities for investment, and to develop the financially constrained revenue forecast for the 2023 RTP. As with past RTP updates, project sponsors will coordinate project list updates across jurisdictions and within the financially constrained budget through county coordinating committees. Metro staff will provide more information about the timeline and process in the next month to help agencies plan ahead and begin preparing for the Call for Projects this fall. Refer to the anticipated timeline provided in **Attachment 1**.

Project that will be information requested

To help agencies prepare, the following information will be requested for projects and programs submitted by jurisdictional partners during the Call for Projects:

- **Project details** submitted via the 2023 RTP Project Hub, the same platform that was used in the 2018 RTP update. Project information from the 2018 RTP will be carried forward as a starting point. The 2023 RTP Hub project is being updated to minimize the burden on project sponsors, while continuing to collect sufficient project details for the RTP performance assessment and for accountability and transparency. A guidance document is being developed that will provide instructions and information on each of the questions in the RTP Project Hub, including:
 - Project name and description
 - Cost (costs for projects/programs in the 2018 RTP will be updated to 2022 dollars); costs should be reviewed and updated to account for elements such as inflation, materials cost increases, right-of-way acquisition, environmental mitigation, stormwater management, etc. Jurisdictional partners are encouraged to work with appropriate agency staff to update project costs to account for these elements as much as possible.

- Primary project sponsor and project partner(s)
- Location
- Time period
- Constrained list (2023 to 2030 or 2031 to 2045 time periods)
- Strategic list (2031 to 2045 time period)
- Project or program features that provide more details
- Investment category (e.g. capital, maintenance, operations)
- Identification of safety projects
- Details on projects that change roadway capacity or add bicycle facilities (for modeling)
- Source of project/program (e.g. plans, studies, etc.)

Additionally, following the Call for Projects, Metro will conduct a GIS analysis to identify a variety of attributes for each project recommended for the 2023 RTP, including: 2040 land use, regional trail, regional system, high injury corridor, fish and wildlife habitat area and equity focus area.

- **Certification and documentation of public engagement and non-discrimination** will be provided by jurisdictions using Form A (see **Attachment 2**). Form A must be signed and submitted with the list of projects, and provides documentation and a description of the public engagement opportunities that have been provided by project sponsors during the planning and development of projects submitted in the 2023 RTP call for projects as well as the plan(s) a project has been adopted in through a public process with opportunities for input.
- **A letter of endorsement** from the project sponsor's governing body (e.g., city council, board or commission) for all projects submitted. The letter indicates support for the list of projects.

Preparing for the Call for Projects

Project sponsors can start preparing for the Call for Projects now.

- Confirm with Metro staff who will be responsible for updating information in the RTP Project Hub
- Begin reviewing the 2018 project list to identify potential updates and new projects – an excel spreadsheet of the 2018 RTP project list is available to download at: <https://www.oregonmetro.gov/sites/default/files/2022/05/06/2018%20RTP%20Master%20Project%20List%20All%20Projects20220426.xls>
- Schedule time with the governing body that must provide a letter of endorsement
- Begin completing the Form A checklist
- Review draft documents in this memo and guidance documents when they are available
- Contact Metro staff with questions
- Participate in an on-line Metro-hosted training for jurisdictional staff responsible for submitting project information to the RTP Hub. The training will be held in Fall 2022 and will focus on how to access and use the RTP Project Hub to review and submit updated or new project information and modeling details. An announcement and registration details will be sent to jurisdictional staff in September.

Metro staff contacts about the Call for Projects

- Ally Holmqvist, Senior Transportation Planner at ally.holmqvist@oregonmetro.gov
- Lake McTighe, Principal Transportation Planner at Lake.McTighe@oregonmetro.gov

Attachments

Attachment 1. Tentative Schedule and Timeline for Call for Projects and Plan Adoption

Attachment 2. Draft Form A: Public engagement and non-discrimination certification and documentation for projects submitted in the 2023 Regional Transportation Plan Call for Projects



2023 REGIONAL TRANSPORTATION PLAN

Tentative

Schedule and Timeline for Call for Projects and Plan Adoption

January to November 2023

- | | |
|--------------------------|---|
| Jan. 6 to Feb. 17 | Cities, counties, ODOT, Port, TriMet and SMART work through technical and policy coordinating committees to finalize list of 2023 RTP project and programs within financially constrained revenue forecast targets developed in 2022 |
| Jan. 6 | Call for Projects begins (<i>6 weeks</i>) |
| Jan. 27 | Deadline for agencies to provide Metro staff with preliminary list of projects and programs anticipated to be submitted for 2023 RTP by time period (e.g., 10-year constrained list, outer years constrained list, strategic list) |
| Feb. 17 | <p>Deadline for project lead agencies to update/submit new project information, including modeling details, through on-line RTP Hub</p> <p>Deadline for project lead agencies to submit Form A: Public engagement and non-discrimination certification and documentation to Metro staff</p> <p>Deadline for project lead agencies to submit a letter of endorsement from their governing body (e.g., city council, board or commission) that indicates support for projects being submitted by their staff to the 2023 RTP</p> |
| Feb. 21 to 28 | Metro reviews submittals for completeness and compiles draft project lists for review by sponsoring agencies |
| March and April | <p>Metro staff evaluates investment packages and seeks public feedback on draft project list</p> <p>Metro staff prepares draft RTP and appendices</p> |
| May and June | JPACT and Metro Council discuss results and public input, and provide feedback to Metro staff on finalizing draft plan, projects and appendices for public review |
| July 1 to Aug. 14 | 45-day public comment period on draft RTP, project list and appendices (engagement activities will include a public hearing, online comment opportunity and other activities); comment period ends at 5 P.M. |

- September MTAC and TPAC discuss public comments and staff recommendations for refinement of draft RTP and project list
- Metro Council, JPACT and MPAC discuss public comments and staff recommendations for refinement of draft RTP and project list
- October MTAC and TPAC consider public comments and make recommendations to MPAC and JPACT, respectively
- October 25 MPAC recommendation to the Metro Council**
- November 16 JPACT considers final action**
- November 30 Metro Council considers final action**

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2023 REGIONAL TRANSPORTATION PLAN

Form A. Public engagement and non-discrimination certification and documentation for projects submitted in the 2023 Regional Transportation Plan Call for Projects

Purpose

This form provides documentation and a description of the public engagement opportunities that have been provided by project sponsors during the planning and development of projects submitted in the 2023 Regional Transportation Plan (RTP) call for projects. Completion of the form declares that the project sponsors have provided adequate opportunities for public engagement during the development of plans and projects, including identifying and engaging marginalized communities, including people with low income, people with disabilities, people with limited English proficiency, and Black, Indigenous and other people of color.

Metro retains these forms to demonstrate compliance with federal (U.S. Department of Transportation, Federal Highways Administration and Federal Transit Administration) and state (Oregon Department of Transportation) guidance on public engagement and on Title VI of the Civil Rights Act and other civil rights requirements (see [FTA Circular 4702.1B](#) and Code of Federal Regulations [450.210](#) and [450.316](#)). Documentation of the local actions described in this form may be requested by federal or state regulators.¹

The state also outlines requirements for public engagement in transportation system planning activities by cities and counties in the Oregon Administrative Rules (OAR) as follows:

- OAR [660-012-0120](#): Transportation System Planning Engagement
- OAR [660-012-0125](#): Underserved Populations
- OAR [660-012-0130](#): Decision-making with Underserved Populations
- OAR [660-012-0135](#): Equity Analysis

One (1) Form A must be completed for the list of projects submitted by each project sponsor for the 2023 Regional Transportation Plan. Metro will use the information provided to describe the array of public engagement opportunities that contributed to the development of the 2023 RTP. All or parts of the completed Form A may be included in the 2023 RTP public engagement report.

¹ If such a request is unable to be met, the Regional Transportation Plan itself may be found to be out of compliance, requiring regional corrective action.

Overview of Instructions

1) Complete Form A for all projects and programs submitted to 2023 RTP.

- **Section A:** Public Engagement Checklist
- **Section B:** Signed Certification Statement
- **Section C:** Documentation of Source(s) of Projects Submitted
- **Section D:** Summary of Engagement (*for NEPA projects only*)

2) Submit list of projects for 2023 Regional Transportation Plan

3) Submit letter of endorsement from your governing body (e.g., city council, board, commission) for all projects submitted

4) Ensure records are retained by your agency in accordance with instructions in this form

For questions, contact Ally Holmqvist, Senior Transportation Planner at ally.holmqvist@oregonmetro.gov

Instructions

By Feb. 17, 2023, project sponsors must fill out each section of this form and submit the completed form to Metro along with the list of projects submitted to the 2023 RTP and a letter of endorsement from your governing body that indicates support for projects submitted to the 2023 RTP on behalf of the sponsoring jurisdiction. Project sponsors should keep referenced records on file in case of a request for information.

Section A: Public Engagement Checklist

The checklist in this section outlines federal and state Title VI and engagement requirements for transportation planning and project development. By checking each box, project sponsors are confirming that the submitted projects have met the associated requirements to support Title VI and engagement compliance for the 2023 RTP. The type of records that should be retained are listed where appropriate. These do not need to be submitted to Metro, but must be retained by project sponsors as described above. The completed checklist may be included in the final 2023 RTP public engagement report.

Section B: Signed Certification Statement

By signing this section, project sponsors certify:

- (1) That projects submitted to the 2023 RTP comply with federal and state Title VI and engagement requirements;
- (2) their commitment to retaining records documenting this compliance; and
- (3) their commitment to conducting future project development processes for projects in the RTP that are compliant with federal and state Title VI and engagement requirements.

Section C: Documentation of Source(s) of Projects Submitted

In this section, project sponsors provide a list of (1) the adopted local transportation system plans, subarea plans or strategies, topical plans or strategies, modal plans or strategies, transit service plans or any other such plans or studies that were developed with opportunities for public feedback, in which the submitted projects are included and where additional information on public engagement may be found; and, if needed, (2) information for plans, strategies, etc. that are not yet adopted, but are anticipated to be adopted through a public process prior to the adoption of the 2023 RTP.

Section D: FOR NEPA PROJECTS ONLY - Summary of non-discriminatory, inclusive engagement for NEPA projects

In this section, project sponsors provide additional information on public engagement elements and activities that illustrate how requirements are being met and best practices that are being utilized for any projects subject to the [National Environmental Policy Act](#) (NEPA). These are typically large-scale, major projects, anywhere from \$100 to 500 million in cost ([CFR 40 1508.18](#)), may be constructed in multiple phases, have a high level of public, legislative or congressional interest and require more extensive public outreach and engagement. Completed summaries may be included in the final 2023 RTP public engagement report.

Letter of Endorsement Signed by Governing Body

A letter of endorsement from your governing body that indicates support for projects submitted to the 2023 RTP must be provided to Metro.

Requirements for Retention of Records

Records should be retained until the related local transportation system plan, subarea plan or strategy, topical plan or strategy, modal plan or strategy, transit service plan or other plan or study is superseded, or the submitted projects have been completed or removed from the RTP plus six years. Retained records do not have to be submitted unless requested by Metro, state regulators or federal regulators.

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Section A. Public Engagement Checklist for Projects Submitted

This checklist outlines federal and state Title VI and engagement requirements for transportation planning and project development. By checking each box, project sponsors are confirming that the submitted projects have met the associated requirements to support engagement compliance for the 2023 RTP.

Project Sponsor Agency: _____

Total number of projects submitted in 2023 RTP Call for Projects: _____

- All projects submitted in the call for projects are included in one or more of the documents listed in Table 1 in Section C of this form.

Retained records: Copies of all documents listed in Section C.

OR

- Not all projects submitted in the call for projects are included in one or more of the documents listed in Table 1 in Section C of this form. These projects are listed in Table 2 in Section C of this form.

- The sponsoring agency or governing body has adopted a Title VI Plan and administrative procedures to implement it in compliance with Federal Title IV of the Civil Rights Act and implementing regulations.
- Projects submitted for the 2020-30 implementation timeframe have included and documented project-specific public engagement and analyzed potential inequitable impacts for Black, Indigenous and other people of color, people with limited English proficiency and people with low income compared to those for other populations groups.

Retained records: Documentation of public engagement activities.

- Projects submitted for the 2031-45 implementation timeframe will include project-specific public engagement and analyze potential inequitable impacts for Black, Indigenous and other people of color, people with limited English proficiency and people with low income compared to those for other population groups.
- A public engagement plan was developed for each of the plans, strategies, etc., listed in Table 1 of Section C, in compliance with Federal Title IV of the Civil Rights Act of 1964 and implementing regulations and these Oregon Administrative Rules: OAR [660-012-0120](#), [660-](#)

[012-0125](#), [660-012-0130](#), and [660-012-0135](#), including the following (check all that are true):

- A statement of non-discrimination.
- Public notices were published and requests for input were sent in advance of the project start, engagement activity or input opportunities.
- Timely, convenient and accessible forums for public input throughout the process. These forums included accommodations for people with disabilities (e.g., screen reader-compatible materials, ASL interpretation), people with limited English proficiency (e.g., translation) and other accommodations (e.g., hybrid meetings).
- Interested and affected groups were identified, and contact information maintained, in order to share plan information; updates were provided for key decision points; and opportunities to engage and comment were provided throughout the process.
- Efforts were made to engage marginalized populations, including Black, Indigenous and other people of color, people with limited English proficiency, people with low income, people with disabilities, older adults and youth. Meetings or events were held at times and locations that are convenient and accessible for marginalized populations with access to transit. Language assistance was provided, as needed, such as translation of key materials, use of a telephone language line service to respond to questions or take input in different languages, and interpretation at meetings or events.
- During project and/or plan development, a demographic analysis was completed to understand the locations of Black, Indigenous and other communities of color, people with limited English proficiency, people with low income and, to the extent reasonably practicable, people with disabilities, older adults and youth in order to include them in engagement opportunities, at the minimum consistent with Title VI requirements.
- Analysis was conducted to document potential inequitable impacts for Black, Indigenous and other communities of color, people with limited English proficiency and people with low income compared to those for other residents.
- Public comments were considered throughout the process, and comments received on the staff recommendation were compiled, summarized and responded to, as appropriate.
- Adequate notification was provided regarding final adoption of the plan, including how to obtain more detailed information, at least 15 days in advance of adoption. Notice included information on providing public testimony.

Retained records: Public engagement plans and documentation of each element that is checked.

- One or more projects or programs included in the submitted list identified potential inequitable impacts through demographic analysis and public outreach. If box is checked, list each project and describe the response to identified potential inequitable impacts.
 - RTP # (if assigned)
 - Project name

- Project description
- Response to potential inequitable impacts

***Retained records:** Summary of comments, key findings and changes made to final staff recommendation or adopted plan to reflect public comments (may be included in retained public engagement reports or legislative staff reports).*

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Section B. Signed Certification Statement – 2023 Regional Transportation Plan

By signing this section, project sponsors certify:

- (1) that projects submitted to the 2023 RTP comply with federal and state Title VI and engagement requirements;*
- (2) their commitment to retaining records documenting this compliance; and*
- (3) their commitment to conducting future project development processes for projects in the RTP that are compliant with federal and state Title VI and engagement requirements.*

_____ (project sponsor agency)
certifies the information provided in Section A of this form is accurate.

As attested by:

(agency manager signature)

(name and title)

(date)

Section D. For NEPA Projects Only - Summary of non-discriminatory, inclusive engagement

In this section, the project sponsor provides additional information on public engagement elements and activities that illustrate how requirements are being met and best practices are being utilized for any projects subject to the National Environmental Policy Act (NEPA).

Provide a brief summary describing the engagement approach, practice and processes for each project subject to the [National Environmental Policy Act](#) (NEPA). The summary may be included in the final public engagement report for the 2023 RTP. List the project name and number for each project. Please respond to each of the following:

- Project name
- RTP Project ID#
- Project sponsor and agency partner(s)
- Brief description of the overall public engagement process, including time period
- Description of compliance with Title VI and Oregon [Goal 1: Citizen Involvement](#) and Goal [12: Transportation Planning](#) Administrative Rules, including:
 - Description of how the community has been involved to date and how community will continue to be involved through project design and/or development, including Black, Indigenous and other people of color, people with limited English proficiency and people with low income.
 - How input helped shape project or plan development and prioritization, including what changes came about because of community input particularly for Black, Indigenous and other people of color, people with limited English proficiency and people with low income; and what community stability and anti-displacement strategies have been or will be considered and included in the project and/or plan development.
- Any additional best practices that contributed to equity, transparency, and accountability.