



OREGON DEPARTMENT OF TRANSPORTATION

Office of Civil Rights

TITLE VI UPDATE
Accomplishment Report
July 1, 2005 - June 30, 2006

OREGON DEPARTMENT OF TRANSPORTATION

Title VI Update

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Table of Content

PART 1

Title VI Program Update	1
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PART 2

Planning	3
Project Selection	5
Design	7
Environmental	8
Right of Way	10
Research	11
Construction	12
Education & Training	14
Motor Carrier Safety Program	15
Administration	28

PART 3

Appendix A – ODOT Organizational Chart	
Appendix B – OCR Organizational Chart	
Appendix C – ACT Policy	
Appendix D – OTC Project Prioritization	
Appendix E – Affirmative Action Report	
Appendix F – Title VI Complaint Process	
Appendix G – MPO Review Worksheet	
Appendix H – Oregon Transportation Plan Planning Process	
Appendix I – Oregon Transportation Plan Civil Rights Policy	



TITLE VI PROGRAM UPDATE

Accomplishment Report

July 1, 2005 – June 30, 2006

The Oregon Department of Transportation (ODOT) is a recipient of Federal financial assistance. Thus, all recipients are required to comply with various nondiscrimination laws and regulations, including Title VI of the Civil Rights Act of 1964. Title VI of Civil Rights Act of 1964 forbids discrimination against anyone in the United States because of race, color, or national origin by any agency receiving Federal funds. The Federal-Aid Highway Act of 1973 added the requirement that there be no discrimination on the grounds of sex. Additionally, the Civil Rights Restoration Act of 1987 defined the word "program" to make clear that discrimination is prohibited throughout an entire agency if any part of the agency receives Federal financial assistance.

Simply stated, the Oregon Department of Transportation (ODOT) is to ensure that none of its activities or programs treats any part of the community any differently than another. The Department expects every manager, supervisor, employee, and sub-recipient of Federal-aid funds administered by ODOT to be aware of and apply the intent of Title VI of the Civil Rights Act of 1964 in performing assigned duties.

The Federal Highway Administration (FHWA) requires recipients of Federal-aid Highway funds to prepare an update report to clarify accomplishments, roles, responsibilities and procedures established to ensure compliance with Title VI of the Civil Rights Act of 1964.

The Department's Title VI Update & Accomplishment Report for July 1, 2005 through June 30, 2006, focuses on functional areas within each Program Areas of responsibility and provides the necessary direction to ensure compliance with Title VI of the Civil Rights Act of 1964.

Policy Statement

No changes were made in the Director's Title VI Policy Statement, which was last revised on March 22nd, 2004.

Organization, Staffing & Structures

During the report year, Kurt S. Jun continued as ODOT's Title VI Officer with the assigned responsibility for the Department's Title VI Program.

Michael Cobb was brought in as an interim Office of Civil Rights Manager in place of Marie McHone in March of 2006. Michael Cobb was hired and appointed as the new Office of Civil Rights Manager this 24th of October, 2006. (See Appendix A)

ODOT's Office of Civil Rights now reports directly to ODOT's Director. (See Appendix B)

Title VI Monitoring & Review Process

In preparing the Annual Update Report, the Title VI Officer conducted informal reviews of each of the special emphasis program areas to ensure continued compliance with Title VI requirements. No formal program area reviews were conducted during the year.

A Title VI Program review was presented to all MPO's of Oregon during the month of June 2006. This annual review will be implemented for the 2006-2007 fiscal year of ODOT to report on past accomplishments, present challenges and future implementation strategies for Title VI compliance regulations. The plan for FY 2005-2006 is to review the Lane Council of Governments.

Complaints

No formal complaints were received during this reporting period.

Accomplishment Report for Each Program Area

(Format of report is in conjunction with federal Title VI guidelines and regulations for State Department of Transportation Agencies)

Planning

1. How many consultant projects for planning were awarded during the reporting period? Dollar value:

Long Range Planning Unit

One contract was awarded for a total value of \$185,000.

Transportation Planning Analysis Unit

One contract was awarded for the Transportation Land Use Modeling Improvement Project. The contract is for two years at a value of up to \$900,000.

Planning and Implementation Unit

Two contracts were signed within the reporting period for a total value of \$89,522.

Transportation and Growth Management

Between July 1, 2005 and June 30, 2006, 31 personal services contracts were signed for a total of \$1,171,254.

2. What efforts were made to utilize minority and female consultants and subcontractors?

Long Range Planning Unit

As determined by the Contracts Unit, DBE goals were set at "0" and aspirational targets set after that. The contract received participation. The contract included a primary contractor and three subcontracts. Two of the three subcontractors are women-owned businesses.

Transportation Planning Analysis Unit

The usual efforts of posting on the ORPIN System and consulting with the Office of Civil Rights were engaged to utilize minority and female subcontractors were put forth under the standard RFP process.

Planning and Implementation Unit

The two contracts were signed with a DBE firm who is also using a female subcontractor.

Transportation and Growth Management

Statements of work for all TGM projects are sent to the Civil Rights Section to have a DBE goal set on each project. All TGM projects are advertised on the Oregon Procurement Information Network (ORPIN), at the time of advertisement a notice is automatically sent to the Office of Minority, Women, and Emerging Small Business.

3. Were there any studies conducted which provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits? If so, what type of assistance was provided by those individuals responsible for Title VI to ensure that Title VI considerations were included in the studies?
-

Long Range Planning Unit

An analysis was conducted to identify minority population concentrations in Oregon. The purpose of the analysis was to find out where Oregon Transportation Plan outreach efforts should be targeted to Spanish speaking people. Maps, based on county census, were developed using ODOT's GIS Unit's resources.

Transportation Planning Analysis Unit

No studies collecting data on minority populations were conducted in the reporting period.

Transportation and Growth Management

There were no specific TGM projects that provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits. Individual projects may include demographic and other data as background information for policy development.

Planning and Implementation Unit

No studies collecting data on minority populations were conducted in the reporting period.

4. Number of hearings held during the reporting period. What efforts were utilized to insure citizen participation in the hearings, particularly minorities and women? Were minorities and women, both individually and through their organizations, represented in the citizen participation effort? How many, and in what capacity?

Long Range Planning Unit

See Attachments A and B. Attachment A outlines the public involvement process for the update of the Oregon Transportation Plan. Public notice of the public hearing on the Oregon Transportation Plan was sent out to three Hispanic and one Asian news organizations. Attachment B shows policy expected to be adopted September 20, 2006 by the Oregon Transportation Commission.

Transportation Planning Analysis Unit

The Planning Analysis Unit conducted no hearings during the reporting period.

Planning and Implementation Unit

The Planning and Implementation Unit conducted OTC hearings on three Oregon Highway Plan (OHP) amendments. Amendment 05-16 included a package of amendments related to land use and transportation, freight mobility, and highway segment designations. The freight mobility plan amendments culminated a long period of public involvement that included a statewide advisory committee and outreach to MPOs and ACTs statewide, and the Land Use and Transportation amendments also responded in large part to the freight planning process and other related testimony to the OTC. Other amendments were additional segments designations, which were coordinated with affected local governments, and amendments to Policy 2A regarding Cost Sharing which acknowledges current practice and the current STIP criteria.

Transportation and Growth Management

The TGM Program did not conduct any hearings during the reporting period. All TGM projects conducted at the local level include a citizen involvement component.

Attachments:

See Attachment H: Oregon Transportation Plan, Plan Process

See Attachment I: Oregon Transportation Plan Civil Rights Policy

Project Selection

1. Were any consultant contracts awarded during the last year and what efforts were made to utilize women and minority owned firms?

Yes. All project consultant contracts are administered by the ODOT Procurement Office. Most of these contracts have DBE goals or targets.

2. How are Title VI considerations addressed through stakeholder involvement mechanisms?

The Metropolitan Planning Organizations (MPO's) and Area Commission on Transportation (ACT) conduct many of our stakeholder public involvement outreach for ODOT's Project Selection (See Appendix C & D). In accordance with Title VI of the Civil Rights Act of 1964, a Title VI Program Review Worksheet (See Appendix G) is provided as a resource for both Planning Organizations as a requirement to prepare, with responses, an Overall Work Plan in compliance with Title VI.

Regions work with communication division for public meeting notices. Standard notification of accommodation issues are usually a part of these communications. For instance – meetings are held at various locations to help with transportation issues for attendees.

The following demonstrates the Department's process for public involvement in compliance with Title VI:

Compliance with Title VI requirements is a standard part of ODOT contracts for services.

The Rogue Valley Metropolitan Planning Organization (RVMPO) public involvement plan includes policies that address Title VI concerns. Staff actively solicits participation by members of often-overlooked stakeholder groups, such as minorities, youth, elderly, women (particularly single mothers) and low-income families, by asking groups and agencies that frequently serve these populations to identify possible committee members and advocates for community needs. Information and assistance is available to Spanish speakers – a fast-growing minority population in the RVMPO. To further assist in serving the needs of poor and minority communities, the RVMPO is mapping residences of these groups using U.S. Census data.

These efforts are supported by the following adopted RVMPO provisions:

"Goal 4: Identify and involve traditionally under-served communities, including communities of minority, low-income or elderly populations, in the transportation planning process.

Policy 1: Rogue Valley Council of Governments (RVCOG) will work to identify traditionally under-served populations within the region, including minority, low income and senior citizen populations. Outreach activities will be developed to involve stakeholders from these communities in the transportation planning process.

Policy 2: Some meeting sites will be selected which are more easily accessible to traditionally under-served communities. Meeting announcements will be placed in publications serving minority communities to ensure there is notification of upcoming meetings to these populations.

Policy 3: Assistance shall be provided upon request, and with 48-hour notice, to the hearing and visually impaired, those not fluent in English, the transportation disadvantaged or others requiring special assistance at all MPO meetings, hearings and workshops. Public notices of these events shall notify the public of this opportunity. Meetings shall be held in ADA-compliant venues.

Policy 4: Meeting locations served by transit or accessible by means other than the automobile will be chosen whenever possible. Information on any transit routes that serve the meeting location will be included in meeting announcements."

3. Describe how minorities and low-income populations were provided opportunities to be involved in project selection processes.

The Regions hold multiple public meetings and open house style meetings during the STIP update to allow public input. Communications division provides the outreach including all special notices as necessary to reach a broad spectrum of stakeholders. Outreach information is published in multiple languages, with interpreters available should they be needed. Notice of workshops and hearings were made in the official notice sections of newspapers, paid advertisements in local newspaper, general media news releases and during interviews, and during topical discussion on public, cable television programs. Presentations were made, and comments heard, before the Area Commissions on Transportation, city councils and board of commissioners in public meetings. Presentations were also made in front of a variety of community groups including Rotaries and citywide goal setting sessions. Specific letters written in Spanish were sent to local Hispanic churches inviting their participation in the STIP public meetings. Additionally, specific invitations were made to the three Indian tribes, Cow Creek, Coquille, and the Confederated Tribes of the Coos and Curry Indian Reservation, within Region 3.

4. Describe what project selection decisions, if any, were affected by Title VI or Environmental Justice issues.

None. Actual build alternative for specific project must all address these issues in compliance with Federal Regulations, particularly NEPA.

5. How many public hearings, and in what locations, were held on adoption of the STIP or in making other project selection decisions?

For Project Delivery, project selection decisions are driven by the STIP. ACT meetings this last year: 4 in Salem; 4 in Albany, Toledo, Corvallis; 3 in Tillamook, Astoria, Manzanita; 2 in Florence and Eugene. In addition, while not specifically focused on the STIP, all ACT meeting and MPO meetings are open to the public.

Design

1. How many consultant firms currently have design contracts? Dollar value? How many contracts are currently held by minority firms and women owned firms? Dollar value?

Design contracts are now owned ODOT Procurement Office. Expect statewide information directly from ODOT Procurement Office, Diana Foster.

2. What efforts were made to increase minority and female participation in obtaining consultant contracts? Is there currently a separate list maintained on minority and women consultants? How many firms are included on the list? How many are receiving contracts?

Expect statewide information directly from ODOT Procurement Office, Diana Foster

3. Were any public hearings held during the design phase of any highway? Did minorities (individuals or organizations) participate in the hearings? If no, why not? Provide a summary of concerns and issues raised, if any. Describe actions taken by the Title VI Officer or Coordinator to facilitate and/or address the concerns raised.

Not under design control.

4. List the employees in the Design Program area by title, ethnicity, and gender. Where minority and female representation is low, what efforts were made to increase their representation?

Efforts are always made in hiring to obtain the most diverse candidate pool possible, including outreach to minority publications and organizations.

5. Were there any complaints filed in the Design Program area? If so, provide summary, with basis, status, actions proposed and taken.

No known complaints.

6. List any significant problem areas, accomplishments, and actions to take during the ensuing year.

Follow Region 2 affirmative action goals by assuring open competitive opportunities for all recruitments; to assure active efforts to train, retain, and motivate minorities.

Environmental

1. As a result of the choice of highway location, or the procedure used for arriving at the choice, were any complaints filed? If so, how many? Summarize each complaint and explain status, with actions proposed and taken.

No complaints of a Civil Rights nature were received on any Class 1 or 3 projects.

2. Identify the titles, ethnicity and gender of employees working in the environmental program area. Were there any vacancies during the reporting period? What efforts were made by the Title VI Officer /Coordinator to increase the representation of minorities and women if they are underrepresented? What efforts were made to encourage adequate representation of minorities and women to serve as members of citizen advisory committees?

At full staff the Region 2 Environmental Unit consisted of 14 people – 3 women (2 Environmental Program Coordinator (EPC) 2 and 1 Manager), and 8 men (7 EPC 2, 1 EPC 3) all are Caucasian; there are currently 3 vacancies. During the reporting period one man was promoted and two men were hired.

Several citizen advisory committee members for the Woodburn project are women; the mayors of Woodburn and Mt. Angel, a Marion County Commissioner, and 3 business owners or representatives.

For the Newberg Dundee project two committees exist, the Project Oversight Steering Committee with 12 members, that included 4 women and the Project Advisory Committee (PAC) with 9 women and 2 minorities. The PAC included representatives from the Confederated Tribes of the Grand Ronde, Habitat for Humanity, the Yamhill County Hispanic Advisory Committee, and the Chehalem Valley Senior Citizens.

The Project Management Team for the Van Buren Street Bridge project has 7 members – two of which are female. One is the Mayor of the City of Corvallis, one is a Benton County Commissioner.

3. During the reporting period, how many pre-draft Environmental Impact Statements (EIS) were reviewed? Summarize comments provided on EIS's where minority or low income populations, etc. were adversely impacted.

Comments were received from residents of Senior Estates during the public hearing on the Environmental Assessment for Woodburn. Most of these comments centered on the need for a soundwall.

A re-evaluation of an EIS was published for the Santiam to Kuebler project. This document was not circulated for public comment.

The FEIS for Newburg Dundee was published in June 2005, and, no comments of a civil rights nature were received.

The FEIS for the Spencer Creek Bridge project was published in March 2006. No comments relative to minority or low income populations.

4. How many consultants currently have contracts involving environmental studies? Dollar value? How many minority and women-owned firms currently have contracts involving environmental studies? Dollar value? Where minority and women participation on consultant contracts is low, describe efforts taken to increase their participation.

ODOT has 5 flexible services contracts to perform environmental work, managed by ODOT's Alternative Delivery Unit (ADU). ODOT Regions also hold some of their own environmental flexible services contracts. The collective value of these contracts is estimated to be more than \$10 million annually.

5. How many public hearings were held during the reporting period concerning location of a project? How were the hearings advertised, and was it adequate to provide notification to minorities and low income communities?

Public hearings or public meetings were held for the Woodburn Project (this hearing included an interpreter). All were advertised using local newspapers, radio, and television. Additionally, direct mail was used; addressed by zip code, and also to the interested party list.

No public hearings were held, but two public meetings were held for the Van Buren Bridge Project in Corvallis. All were advertised using local newspapers, radio, and television. Additionally, direct mail was used; addressed by zip code, and also to the interested party list.

A public workshop was held in October 2005 for the Newberg-Dundee project. It was advertised through flyers, newspapers, radio and a website. All ads were bi-lingual – English and Spanish and a Spanish interpreter was provided at the workshop.

6. How were minority and low income community representatives identified and encouraged to become involved in the location and environmental phase?

Census data, local community knowledge, project scoping, agency newsletters, and public comment solicitation were used to identify minority and low-income citizens that could be affected by transportation projects. Through advertisements, word-of-mouth, door-to-door canvassing, contacting local EJ-related interest groups, establishment of Spanish and Vietnamese telephone hot lines, low income and minority citizens were encouraged to attend informational meetings, to participate on advisory committees, and to comment on draft environmental documents. Two projects (Newburg – Dundee EIS and I-5 Delta Park EA) have formed EJ-related advisory groups to provide guidance on NEPA project development.

For the Newberg-Dundee and Woodburn Interchange projects, citizens or stakeholders were asked to participate by local agency representatives, and elected officials, additionally others were self-identified to be involved. For the Newberg-Dundee project people representing low income and minorities served on the Project Advisory Committee. For Woodburn there was no specific targeted encouragement for minorities or low-income community representatives to be involved.

7. During the reporting period, was there a need to utilize bilingual advertisements, announcements, notices, etc.?

Yes. Approximately three NEPA projects utilized bilingual advertisements during the reporting period: Newburg – Dundee EIS, I-5 Delta Park EA (Multnomah County), and South Medford Interchange EIS (Jackson County). Bilingual ads and interpreters were used for Newburg-Dundee and for Woodburn. At the Woodburn hearing an interpreter was in attendance. Right-of-way assistance brochures were provided in English and Spanish, and also included in an appendix in the Woodburn EA.

Right-of-Way

1. During the reporting period, did the State receive any civil rights complaints in the following Right-of-Way functional areas:
- a. Appraisals - No
 - b. Negotiations - No
 - c. Relocation Assistance and Payments - No
 - d. Property Management - No

2. How many fee appraisers were utilized during the reporting period? 20

How many are minority and women? 2

If the representation of minority and female appraisers is low, what efforts were made by the Title VI Officer to increase their representation?

When required, Appraisal Contracts are advertised using the VIP system through DAS to encourage women and minority participation.

3. How many negotiations were made during the reporting period? 612

Does the negotiator's log reflect any disparity in the conduct of negotiations between minorities and non-minorities?

No disparities were noted.

4. Were there any concerns raised by minorities or women concerning their options in the negotiation phase? Explain.

No concerns were raised.

Number of relocations during the reporting period:	<u>116</u>
➤ Minority relocations:	<u>1</u>
➤ Female relocations:	<u>9</u>
➤ Elderly:	<u>8</u>
➤ Handicapped:	<u>2</u>

5. Were any concerns raised by minorities or women on replacement housing, referral housing, etc.?

No concerns were raised.

Research

1. How many research projects are currently underway?

The Research Group had 31 State Planning and Research (SPR) projects underway during the report period. Twenty nine of these were contracted with universities, research organizations, or consultants.

2. List of universities and/or consultants currently conducting research projects.

Oregon State University (15 projects), United States Department of Energy (2 projects), Portland State University (5 projects), Oregon Survey Research Laboratory (1 project), U S Geological Survey (1 project), CH2M Hill (1 project), Bureau of Reclamation (1 project), Oregon Department of Wildlife and Fisheries (1 project), Lane Council of Government (1 project), and Department of Geology and Mineral Industries (1 project).

3. Summarize actions taken to encourage universities to utilize minority and female students to participate on highway research projects.

Contract agreements require the contracting party to comply with federal and state civil rights statutes, rules and regulations.

Seven female faculty members were the principal investigators on SPR project 317, 345, 612, 615, 622, 631, and 641. One (male) minority faculty member was the principal investigator on SPR 356. On university research, there are five minority (male) graduate research assistant working on SPR project 610, 632, 641 and on project 646. Also with university research fourteen (female) graduate research assistants working on SPR projects 352, 615, 619, 630, 631, 633, 635, 642, and 645. Finally, on nine separate SPR projects 317, 345, 356, 357, 614, 616, 622, 637, and 638, women were involved as graduate research assistants.

4. Summarize actions taken to increase minority-owned consultants in obtaining research projects.

RFP projects are reviewed prior to advertising to establish DBE participation goals for the project. Proposed Administrative Rules developed for the new Commercial Products Research and Development Program were sent for review to small business groups and published in the Oregon Bulletin.

5. List any significant actions planned for the ensuing year.

The Research Group maintains a quarterly tracking system for minority and female student involvement in projects contracted with universities. Future contracts will be reviewed and revised as needed to promote the use of minority and female participants on research projects. In addition, we plan to address Title VI requirements at staff

meetings, as another way to advance the importance of the program. A research project was completed that developed a tool providing GIS based data to help identify Environmental Justice issues for highway projects.

Construction

1. Has the State received any civil rights complaints involving competitive bidding procedures? What corrective action, if any was needed, has the State taken? Provide summary of any concerns raised by DBE's concerning licensing, prequalifications, lack of subcontracting opportunities, etc.

There have been no formal civil rights complaints concerning the Disadvantaged Business Enterprise (DBE) Program received during this time period.

Through the continued work with the Departments DBE Supportive Services contractor and training provided by program staff, the Department is taking steps in removing barriers and ensuring that all groups are provided opportunities to participate and benefit from its programs and activities.

2. What was the level of DBE participation on construction contracts? Female and minority-owned firms?

During this reporting period, the Department awarded 85 highway construction projects for a total value of \$481,332,669.53. The level of DBE participation on these projects was 10.38 percent, based on Federal Aid Share amounts, rounded to the nearest dollar. The table below indicates the distribution between Minority Male Owned (MBE), Minority Female Owned (M/WBE) and Caucasian Female Owned (W/WBE) firms.

DBE Attainment – July 1, 2005 through June 30, 2006
Highway Construction Only
(Based on Federal Aid share amounts)

DBE Classification	Committed DBE Subcontract		Awarded Prime Contracts		Participation Percentage
	Number	Amounts	Number	Amounts	
MBE	87	\$23,737,654	3	\$4,686,917	5.91
M/WBE	38	\$6,142,844	0	\$0.00	1.28
W/WBE	126	\$15,388,675	0	\$0.00	3.20
Totals	251	\$45,269,173	3	\$4,686,917	10.38

3. Summarize efforts made by the DBE staff to encourage the use of minority and women-owned firms on state funded projects.

The Department continues to strongly encourage the participation of DBEs and other small businesses on state-funded projects through the Emerging Small Business Program.

4. During the review period, were any procedures reviewed to assure subcontract agreements, first and second tier, and material supply and equipment lease agreement contained Title VI contract provisions?

DBE Civil Rights Specialists continue to review construction subcontract agreements for appropriate language, including Title VI provisions.

5. List any significant accomplishments, and/or action items for the ensuing year.

Continuous outreach events and compliance reviews through CUF reports to identify potential areas for fraud are conducted by our Civil Rights Specialists on a regular basis.

ODOT'S SMALL BUSINESS INITIATIVE

The Oregon Department of Transportation is implementing a comprehensive plan to increase economic opportunities for Oregon workers and businesses through innovative efforts to boost participation in transportation projects.

Several components make up the agency's overall plan:

- Workforce Development Plan – focuses on individual workers
- Small Business Opportunities Outreach through the OTIA III State Bridge Delivery Program – focuses on design and construction
- Small Business Initiative – focuses on contracting
 - Professional and technical service
 - Construction

This program is part of ODOT's Small Business Initiative, the agency's ongoing activities to increase economic opportunities for Oregon businesses. From Oct. 2 to Oct. 31, 2006, firms are encouraged to complete a streamlined procurement process to pre-qualify for the pilot. Any professional and technical services firm may participate in the new Request for Qualifications, designed after gathering input from small businesses, the American Council on Engineering Companies and other stakeholders.

Under ODOT's Small Business Initiative, the agency has developed the Professional and Technical Services Small Contracting Program to increase the number of small businesses that are awarded ODOT contracts. Initially, the program will be implemented through a pilot program in ODOT's Region 1, the Portland metropolitan area.

A simplified procurement process will pre-qualify firms to participate in the pilot program and have the opportunity to be selected as prime contractors for ODOT contracts valued at \$75,000 annually or less. The selection process will give preference to firms that have no existing contracts as a prime with ODOT, while continuing to use the qualification-based selection process.

A Request for Qualifications to participate in the pilot program will be posted on ORPIN, the Oregon Procurement Information Network web site, at <http://orpin.oregon.gov> beginning Oct. 2, 2006. The RFQ consists of a short pre-qualification registration form that requests basic information about the firm, its employees and its experience.

Firms that pre-qualify by completing the RFQ process during the month of October 2006 will be eligible for selection for the initial contract awarded under the pilot program. The targeted contract award date for the first project is January 2007.

Firms that do not pre-qualify during October may still enroll at any time to be included in the selection pool for future pilot program contract awards. ODOT will continue to select additional projects and award additional contracts under the pilot program. ODOT will review the pilot program results, gather input from participants, make adjustments as needed and roll out the Small Contracting Program to a greater audience in 2007.

Education & Training

1. During the reporting period what efforts were made to encourage participation by minorities and women in National Highway Institute's (NHI) educational and training programs?

Outside of the courses being listed on the NHI site as open for enrollment, Oregon advertised to the targeted audience for the training. Internally, that was to the planning, right-of-way, engineering or construction crews. Externally, it was advertised to Local Government personnel, the Oregon American Society of Civil Engineers Newsletter, American Council of Engineering Companies of Oregon and Oregon Advocates Office for Minority, Women and Emerging Small Businesses.

2. List the types of NHI sponsored or co-sponsored programs.

Introduction to Highway Hydraulics
Introduction to Highway Hydraulics Software
Urban Drainage Design
Stream Stability & Scour At Highway Bridges
Drilled Shafts
Drilled Shaft Foundation Inspection
Pontis Bridge Management
Pontis Bridge Management: Executive Session
HEC-RAS, River Analysis System
Uses of Multimodal Freight Forecasting in Transportation
Basic Relocation
Advanced Relocation Workshop
Business Relocation
Advancing Transportation Systems Management and Operations
Design and Implementation of Erosion and Sediment Control
Fundamentals of Planning, Design and Approval of Interchange Design
LRFD for Highway Bridge Substructures and Earth Retaining Structures (1-Day)
LRFD for Highway Bridge Substructures and Earth Retaining Structures (3-Day)
LRFD for Highway Bridge Substructures and Earth Retaining Structures (4-Day)

3. How many State participants?

Out of 623 participants in 21 NHI classes, 315 were state employees (50.6%).

4. How many minorities and women?

197 (31.6%)

- Identify the agency's staff personnel responsible for training by title, ethnicity and gender.

As of June 30, 2006, the ODOT Human Resource Training staff consisted of the following personnel :

<u>Job Title</u>	<u>Ethnicity</u>	<u>Gender</u>
April Makalea, Labor Relations & Training Manager	White	Female
Beverly Morgan, Sr. Training & Development Consultant	White	Female
Lorrie Schaefer, Sr. Training & Development Consultant	White	Female
Dawn Nicholson, HR Consultant	White	Female
Richard Fraser, HR Consultant	White	Male
Jo Johnson, HR Analyst	White	Female
Mary Ingersoll, HR Analyst	White	Female
Jill Woods, HR Analyst (Rotational)	White	Female
Amber Harper, HR Assistant	Black	Female

- Were there any civil right complaints filed concerning training and educational opportunities?

No.

Motor Carrier Safety Program (MCSAP)

- How many contracts and inter-agency agreements are currently in effect involving MCSAP funds?

Motor Carrier Safety Assistance Program (MCSAP) contracts and agreements are based on federal fiscal years. From October 1, 2005, through September 30, 2006, the Motor Carrier Transportation Division had two interagency agreements and one contract under MCSAP:

- Truck inspection agreement, Oregon State Police \$1,600,000
- Driver evaluation agreement, Oregon Department of Human Resources \$ 16,000
- Service contract for inspector training facility \$ 1,074

2. Were there contracts with consultant or professional service firms, describe the advertising and selection process. Were DBE firms encouraged to submit proposals? Were DBE goals assigned to contracts?

There was one consultant or professional services contracts during this period.

3. What was the total dollar value of contract work last year? What amount went to DBE firms, either as primes or sub-contractors?

The contract for \$1,074 that was awarded to a DBE as a prime.

4. What steps, if any, are planned for next year to increase DBE participation?

Every MCSAP agreement contains standard terms and conditions related to nondiscrimination, Disadvantaged Business Enterprises, and the Civil Rights Act (See Appendix 1).

DBE participation is an objective of the Oregon contracting process. However, the Division does not anticipate additional contracting work or DBE opportunities next year as the bulk of MCSAP funds go to State agencies, in accordance with guidance from the Legislature.

5. Were any civil rights complaints (Title VI) received regarding the Motor Carrier Safety Program?

No.

6. Provide a list of employees by ethnicity, gender, and title in each of the Title VI program areas.

The Motor Carrier Transportation Division employee list shows the following ethnic group totals:

273	Whites
14	Hispanic
1	White/Hispanic
3	Indian/Alaskan Native
5	Asian/Pacific Islander
1	Black
297	Total

Ethnic Group	Gender	Job Class #	Class Title	Name
Asian/Pacific Islander	F	C0332	TRANSPORTATION SVCS REP 2	SOTO, JENNIFER L
Asian/Pacific Islander	M	C5247	COMPLIANCE SPECIALIST 2	OVERHUEL, JAMES M

Asian/Pacific Islander	M	C0332	TRANSPORTATION SVCS REP 2	BECKEL, RONALD
Asian/Pacific Islander	M	C0331	TRANSPORTATION SVCS REP 1	MACGIBBON, MARK C
Asian/Pacific Islander	M	C5247	COMPLIANCE SPECIALIST 2	CHINN, ARNOLD D
Black	F	C5247	COMPLIANCE SPECIALIST 2	MULDREW, MAGGIE
Hispanic	F	C0108	ADMINISTRATIVE SPECIALIST 2	ANDREWS, RITA B
Hispanic	F	C0331	TRANSPORTATION SVCS REP 1	CAMPOZ, ALEXANDRA
Hispanic	F	C0103	OFFICE SPECIALIST 1	MORENO, GRACIE MARIE
Hispanic	F	C0107	ADMINISTRATIVE SPECIALIST 1	CHAVEZ, LUZ DEL CARMEN
Hispanic	M	X7006	PRINCIPAL EXECUTIVE/MANAGER D	GARCIA, GEORGE
Hispanic	M	C0104	OFFICE SPECIALIST 2	VELEZ, LARRY
Hispanic	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	MILHOAN, DAVID H
Hispanic	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	BARROS, ANTHONY S
Hispanic	M	C5858	MOTOR CARRIER ENFORCMNT OFCR 2	GARCIA, PEDRO PETE
Hispanic	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	GALLEGOS, ROBERT
Hispanic	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	MOYA JR, GUADALUPE
Hispanic	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	AVILA, TOMAS
Hispanic	M	C5247	COMPLIANCE SPECIALIST 2	RICH, WALTER M
Hispanic Visual	M	C5247	COMPLIANCE SPECIALIST 2	REAVES, KENNETH A
Indian/Alaskan Native	F	C0103	OFFICE SPECIALIST 1	GRIMES, ANNA V
Indian/Alaskan Native	M	C0331	TRANSPORTATION SVCS REP 1	CHENAULT, STEVE J
Indian/Alaskan Native	M	C5247	COMPLIANCE SPECIALIST 2	JOHNSON, KEVIN R
W	F	Z0119	EXECUTIVE SUPPORT SPECIALIST 2	BROWN, DIANE C
W	F	C0871	OPERATIONS & POLICY ANALYST 2	FREEMAN, DANA M
W	F	X5248	COMPLIANCE SPECIALIST 3	ANDERSON, LAURIE S
W	F	X7008	PRINCIPAL EXECUTIVE/MANAGER E	GREEN, GAYLE M
W	F	C5248	COMPLIANCE SPECIALIST 3	GALVIN, JENNIFER
W	F	C0801	OFFICE COORDINATOR	GRANGER, ELIZABETH R
W	F	C5247	COMPLIANCE SPECIALIST 2	HINES, JACQUELIN M
W	F	C5247	COMPLIANCE SPECIALIST 2	MILLER, MARLA JO
W	F	X7006	PRINCIPAL EXECUTIVE/MANAGER D	NICKELSEN, CARLA L
W	F	C5247	COMPLIANCE SPECIALIST 2	SMITH, EUZELLA M
W	F	C5248	COMPLIANCE SPECIALIST 3	BARNES, ROSEMARY
W	F	C5247	COMPLIANCE SPECIALIST 2	CARR, TINA A
W	F	C5247	COMPLIANCE SPECIALIST 2	CLINE, KIMBERLY Z
W	F	C5247	COMPLIANCE SPECIALIST 2	DODD, ELIZABETH A

W	F	C5247	COMPLIANCE SPECIALIST 2	MCKANE, GRETCHEN J
W	F	C5247	COMPLIANCE SPECIALIST 2	PRINCE, TAMERA L
W	F	C5247	COMPLIANCE SPECIALIST 2	RATLIFF, LISA MICHELLE
W	F	C5247	COMPLIANCE SPECIALIST 2	TILTON, CAROL J
W	F	C0801	OFFICE COORDINATOR	TURELL, CYNTHIA D
W	F	C0104	OFFICE SPECIALIST 2	CISNEROS, LEAH M
W	F	C0108	ADMINISTRATIVE SPECIALIST 2	DOLEZAL, DEBORAH F
W	F	C0108	ADMINISTRATIVE SPECIALIST 2	KOTTKE, LAURAJEAN
W	F	C0103	OFFICE SPECIALIST 1	LETTENMAIER, LYNDA A
W	F	C0103	OFFICE SPECIALIST 1	MORGAN, REVONDA R
W	F	C0103	OFFICE SPECIALIST 1	RICHMOND, MARY L
W	F	C0103	OFFICE SPECIALIST 1	SHAW, ANGELA K
W	F	X0112	SUPPORT SERVICES SUPERVISOR 1	STANEK, KARON J
W	F	C0332	TRANSPORTATION SVCS REP 2	BAKKALA, NICHOLE A
W	F	C0332	TRANSPORTATION SVCS REP 2	BERRY, JOANNA C
W	F	C0332	TRANSPORTATION SVCS REP 2	CAMERON, MICHELLE M
W	F	C0332	TRANSPORTATION SVCS REP 2	COURTER, ANNA M
W	F	C0104	OFFICE SPECIALIST 2	HACKWORTH, NANCY L
W	F	C0332	TRANSPORTATION SVCS REP 2	JORDAN, CHRISTY A
W	F	C0332	TRANSPORTATION SVCS REP 2	VINCENT, DONNA B
W	F	C0332	TRANSPORTATION SVCS REP 2	WHITE, MARCI N
W	F	C0332	TRANSPORTATION SVCS REP 2	WOLF, YVONNE L
W	F	C0108	ADMINISTRATIVE SPECIALIST 2	CHENAULT, MARY E
W	F	C0108	ADMINISTRATIVE SPECIALIST 2	KIESOW, BARBARA J
W	F	C5247	COMPLIANCE SPECIALIST 2	BECK-BLAINE, KATHLEEN
W	F	C0861	PROGRAM ANALYST 2	PIEROVICH, BONNIE L
W	F	C5858	MOTOR CARRIER ENFORCMNT OFCR 2	DAVENPORT, KELLY C
W	F	C5858	MOTOR CARRIER ENFORCMNT OFCR 2	HOPKINS, SUSAN M
W	F	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	HOPPEZAK, LESA
W	F	C5858	MOTOR CARRIER ENFORCMNT OFCR 2	BURLEY, ALICE A
W	F	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	JONES, NAN K
W	F	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	STAFFORD, DIANE J
W	F	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	GREMLING, DEE F
W	F	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	MCREYNOLDS, TERRY L
W	F	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	MCGEE, TAMARA L
W	F	X7006	PRINCIPAL EXECUTIVE/MANAGER D	HALL, LAURIE J
W	F	C0331	TRANSPORTATION SVCS REP 1	HALTER-ALOTTA, DARCY D
W	F	C0331	TRANSPORTATION SVCS REP 1	METHVIN, BEVERLY K
W	F	C0331	TRANSPORTATION SVCS REP 1	PUIG, PAULA L

W	F	C0331	TRANSPORTATION SVCS REP 1	SIMONS, LORRIE E
W	F	C0331	TRANSPORTATION SVCS REP 1	TAYLOR, KELLE A
W	F	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	GRAVES, ROXANNE L
W	F	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	RANKIN, SUSAN I
W	F	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	ISSEL, PATRICIA A
W	F	C0211	ACCOUNTING TECHNICIAN 2	ESTES, MARGOT S
W	F	C0332	TRANSPORTATION SVCS REP 2	FORRETTE, ANGELA M
W	F	C0103	OFFICE SPECIALIST 1	HAIN, CONNIE L
W	F	C0103	OFFICE SPECIALIST 1	HAMPTON, TRACY A
W	F	C0103	OFFICE SPECIALIST 1	HAMPTON, BARBARA D
W	F	C0103	OFFICE SPECIALIST 1	LYONS, LINDA I
W	F	C0331	TRANSPORTATION SVCS REP 1	POOLE, PAULETTE L
W	F	C0103	OFFICE SPECIALIST 1	SADDLER, KARI N
W	F	C0211	ACCOUNTING TECHNICIAN 2	TAVARES, MELODY L
W	F	C0332	TRANSPORTATION SVCS REP 2	ULMER, DAWN S
W	F	C0332	TRANSPORTATION SVCS REP 2	WISCARSON, CAROL J
W	F	C5248	COMPLIANCE SPECIALIST 3	SINCLAIR, AMY J
W	F	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	COMBS, CATHYLEE
W	F	C0860	PROGRAM ANALYST 1	FOX-COURSE, CYNTHIA D
W	F	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	RUGH, PATRICIA A
W	F	C5858	MOTOR CARRIER ENFORCMNT OFCR 2	TROXELL, LAURA R
W	F	C0331	TRANSPORTATION SVCS REP 1	BRUSH, MELISSA M
W	F	X7000	PRINCIPAL EXECUTIVE/MANAGER A	CAIN, VIRGINIA L
W	F	C0332	TRANSPORTATION SVCS REP 2	CAMPBELL, MICHELLE L
W	F	C0332	TRANSPORTATION SVCS REP 2	CARTER, MARY L
W	F	C0332	TRANSPORTATION SVCS REP 2	CHILES, BILLIE J
W	F	C0332	TRANSPORTATION SVCS REP 2	HALVORSON, MARGARET F
W	F	C0332	TRANSPORTATION SVCS REP 2	JORGENSEN, MEGHAN R
W	F	C0332	TRANSPORTATION SVCS REP 2	NIELSON, PEGGY K
W	F	C0332	TRANSPORTATION SVCS REP 2	ROTHERMUND, DENISE S
W	F	C0870	OPERATIONS & POLICY ANALYST 1	ROWAN, JUDITH GAY
W	F	C0332	TRANSPORTATION SVCS REP 2	RUDY, GERALDINE J
W	F	X7006	PRINCIPAL EXECUTIVE/MANAGER D	SCHIFFNER, JO ANNE
W	F	C0332	TRANSPORTATION SVCS REP 2	SHEPHERD, MARLENA K
W	F	C0332	TRANSPORTATION SVCS REP 2	WHELDEN, MONICA R
W	F	C0332	TRANSPORTATION SVCS REP 2	WILLFORD, RONA J
W	F	C0332	TRANSPORTATION SVCS REP 2	DANIELS, JANET K
W	F	C0332	TRANSPORTATION SVCS REP 2	ELBON, LESLIE
W	F	C0332	TRANSPORTATION SVCS REP 2	HART, ROSEMARY L
W	F	C0332	TRANSPORTATION SVCS REP 2	NIEMEYER, BETTY J

W	F	C0332	TRANSPORTATION SVCS REP 2	STROUD, C WANDA
W	F	C5247	COMPLIANCE SPECIALIST 2	COMBS, SUSAN C
W	F	C0332	TRANSPORTATION SVCS REP 2	DIXON, LINDA DARLENE
W	F	C0332	TRANSPORTATION SVCS REP 2	KODESH, DEBRA A
W	F	C0332	TRANSPORTATION SVCS REP 2	MCLEAN, DEBORA A
W	F	C0332	TRANSPORTATION SVCS REP 2	SIMPSON, CODIE ANN
W	F	C0332	TRANSPORTATION SVCS REP 2	BUNCH, KATHRYN S
W	F	C0332	TRANSPORTATION SVCS REP 2	NEMBHARD, KYNDA EILEEN
W	F	C0332	TRANSPORTATION SVCS REP 2	PARSON, EVELYN MAE
W	F	C0332	TRANSPORTATION SVCS REP 2	ROSS, RENEE MICHELLE
W	F	C5247	COMPLIANCE SPECIALIST 2	SCHOONOVER, DONNA L
W	F	C5248	COMPLIANCE SPECIALIST 3	WYLE, SHARON E
W	F	C0332	TRANSPORTATION SVCS REP 2	LANDON, CONNIE LYNN
W	F	C0332	TRANSPORTATION SVCS REP 2	ROSS, NEDRA M
W	F	C5247	COMPLIANCE SPECIALIST 2	EVERT, TERRY L
W	F	C5247	COMPLIANCE SPECIALIST 2	GERMANY, PAULA M
W	F	C5247	COMPLIANCE SPECIALIST 2	SHAMBLIN, CATHERINE
W	F	C5248	COMPLIANCE SPECIALIST 3	BLAKE, CYNTHIA KAY
W	F	C0104	OFFICE SPECIALIST 2	ALBRICH, AMY L
W	F	C0104	OFFICE SPECIALIST 2	ARNOLD, TRACIE L
W	F	C0801	OFFICE COORDINATOR	BACON, DONNA M
W	F	X0113	SUPPORT SERVICES SUPERVISOR 2	BUSCH, BARBARA J
W	F	C0104	OFFICE SPECIALIST 2	REAMS, SHIRLEY W
W	F	C0104	OFFICE SPECIALIST 2	SCOTT, KATIE
W	F	C0531	WORD PROCESSING TECHNICIAN 2	TWEEDY, SUSAN Y
W	M	X7010	PRINCIPAL EXECUTIVE/MANAGER F	SCRIVNER, W EDWARD
W	M	X7008	PRINCIPAL EXECUTIVE/MANAGER E	LISTELLA, RICARDO M
W	M	X7008	PRINCIPAL EXECUTIVE/MANAGER E	MCKANE, DAVID J
W	M	C5247	COMPLIANCE SPECIALIST 2	BOURAY, DALE A
W	M	C5247	COMPLIANCE SPECIALIST 2	GERBERDING, THOMAS
W	M	C5247	COMPLIANCE SPECIALIST 2	MCKINNEY, SIDNEY M
W	M	C5247	COMPLIANCE SPECIALIST 2	MICHAEL, CHARLES E
W	M	C5247	COMPLIANCE SPECIALIST 2	PINTO, PAULO C
W	M	C5247	COMPLIANCE SPECIALIST 2	HUBER, DAVID A
W	M	C5247	COMPLIANCE SPECIALIST 2	NAVRATIL, MICHAEL L
W	M	C5247	COMPLIANCE SPECIALIST 2	NEELEY, RONALD G
W	M	C5248	COMPLIANCE SPECIALIST 3	WEBER, DANNY C
W	M	C5247	COMPLIANCE SPECIALIST 2	SINKS, RYAN T
W	M	C5247	COMPLIANCE SPECIALIST 2	DUNN, JOHN K
W	M	C5248	COMPLIANCE SPECIALIST 3	LUNDQUIST, SCOTT L
W	M	C5247	COMPLIANCE SPECIALIST 2	THOMPSON, JON ENOS
W	M	C5247	COMPLIANCE SPECIALIST 2	WATT, GERALD D JR

W	M	C0108	ADMINISTRATIVE SPECIALIST 2	TOMPKINS, DONALD R
W	M	C0108	ADMINISTRATIVE SPECIALIST 2	ULMER, BRIAN
W	M	C0332	TRANSPORTATION SVCS REP 2	COOK, TERRELL H
W	M	C0332	TRANSPORTATION SVCS REP 2	HUTTO, CHARLES A
W	M	C0332	TRANSPORTATION SVCS REP 2	KAUS, JAMES G
W	M	C0871	OPERATIONS & POLICY ANALYST 2	SPOFFORD, WILLIAM H
W	M	C1117	RESEARCH ANALYST 3	BRADD, THOMAS M
W	M	C0104	OFFICE SPECIALIST 2	RASKA, TODD A
W	M	X7006	PRINCIPAL EXECUTIVE/MANAGER D	SMITH, GREGORY K
W	M	X7006	PRINCIPAL EXECUTIVE/MANAGER D	JONES, RONALD E
W	M	C5247	COMPLIANCE SPECIALIST 2	SERVI, DONALD L
W	M	C5247	COMPLIANCE SPECIALIST 2	WOLFORD, HAROLD L
W	M	X0851	PRINCIPAL CONTRIBUTOR 1	FIFER, DAVID A
W	M	C4339	SCIENTIFIC INSTRUMENT TECH	ROBINSON, DONALD H
W	M	C4339	SCIENTIFIC INSTRUMENT TECH	SMITH, GUY O
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	BROWN, BARRY J
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	COBB, MICHAEL R
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	FAIRBANKS, JEFF D
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	FRAZER, CHARLES E
W	M	C0860	PROGRAM ANALYST 1	LECROY, RANDY R
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	LINVILLE, RICHARD H
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	MILTIER, RANDY P
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	REHER, BENJAMIN R
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	ROADMAN, DAVID A
W	M	X7002	PRINCIPAL EXECUTIVE/MANAGER B	BYRNE, ROBERT N
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	CANNON, TIMOTHY I
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	DELEHANT, ROBERT A
W	M	C5858	MOTOR CARRIER ENFORCMNT OFCR 2	GILBERT, RUSSELL V
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	HERMAN, RONALD J
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	MCGILL, COREY M
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	PRINE, JERRY E
W	M	C5858	MOTOR CARRIER ENFORCMNT OFCR 2	FIELD, BENJAMIN R
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	RICHARDS, MATTHEW D
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	ROSSETTO, MICHAEL A

W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	SPALLA, VINCENT J
W	M	X7002	PRINCIPAL EXECUTIVE/MANAGER B	WARD, BRUCE D
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	BAIRD, DICK
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	STEEPROW, DOUGLAS L
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	BASCUE, ANDREW A
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	BRYSON, GARY D
W	M	X7002	PRINCIPAL EXECUTIVE/MANAGER B	GAFFNEY, DAVID J
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	HITT, ROY L
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	SULLIVAN, DOUGLAS G
W	M	C5858	MOTOR CARRIER ENFORCMNT OFCR 2	TRIOLO, JOEL C
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	HARE, EDWARD L
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	MCDANIEL, VICTOR G
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	RAMLOW, ROBERT H
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	BAILEY, BRADLEY I
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	BARRIE, JOHN JACK R
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	GRAHAM, VICTOR L
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	KYGAR, JAY W
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	QUEST, LAWRENCE B
W	M	C5858	MOTOR CARRIER ENFORCMNT OFCR 2	BAKER, JAMES
W	M	C5858	MOTOR CARRIER ENFORCMNT OFCR 2	BROOKS, WILLIAM D
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	CORDONNIER, RALPH J
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	DIXON, DENNIS D
W	M	X7002	PRINCIPAL EXECUTIVE/MANAGER B	GRANT, PHILIP T
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	PROCK, LEONARD V JR
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	HOUSTON, KAI R
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	KRAMER, JASON S
W	M	C5858	MOTOR CARRIER ENFORCMNT OFCR 2	MELING, KERMIT S
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	MILLER, DALE A
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	SAMPSON, JAMES M

W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	WINEBURG, DENNIS D
W	M	C0331	TRANSPORTATION SVCS REP 1	BENTLEY, VICTOR B
W	M	C0331	TRANSPORTATION SVCS REP 1	IDSINGA, MICHAEL J
W	M	C5858	MOTOR CARRIER ENFORCMNT OFCR 2	HOVDE, MICHAEL T
W	M	X7002	PRINCIPAL EXECUTIVE/MANAGER B	DERBY, BENJAMIN H III
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	DUNCAN, RODNEY N
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	HOSLEY, DAVID J
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	MARSHALL, VERNON GARY
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	PURVES, ROBERT E
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	RUSSELL, DONALD W
W	M	C5858	MOTOR CARRIER ENFORCMNT OFCR 2	SCHILLING, DENNIS E
W	M	C0332	TRANSPORTATION SVCS REP 2	HUNT, STEPHEN E
W	M	C0332	TRANSPORTATION SVCS REP 2	PRAIT, TERRY J
W	M	C0332	TRANSPORTATION SVCS REP 2	STEWART, KENNETH M
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	BENNETT, MICHEAL
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	GARDE, GARY O
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	GRAHAM, JAMES E
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	HASIAK, DONALD
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	LAMPERT, BARRY R
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	MOONEY, MICHAEL J
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	PILCHER, MARLIN B
W	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	REITH, HANS B
W	M	C5858	MOTOR CARRIER ENFORCMNT OFCR 2	RUIKKA, DENNIS M
W	M	X7002	PRINCIPAL EXECUTIVE/MANAGER B	SHINPAUGH, DONALD H
W	M	C0332	TRANSPORTATION SVCS REP 2	ALOTTA, PETER
W	M	C0332	TRANSPORTATION SVCS REP 2	BARNES, BRIAN S
W	M	C0332	TRANSPORTATION SVCS REP 2	BAUER, PHIL J
W	M	C0332	TRANSPORTATION SVCS REP 2	DURHAM, MICHAEL D
W	M	C0332	TRANSPORTATION SVCS REP 2	EHMER, KEVIN G
W	M	C0332	TRANSPORTATION SVCS REP 2	FISHER, DANIEL
W	M	C0332	TRANSPORTATION SVCS REP 2	FRYE, NICHOLAS R
W	M	C0332	TRANSPORTATION SVCS REP 2	HEARON, THOMAS H
W	M	C0332	TRANSPORTATION SVCS REP 2	OKE, KENNETH R
W	M	C0331	TRANSPORTATION SVCS REP 1	SYGNEY, JEFFREY D
W	M	C0332	TRANSPORTATION SVCS REP 2	WENZ, RODNEY E

W	M	C0332	TRANSPORTATION SVCS REP 2	WIXOM, NIKOLAS K
W	M	X7002	PRINCIPAL EXECUTIVE/MANAGER B	JOHNSON, SVEN
W	M	C5247	COMPLIANCE SPECIALIST 2	LORENTZ, LYLE E JR
W	M	C5247	COMPLIANCE SPECIALIST 2	CLARK, KEITH E
W	M	C5247	COMPLIANCE SPECIALIST 2	NORWOOD, KENNETH E
W	M	X7002	PRINCIPAL EXECUTIVE/MANAGER B	PRATT, LLOYD A
W	M	C5247	COMPLIANCE SPECIALIST 2	SMITH, HAROLD W
W	M	C5248	COMPLIANCE SPECIALIST 3	TRULY, JOHN W
W	M	C5247	COMPLIANCE SPECIALIST 2	ERLANDSON, CHARLES H
W	M	C5247	COMPLIANCE SPECIALIST 2	JOHNSON, GREGORY L
W	M	C5247	COMPLIANCE SPECIALIST 2	RUSSELL, HOWARD H
W	M	C0332	TRANSPORTATION SVCS REP 2	JONES, DONALD E
W	M	C5247	COMPLIANCE SPECIALIST 2	ADAMS, CHARLES A
W	M	C5247	COMPLIANCE SPECIALIST 2	BLAINE, GARY L
W	M	C5247	COMPLIANCE SPECIALIST 2	BROWN, JESS E
W	M	C5247	COMPLIANCE SPECIALIST 2	PIEROVICH, DOUGLAS
W	M	C5247	COMPLIANCE SPECIALIST 2	SWANSON, STEPHEN M
W	M	C5248	COMPLIANCE SPECIALIST 3	BONNEY, CALVIN CRAIG
W	M	X0865	PUBLIC AFFAIRS SPECIALIST 2	BROCK, JAMES H
W	M	C5247	COMPLIANCE SPECIALIST 2	COOPER, NORMAN A
W	M	Z7012	PRINCIPAL EXECUTIVE/MANAGER G	DAL PONTE, GREGG L
W	M	C5247	COMPLIANCE SPECIALIST 2	DANIELS, BRAD K
W	M	C1245	FISCAL ANALYST 3	HARGROVE, THOMAS M
W	M	C5247	COMPLIANCE SPECIALIST 2	SHAMBLIN, VIRGIL W
W	M	C0104	OFFICE SPECIALIST 2	COOK, KEVIN
White Hispanic	M	X7004	PRINCIPAL EXECUTIVE/MANAGER C	JEFFERY, GEORGE W
White Visual	F	X7002	PRINCIPAL EXECUTIVE/MANAGER B	BARKER, PENNY L
White Visual	F	C0104	OFFICE SPECIALIST 2	LARGE, VIRGINIA R
White Visual	F	C0104	OFFICE SPECIALIST 2	HAAKENSON, NANCY J
White Visual	F	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	THOMAS, ANDREA D
White Visual	F	C0870	OPERATIONS & POLICY ANALYST 1	HENDERSON, CAROLYN M
White Visual	F	X7000	PRINCIPAL EXECUTIVE/MANAGER A	BUYS, SARAH FRANCES
White Visual	F	C0103	OFFICE SPECIALIST 1	CROSS, JESSICA
White Visual	F	C0103	OFFICE SPECIALIST 1	WAIT, TARA L
White Visual	F	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	MCKINNEY, TANIA D
White Visual	F	C0332	TRANSPORTATION SVCS REP 2	WORKMAN, DOROTHY R
White Visual	F	C0332	TRANSPORTATION SVCS REP 2	DUNCAN, CATHY A
White Visual	F	C0104	OFFICE SPECIALIST 2	CATON, TARA L
White Visual	M	C5247	COMPLIANCE SPECIALIST 2	RIOS, DAVID D
White Visual	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	LEE, LARRY D

White Visual	M	C5857	MOTOR CARRIER ENFORCMNT OFCR 1	QUEEN, BRIAN W
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7. Was any Title VI training provided during the reporting period? If so, how many participants attended, titles, etc.? Was any other kind of civil rights training conducted? If so, what type of training (course content)? Provide a list of participants by job title (i.e., supervisor, manager, etc.).

The Motor Carrier Division's management team attended a briefing regarding ODOT's Affirmative Action Plan at which the agency's Equal Employment and Affirmative Action Officer focused attention on four underrepresented areas at ODOT – women and minorities in management, women in positions as technicians, women and minorities in skilled craft and maintenance positions, and hiring and retaining qualified people with disabilities. Among other suggestions, the management team recommended placing recruitment ads in trucking industry publications and making the job search Web site more user friendly.

MCSAP Appendix 1

MCSAP Agreement Terms and Conditions

Every MCSAP agreement the Motor Carrier Transportation Division executes with state law enforcement agencies contains the following terms and conditions related to nondiscrimination, Disadvantaged Business Enterprises, and the Civil Rights Act:

V. NONDISCRIMINATION

During the performance of this contract, Contractor, for himself, his assignees and successors in interest, hereinafter referred to as Contractor, agrees as follows:

1. Compliance with Regulations. Contractor agrees to comply with Title VI of the Civil Rights Act of 1964, and Section 162(a) of the Federal-Aid Highway Act of 1973 and the Civil Rights Restoration Act of 1987. Contractor shall comply with the regulations of the Department of Transportation relative to nondiscrimination in Federally assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated by reference and made a part of this contract. Contractor, with regard to the work performed after award and prior to completion of the contract work, shall not discriminate on grounds of race, creed, color, sex or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. Contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the contract covers a program set forth in Appendix B of the Regulations.

2. Solicitation for Subcontractors, including Procurement of Materials and Equipment. In all solicitations, either by competitive bidding or negotiations made by Contractor for work to be performed under a subcontract, including procurement of materials and equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligations under this contract and regulations relative to nondiscrimination on the grounds of race, creed, color, sex or national origin.

3. Nondiscrimination in Employment (Title VII of the 1964 Civil Rights Act). During the performance of this contract, Contractor agrees as follows:

Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this nondiscrimination clause.

Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex or national origin.

4. Information and Reports. Contractor will provide all information and reports required by the Regulations or orders and instructions issued pursuant thereto, and will permit access to his books, records, accounts, other sources of information, and his facilities as may be determined by Department or FHWA as appropriate, and shall set forth what efforts he has made to obtain the information.

5. Sanctions for Noncompliance. In the event of Contractor's noncompliance with the nondiscrimination provisions of the contract, Department shall impose such agreement sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to Contractor under the agreement until Contractor complies; and/or
- b. Cancellation, termination or suspension of the agreement in whole or in part.

6. Incorporation of Provisions. Contractor will include the provisions of paragraphs 1 through 6 of this section in every subcontract, including procurement of materials and leases of equipment, unless exempt from Regulations, orders or instructions issued pursuant thereto. Contractor shall take such action with respect to any subcontractor or procurement as Department or FHWA may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event Contractor becomes involved in or is threatened with litigation with a subcontractor or supplier as a result of such

direction, Department may, at its option, enter into such litigation to protect the interests of Department, and, in addition, Contractor may request Department to enter into such litigation to protect the interests of the State of Oregon.

VI. DISADVANTAGED BUSINESS ENTERPRISE (DBE) POLICY

In accordance with Title 49, Code of Federal Regulations, Part 26, Contractor shall agree to abide by and take all necessary and reasonable steps to comply with the following statement:

DBE POLICY STATEMENT

DBE Policy. It is the policy of the United States Department of Transportation (USDOT) to practice nondiscrimination on the basis of race, color, sex and/or national origin in the award and administration of USDOT assist contracts. Consequently, the DBE requirements of 49 CFR 26 apply to this contract.

Required Statement For USDOT Financial Assistance Agreement. If as a condition of assistance the Agency has submitted and the US Department of Transportation has approved a Disadvantaged Business Enterprise Affirmative Action Program which the Agency agrees to carry out, this affirmative action program is incorporated into the financial assistance agreement by reference.

DBE Obligations. The Oregon Department of Transportation (ODOT) and its contractor agree to ensure that Disadvantaged Business Enterprises as defined in 49 CFR 26 have the opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds. In this regard, Contractor shall take all necessary and reasonable steps in accordance with 49 CFR 26 to ensure that Disadvantaged Business Enterprises have the opportunity to compete for and perform contracts. Neither ODOT nor its contractors shall discriminate on the basis of race, color, national origin or sex in the award and performance of federally-assisted contracts. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of such contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as ODOT deems appropriate.

The DBE Policy Statement and Obligations shall be included in all subcontracts entered into under this contract.

Records and Reports. Contractor shall provide monthly documentation to Department that it is subcontracting with or purchasing materials from the DBEs identified to meet contract goals. Contractor shall notify Department and obtain its written approval before replacing a DBE or making any change in the DBE participation listed. If a DBE is unable to fulfill the original obligation to the contract, Contractor must demonstrate to Department the Affirmative Action steps taken to replace the DBE with another DBE. Failure to do so will result in withholding payment on those items. The monthly documentation will not be required after the DBE goal commitment is satisfactory to Department.

Any DBE participation attained after the DBE goal has been satisfied should be reported to the Departments.

DBE Definition. Only firms DBE certified by the State of Oregon, Department of Consumer & Business Services, Office of Minority, Women & Emerging Small Business, may be utilized to satisfy this obligation.

CONTRACTOR'S DBE CONTRACT GOAL

DBE GOAL 0 %

By signing this contract, Contractor assures that good faith efforts have been made to meet the goal for the DBE participation specified in the Request for Proposal/Qualification for this project as required by ORS 200.045, and 49 CFR 26.53 and 49 CFR, Part 26, Appendix A.

10. Civil Rights Act: The recipient shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and in accordance with Title VI of that Act, no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity for which the recipient received Federal financial assistance and shall immediately take any measures necessary to effectuate this Agreement. It shall comply with Title VI of the Civil Rights Acts of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where:

- (a) The primary purpose of an instrument is to provide employment, or
 - (b) Discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
-

Administration

1. Provide a list of employees by ethnicity, gender, and title in each of the Title VI program areas.

The composition of the staff of each of the program areas in terms of gender and race is provided in Appendix E. Please note that the "Deviations" column of each "Job Group" is the status of "Parity Counts" to "Actual Counts" in relation to Affirmative Action goals. The data indicates the deviation from parity for females, minorities and disabled. Where a minus sign (-) appears, the current workforce is below parity by the number of positions and percentage indicated.

2. Summarize all activities undertaken during the reporting period which provide for assurances of Title VI compliance by contractors (i.e., are Title VI requirements included in all contracts and consultant agreements; were reviews made to ensure contractors and consultants are adhering to Title VI requirements?).

During the reporting period, the Title VI Officer reviewed consultant contract provisions for Title VI and other civil rights provisions. No problems were identified.

3. Was any Title VI training provided during the reporting period? If so, how many participants attended, titles, etc.? Was any other kind of civil rights training conducted? If so, what type of training (course content)? Provide a list of participants by job title (i.e., supervisor, manager, etc.).

The Title VI Officer conducted a Title VI Training Session on Environmental Justice at the Northwest Transportation Conference in Corvallis, Oregon, for partnering Transportation agencies. Forty-six people participated in the training from public/private agencies, federal and local cooperation. The Office of Civil Rights plans to sponsor and hold similar workshops and sessions during the next reporting period for program area managers, supervisors and project leaders. The Title VI Officer, Kurt S. Jun, completed several presentations on Title VI to respective divisions internally, such as Communications and Public Affairs.

The Office of Civil Rights staff has continued to work with the Department's public involvement staff to ensure that minority and low-income communities are taken into account as public involvement plans are developed for the STIP, modal plans, policies and project level activities.

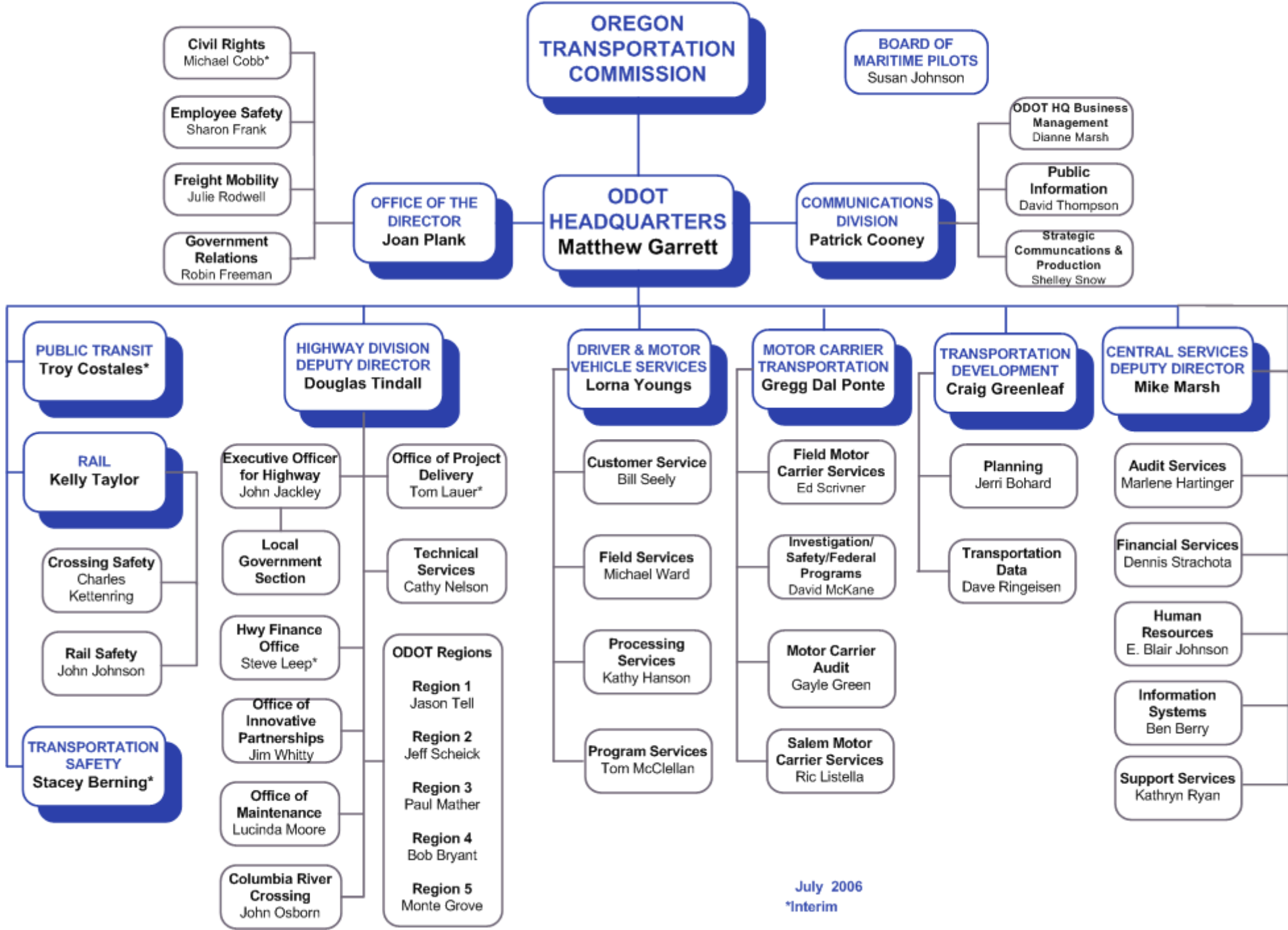
ODOT's Discrimination Complaint Procedure was revised during this reporting period. Under the revised procedures, all investigations of discrimination complaints are to be conducted by the appropriate staff of the Office of Civil Rights. (See Appendix F)



OREGON DEPARTMENT OF TRANSPORTATION

Organizational Chart

Oregon Department of Transportation



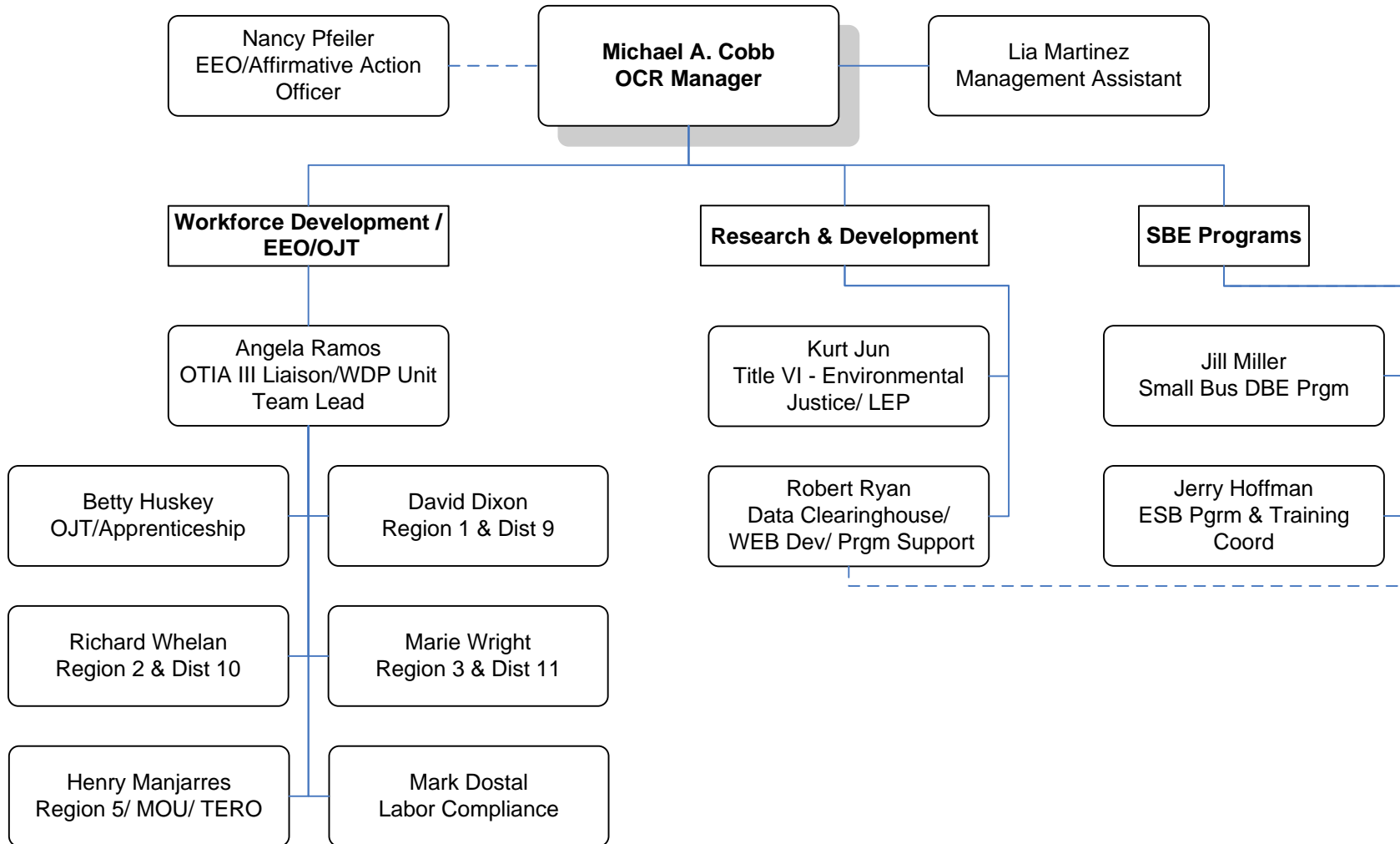
July 2006
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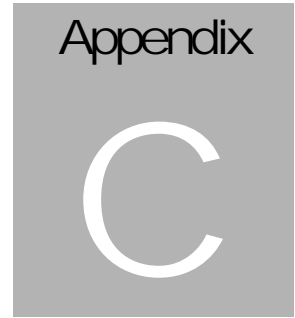


OFFICE OF
CIVIL RIGHTS

Organizational
Chart

OFFICE OF CIVIL RIGHTS





AREA COMMISSION ON
TRANSPORTATION
(ACT)

Policy on Formation
& Operation

POLICY ON FORMATION AND OPERATION OF AREA COMMISSIONS ON TRANSPORTATION (ACTs)

INTRODUCTION

The Oregon Transportation Commission (OTC) established the Area Commissions on Transportation (ACTs) to improve communication and interaction between the OTC and local stakeholders who share a transportation focused community of interest. That dialogue will include the OTC, local officials, legislators, the business community and appropriate stakeholders and the Oregon Department of Transportation (ODOT).

By increasing stakeholder commitment and understanding of transportation programs, funding and issues, the OTC expects to:

- Broaden opportunities for advising the OTC on policy issues
- Improve project recommendations and coordination at the local level
- Broaden the Regional transportation perspective
- Increase stakeholder support for and commitment to projects
- Control project costs
- Support timely completion of projects
- Meet expectations for quality projects
- Facilitate private sector capital investments
- Maximize ODOT's capacity to deliver projects
- Improve Oregon's economy by addressing transportation challenges

The OTC adopted *Policy on Formation and Operation of Area Commissions on Transportation*¹ to provide answers to common questions about the purpose, formation and function of ACTs and to encourage a reasonable degree of consistency statewide in their role and operation.² The document is intended to provide statewide consistency for the ACTs while balancing local needs for flexibility and uniqueness. Each ACT will adopt Operating Agreements to further define its operating procedures. Topics addressed include the following:

- I. Mission
- II. Roles and Responsibilities
- III. Authority
- IV. ACT Structure and Membership
- V. Operations of the ACT
- VI. Basis for Decision Making
- VII. Coordination

As the need arises, the OTC may review this document and update as appropriate.

¹ This statement assumes future adoption of this document by the OTC

² See Attachment B.

The OTC will give significant weight to recommendations from the ACTs that follow the procedures described in this document. The ACT, however, is an advisory body to the OTC, and the OTC is the final decision-maker. Geographic areas that do not have an ACT or MPO must adhere to the same standards of accountability as ACTs and demonstrate to the OTC that recommendations were developed in accordance with ACT obligations. Prior to starting the process to prioritize project recommendations, the appropriate ODOT Region and the non-ACT geographic area will reach consensus on the process for determining compliance with this policy. This process could utilize previously adopted documents as appropriate.

In order to clarify the document, a glossary was prepared which defines the terms Region, Regional, Area, Transportation System and a series of verbs used throughout the document. The verbs convey varying levels of action or responsibility and include the following: must, shall, will, should, and may. See Attachment D, Glossary of Terms, for further definition and usage examples.

**POLICY ON
FORMATION AND OPERATION OF
AREA COMMISSIONS ON TRANSPORTATION (ACTs)**

I. MISSION

The mission of the ACTs is to provide a forum for the discussion and coordination of current and future transportation issues and to make recommendations to the OTC. An ACT plays a key advisory role in the development of the Statewide Transportation Improvement Program (STIP). The ACTs shall recommend priorities for state transportation infrastructure and capital investments based on state and local transportation plans related to the geographic boundary of the ACT.

II. ROLES AND RESPONSIBILITIES

ACTs have a primary role of making recommendations to the OTC regarding project selection for projects of local or Regional significance. ACTs may also be requested to provide input to the OTC on projects of statewide importance and on statewide policy issues.

A. Primary Role of the ACTs

At a minimum, ACTs shall perform the following:

- Provide a forum to advance the public's awareness and understanding among transportation stakeholders of transportation issues.
- Establish a public process that is consistent with state and federal laws, regulations and policies.
- Provide recommendations to the OTC regarding program funding allocations for the STIP, balancing local, Regional and statewide perspectives³.
- Prioritize Area Modernization project recommendations for the Development STIP and Construction STIP based on state and local transportation plans related to the Area.
- Make recommendations to ODOT regarding special funding opportunities and programs.
- Communicate and coordinate Regional priorities with other organizations, including the following:
 - Other ODOT Regions and ACTs
 - Metropolitan Planning Organizations (MPOs)
 - Community Solutions Team (CST)
 - Regional Partnerships and Regional Investment Boards
 - ODOT advisory committees

³ Techniques ACTs may use to achieve statewide perspective include: interacting with other ACTs, hosting forums on statewide issues such as access management and highway segment designations, and having the ODOT Director or OTC liaison attend and participate in ACT meetings. By using criteria established by the OTC and adherence to those standards, ACTs achieve a statewide vantage point.

- As applicable, consider all modes and aspects of the Transportation System in formulating recommendations, taking into account the provision of elements and connections between air, marine, rail, highway, trucking, transit, bicycle and pedestrian facilities.
 - The Transportation System includes the following modes and aspects:
 - Air, marine, rail (freight and passenger)
 - Highway (trucks, buses, cars)
 - Transit
 - Bicycle/Pedestrian
- Provide documentation to the OTC of the public process and resulting recommendations forwarded by the ACT including alternatives for solutions and outcomes of decisions.
- Provide a report to the Oregon Transportation Commission at least once every two years.

B. Optional Activities of the ACTs

In addition to the above, ACTs may choose to provide advice on activities such as:

- ODOT corridor plans or local transportation system plans (TSPs) that contain projects of Regional significance (for example, a new highway bypass).
- Review projects and policies for other STIP funding programs and categories that have advisory committees or processes in place and advise ODOT on any special circumstances or opportunities that apply. These programs include Preservation, Safety, Bridge, Operations, Public Transportation, Freight, Rail, Bicycle/Pedestrian, Transportation Enhancement, Scenic Byways, Federal Lands Highways, and Fish Culverts.
- Advise the OTC on state and Regional policies affecting the Area's Transportation System, including proposed ODOT policies & their implementation.
- Input into prioritization of long-range planning projects (especially refinement plans) in the ODOT Region planning work programs.
- Establishment and monitoring of benchmarks for Regional transportation improvements.
- Other transportation related policy or funding issues relevant to a particular ACT that would benefit from the coordinated committee discussion afforded by the ACT structure.

See Attachment C for a flowchart showing ACT involvement in the typical process elements for the STIP.

C. Role of OTC

Success of the ACT is linked to communication with the OTC. The OTC role includes:

- Designating one OTC member as the liaison to the ACT.
- Encouraging the OTC liaison to attend ACT meetings.
- Providing financial support in an amount sufficient to meet OTC expectations.
- Facilitating communication between the OTC and the ODOT representative to the ACT.
- Describing expectations and providing adequate lead time when requesting input from the ACT.

- Providing training opportunities for the ACTs to enhance understanding of statewide programs and issues.
- Giving significant weight to recommendations from ACTs that follow procedures and requirements described in this document.
- Providing feedback to the ACTs regarding decisions that were made based on the ACT recommendations.
- Conducting a biennial review of the ACT Charter and Operating Agreements.

D. Role of ODOT Staff

ODOT staff provides a key role in the successful operation of the ACT. ODOT shall assign a senior manager with good communication skills as its voting representative to the ACT. The ODOT representative shall:

- Serve as a communication liaison between the ACT, ODOT Region, and ODOT Director's Office.
- Bring a statewide perspective to discussions of local transportation issues.
- Coordinate timely preparation of agenda items for action by the ACT.
- Provide technical and policy information in a timely manner to assist the ACT in carrying out its roles and responsibilities.
- Provide information on project status.
- Coordinate presentations and education regarding state and federal programs and priorities.
- Advise the ACT of ODOT views during program and project discussions.
- Provide staff support as agreed upon (Section V. B.).
- Advise on technical or policy issues relating to transportation safety, bicycle and pedestrian facilities, passenger rail and freight, trucking, public transportation, scenic byways, motor carriers and state/local government relationships.

III. AUTHORITY

ORS 184.610 to 184.666 gives the Oregon Transportation Commission the authority to establish the policies for the operation of the Oregon Department of Transportation and for the administration of programs related to transportation. The Area Commissions on Transportation are advisory bodies chartered under authority of the Oregon Transportation Commission. The OTC may charter an ACT when it demonstrates, and as long as it maintains, a structure consistent with the requirements contained in this document. The OTC retains oversight and final decision making authority to assure efficient management of the state Transportation System. ACTs provide valuable input and recommendations to that process.

An ACT is a voluntary association of government and non-government transportation stakeholders and has no legal regulatory, policy or administrative authority. The ACT process and resulting recommendations shall comply with relevant laws, regulations and policies. As an advisory body to the OTC with authority to make recommendations on policy or administration, ACTs meet the definition of a "Governing Body" and fall under the requirements of the Public Meetings Law. ORS 192.610 to 192.690. An ACT's members shall comply with the requirements of Oregon Government Standards and Practices laws concerning conflict of interest.

ACTs should apply a statewide perspective to address the Transportation System with primary focus on the state Transportation System (Glossary, Attachment D). ACTs may also consider Regional and local transportation issues. Multi-ACT collaboration may be requested to facilitate consideration of issues that have a broader geographic scope than any one ACT. The needs of urban and rural areas may be different and discussions may include ACT representatives from more than one ODOT Region to help focus discussions on corridor or system needs.

IV. ACT STRUCTURE AND MEMBERSHIP

A. Geographic Coverage

Because the ACTs (and, where applicable, the MPOs) are primary advisors to the OTC with regard to transportation policies and programs which effect them, the OTC strongly encourages coverage of the State with respect to ACT or MPO representation.

The OTC recognizes that there is strength in member familiarity with Regional issues, and thus, expects that an ACT will encompass an area that geographically represents all its interests. The rationale for ACT boundaries should be consistent with a “geographical community of interest” regarding the state Transportation System and coordinated with existing Regional inter-governmental relationships. Shared interest might include a similarity of population, economy, land use, infrastructure needs, contiguous boundaries, commute shed, political and programmatic interests, and collaborative opportunities. The geographic boundaries of an ACT or MPO may change over time and if this occurs, an amendment to the boundaries will be negotiated and agreed upon by the affected parties, and a formal request for change will be submitted in writing to the OTC for approval. Each ACT will develop an Operating Agreement (Section V. A.) and this agreement will articulate the rationale for its specific boundaries.

B. Membership

When establishing the voting⁴ membership, an ACT needs to consider all modes and aspects of the Transportation System. An ACT will have a voting membership which is reflective of its population and interest groups and will be broadly representative of those impacted by ACT recommendations. At a minimum, ACT representation will include at least 50% elected officials from the Area. Representation shall include City, County, and MPO officials within the ACT boundaries. Tribal Governments, Port officials, and Transit officials⁵ shall also be invited to participate as voting members and will count toward the requirement of at least 50% elected officials. The remainder of the representation should be from interested stakeholders which may represent, but are not limited to: freight, trucking, bicycle, pedestrian, public transportation system, public interest advocacy groups, environmental, land use, local citizens, business, education, public safety providers, non-profit organizations, etc. ODOT will be a voting member on each ACT. Members should be carefully selected so that transportation recommendations are coordinated with other local and Regional community development activities, creating consensus within the Area on transportation issues and priorities. The ACT will determine the total number and selection of ACT members.

⁴ Voting may be by consensus or majority, as defined in the individual ACT Operating Agreement (Section V. A.).

⁵ In some geographic areas, Port and Transit officials are appointed, not elected.

In addition to the official membership, each ACT should include appropriate ex officio members and give full consideration to their comments and recommendations. Ex officio members may include:

- Oregon Transportation Commissioners, state legislators, and local congressional aides
- Community Solutions Team
- State and federal agencies such as US Forest Service, BLM, Fish and Wildlife, Department of Environmental Quality, Department of Land Conservation and Development, Department of Aviation
- City and county road district or department
- Regional groups that have an interest in transportation issues such as housing advocates, Regional Partnerships and Regional Investment Boards, law enforcement agencies, etc.

The ACT should encourage participation of adjacent ACTs and consider inviting representatives as ex officio members. Adjoining ACTs should be included on all mailing lists and be invited to attend all ACT meetings.

As an ACT experiences membership turnover, it should review representation to ensure continued balance of all groups the committee represents. When providing reports to the OTC, ACTS will be asked to describe how they have met the membership guidance. If circumstances within the ACT (e.g., small population and large geographic area) prevent the ACT from meeting the minimum membership requirements, the ACT may develop an alternate proposal for approval by the OTC during its biennial review.

C. Technical Advisory Committee

Although not required, the ACT may establish a technical advisory committee to assist during project or policy discussions. The TAC may be a standing committee to the ACT or formed on an ad-hoc basis as needed. The ACT will determine membership of the TAC and its role will be defined in the Operating Agreement.

V. OPERATIONS OF THE ACT

A. ACT Operating Agreements

ACT operating agreements must clarify the roles and processes between members, agencies, ODOT and the OTC. They are intended to specify how members will be selected and define membership beyond that required in this document, including the total number and the voting status of each member. Operating agreements shall provide for a wide solicitation for non-elected membership, and specify the solicitation process used. In addition, Operating Agreements shall specify when, where and how meetings will be conducted, officers and terms of office, whether or not alternates will be allowed, the public involvement processes which the ACT will use, number of members required to constitute a quorum, decision making process (for example, consensus or majority vote), and whether technical advisory committees will be used and how they will be constituted.

Some ACTs may choose to have an executive/steering committee and if so, the Operating Agreement will describe the committee's authority and how it meets the requirements of this document, particularly in regard to membership and public involvement. The Operating

Agreement will articulate how the executive/steering committee will communicate with the full ACT.

The Operating Agreements shall clarify that ACTs are advisory bodies that make recommendations to the Oregon Transportation Commission.

B. Staffing and Financial Support

An ACT must be staffed either by ODOT or an organization with which ODOT could contract administrative services. The ACT and ODOT will jointly agree on how the ACT will be staffed. ODOT will provide planning staff assistance to the ACT and financial support for administration of the ACT in an amount sufficient to meet OTC expectations. Where it makes financial and logistical sense, the management and technical support services of an MPO and an ACT may be combined to increase consistency, cost-efficiency, and coordination.

C. Public Involvement

As an advisory body that has authority to make recommendations to the OTC on policy or administration, an ACT must comply with the requirements of Oregon's Public Meetings Law found at ORS 192.610 to 192.690. The policy underlying the law is to ensure an open governmental decision making process and so facilitate the public's awareness "of the deliberations and decisions of governing bodies and the information upon which such decisions were made." (ORS 192.620.)

The Public Involvement section gives more detail than other portions of this document. Attachment A provides the minimum and preferred public involvement requirements for different types of ACT meetings. The ACT may use Attachment A as a template to incorporate into its bylaws. The goal is to achieve statewide consistency through an open, understandable process that meets state and federal public involvement policies, while continuing to recognize Regional differences in issues and priorities. In its biennial report to the OTC, the ACT will describe how it meets the minimum requirements. The ACTs must follow all relevant federal laws, regulations and policies for public involvement, including Title VI and Environmental Justice requirements, and all applicable ODOT policies.

For ACTs to fulfill their advisory role in prioritizing transportation problems and solutions and recommending projects, the ACTs must involve the public and stakeholders in their decision making processes. As the ACTs consider local, Regional and statewide transportation issues, it is important that they use the appropriate level of public involvement and/or public information. To comply with federal Environmental Justice requirements, the public involvement process needs to identify a strategy for engaging minority and low income populations in transportation decision making. Meeting materials and facilities shall be accessible to those with disabilities pursuant to ADA standards.

The responsibility for developing agendas, distributing materials, taking minutes, website maintenance and other duties related to ACT public involvement shall be covered in the joint agreement identified in Section V. B, Staffing and Financial Support.

VI. BASIS FOR DECISION MAKING

The ACT shall function as an advisory body to the OTC, which has final decision authority. The ACT process and resulting recommendations shall comply with relevant laws, regulations and policies. When ACTs are considering recommendations relative to the STIP, their recommendations must comply with the policies and standards adopted by the OTC. When ACTs are providing recommendations on policy, they have greater latitude in formulating their response.

Recommendations shall be based on local, state, and federal adopted transportation plans, policies and procedures including, but not limited to:

- Oregon Transportation Plan and supporting mode plans (e.g., Oregon Highway Plan and Oregon Public Transportation Plan)
- Oregon Public Meetings Law, ORS 192.610 to 192.690 (See State of Oregon, Department of Justice, *Attorney General's Public Records and Meetings Manual*)
- State corridor and facility plans
- Transportation Planning Rule, OAR 660-012
- Transportation system plans
- MPO regional transportation plans
- Federal transportation planning regulations
- Local government plans, regulations, and ordinances
- Project selection criteria and prioritization factors approved by the OTC, including Oregon Transportation Management System data
- State Agency Coordination Program, OAR 731-15
- Additional criteria established by the OTC
- Oregon Government Standards and Practices, ORS Chapter 244
(See *Oregon Government Standards and Practices Laws, a Guide for Public Officials*, by the Oregon Government Standards and Practices Commission)

ACTs may use additional criteria to select and rank projects provided the criteria do not conflict with any criteria established by the OTC⁶. If an ACT chooses to use additional criteria, they must inform those developing project proposals about the criteria. ACTs shall apply Regional and statewide perspectives to their considerations, refining recommendations after consultation with any affected metropolitan planning organization.

Recommendations to the OTC shall be documented and forwarded to the OTC with the factors used to develop the recommendation, including any additional criteria used by the ACT in forming its recommendation. Documentation developed by a member whose recommendations were not incorporated into the final ACT recommendations will be forwarded to the OTC with other materials documenting ACT recommendations. Recommendations to the OTC will be made in accordance with the approved STIP Development Timeline (on the Web at: <http://www.odot.state.or.us/stip/>).

⁶ See footnote 3.

ODOT has established special committees and processes to apply Oregon Transportation Management System information for the identification, prioritization and development of bridge replacement/rehabilitation and pavement preservation projects. If the ACT reviews Bridge or Preservation projects based on OTC approved criteria, the role of the ACT shall be to review the recommended lists of projects and to provide information to ODOT regarding any special circumstances within the Area that may apply to the prioritized list. Due to the highly technical nature of the bridge project selection, prioritization is primarily the responsibility of the technical staff utilizing the Bridge Management System. For preservation projects, the list from the Pavement Management System is enhanced by ACT knowledge/ information that helps meet state and local objectives (e.g., leverage funding sources, bundle with other projects, coordinate with local projects).

Federal regulations require MPOs to select transportation projects within the MPO boundaries from a limited pool of projects identified in the MPO's financially constrained regional plan. Selection of other projects within the MPO boundary requires coordination with the MPO and amendment of the MPO plan and TIP prior to adding them to the STIP. Outside MPO boundaries, ACTs may draw from a larger pool of projects found in local transportation system plans, which are not necessarily financially constrained.

VII. COORDINATION

Because of the fundamental importance placed on recommendations by the ACTs, coordination shall be a primary obligation and ACTs are expected to meet a high standard in this area. To ensure that recommendations have been reviewed for local, Regional and statewide issues and perspectives, ACTs should communicate with others that may have knowledge or interest in the Area. Working with a broad representation of stakeholder groups should also help provide a balance between local/Regional priorities and statewide priorities. ACT coordination should include, but not be limited to the following groups:

- Oregon Transportation Commission
- Other ACTs within and across ODOT Regions
- ODOT Advisory Committees
- Community Solutions Team
- Regional Partnerships and Regional Investment Boards
- Tribal Governments
- MPOs
- Local Governments, Transit and Port Districts
- Stakeholder groups (e.g., environmental, business, state and federal agencies with land holdings within the ACT boundary)

It is recommended that the ACT develop a diagram or flowchart showing the numerous relationships within the ACT. The diagram should be available at each meeting of the ACT.

A. Oregon Transportation Commission

ACTs will provide a report to the OTC at least once every two years. The report will provide an opportunity for the Commission to review the ACT charter, operating agreements and proposed work program. If modifications are required to comply with new or updated OTC direction (e.g.,

revising processes to conform to the revised “Policy on Formation and Operation of Area Commissions on Transportation (ACT)”, changes will be incorporated at that time. An ACT or the OTC may initiate additional communication on an as-needed basis.

ACTs will forward their recommendations and supporting information to the OTC for consideration. The OTC will provide feedback to the ACTs regarding actions taken.

B. ACTs Within and Across ODOT Regions

ACTs will coordinate with other ACTs, as needed for recommendations to the OTC that may have a Regional impact (e.g., priorities along a specific highway corridor). To facilitate regular communications, adjacent ACTs should be included on the ACT mailing lists and invited to all ACT meetings. Meeting agendas and minutes should be provided to adjacent ACTs. The ACT should consider adjacent ACT representatives for inclusion as ex officio members.

C. ODOT Advisory Committees

ACTs are encouraged to keep ODOT’s specialized standing committees (e.g., Local Officials Advisory Committee, Rail, Freight, Public Transportation, Bicycle/Pedestrian, Transportation Enhancement, Scenic Byways and the Tri-Agency Committee for the Forest Highway Program) informed and to seek their comment on major policies and programs under consideration. Representatives should be included on the ACT mailing lists and invited to all ACT meetings. The committees have a mutual obligation to provide information to the ACTs regarding processes, technical data, and recommendations specific to the program.

D. Community Solutions Team

Since 1995, five state agency directors, serving as the Governor's Community Solutions Team (CST), have been actively engaged in developing an integrated and collaborative approach to community development. ACTs are encouraged to use the multi agency resources of the Regional Community Solutions Teams (RCST) early in the project review process to raise and resolve issues as appropriate. RCST may also help identify opportunities to leverage funds. The standing agencies of the CST include:

- Oregon Department of Transportation (ODOT)
- Oregon Housing and Community Services (OHCS)
- Oregon Economic and Community Development Department (OECDD)
- Department of Land Conservation and Development (DLCD)
- Department of Environmental Quality (DEQ).

Representatives of the RCST should be included on the ACT mailing lists and invited to all ACT meetings

E. Regional Partnerships and Regional Investment Boards

Regional Partnerships and Regional Investment Boards are composed of local partners in two or more counties and the cities, ports, and tribes within those counties who agree to work together to provide a forum for coordination of economic and community development planning and investments so that strategies and processes for economic and community development are leveraged to the greatest extent possible to meet agreed upon priority issues, challenges and goals.

Representatives of Regional Partnerships or Regional Investment Boards should be included on the ACT mailing lists and invited to all ACT meetings. ACTs are encouraged to either be one and the same with a Regional Partnership or be organized to work effectively with and contribute to the work of a Regional Partnership.

F. Tribal Governments

OTC recognizes that Tribal Governments represent sovereign nations. ACT recommendations will consider the needs of the Tribal Governments, as well as coordination with the tribal Transportation Improvement Program (TIP) and other projects being developed by the Tribal Governments. To provide this coordination and understanding, a tribal representative shall be invited as a voting member of the ACT, as applicable.

G. MPOs

While the ACTs provide valuable advice on project priorities and other policy issues, the MPO is responsible for carrying out the metropolitan transportation planning process within urbanized areas in cooperation with the State and transit operators (23 CFR 450.312). MPOs develop a Transportation Improvement Program (TIP) that approves all projects that are regionally significant or that include federal funds, by year and by phase within the MPO planning areas. Before FHWA and FTA can approve Federal transportation funding for projects or activities within urbanized areas, they must be consistent with the MPO's regional transportation plan (RTP) and TIP.

The MPO must have a continuing, cooperative and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs shall lead to the development and operation of an integrated intermodal transportation system that facilitates the efficient, economic movement of people and goods. (23 CFR 450.312).

ACTs and MPOs should coordinate their efforts to assure a better decision making process which results in better coordination of projects. The form of coordination should be different depending upon where MPO and ACT boundaries fall. When ACT and MPO boundaries overlap, a higher level of clearly defined coordination is needed and it is important that ACT activities fully coordinate with the MPO planning process. The MPO and ACT should jointly agree on a process for maintaining consistency between ACT recommendations and the MPO Plan and TIP, where this occurs. An MPO representative shall be included as a voting member on the ACT if within the same geographic area as an ACT.

For ACTs that are near or adjacent to an MPO, a sufficient level of coordination can be achieved by simply communicating the priorities of each group. This might be done through ex officio membership on committees or some other mutually agreeable, less formal method.

H. Local Governments, Transit and Port Districts

Transportation recommendations will be coordinated with other local and Regional community development activities. ACT representation shall include port and transit officials from the Area. ACT representatives of these groups are responsible for providing regular updates to their respective organizations on actions and recommendations being considered by the ACTs.

I. Stakeholder Groups

While it may be impractical to include representatives from every stakeholder group on the ACT, the ACT needs to make a concerted effort to hear the concerns and recommendations of stakeholders prior to making decisions regarding recommendations to the OTC. The ACT will provide easy access to technical materials and supporting documentation considered by the ACT during its decision making process and shall consider and respond to public input received during the planning and program development process. (Section V. C. and Attachment A).

Attachment A Public Involvement

ACT meetings will comply with the requirements of the Oregon Public Meetings Law, ORS 192.610 to 192.690. "Meeting" means the convening of a governing body of a public body for which a quorum is required to make a decision or deliberate toward a decision on any matter." ORS 192.610(5). Meetings include information-gathering sessions, working lunches and electronic meetings. All ACT meetings will be open to public attendance and any member of the public may attend any meeting of the ACT.

A. MINIMUM REQUIREMENTS FOR REGULARLY SCHEDULED MEETINGS

The ACT will conduct all meetings in accordance with the following minimum requirements and will strive to meet the preferred standards. The regular meeting requirements will be supplemented with the methods found in Table 1 if the meeting falls into the following additional categories:

- Developing project priorities for Draft STIP using approved criteria.
- Draft STIP public hearing.
- Special meetings.
- Electronic meetings.

Meeting Notice

- Advance notice to interested persons and stakeholder groups on ACT mailing list and to news media which have requested notice.
- Notices must include time, place, agenda (principal subjects) and name of person and telephone number (including TTY number) at the public body to contact to make a request for an interpreter for the hearing impaired or for other communication aids.
- A good faith effort must be made to provide an interpreter for hearing-impaired persons on receipt of proper notice. ORS 192.630(5).

Meeting Materials

- For decision items, distribute information to everyone in attendance at the meeting.
- Provide time on the agenda for general public comment.

Meeting Schedule

- If regularly scheduled meetings are not possible, the minimum standard is to provide extra public notification by following the Preferred method of meeting notification.

Meeting Location

- Meets accessibility requirements of the Americans with Disabilities Act (ADA).
- No meeting may be held in buildings where discrimination (race, sex, age, national origin, color, creed, disability) is practiced. ORS 192.630(3).
- Generally held within the geographic boundaries of the ACT's jurisdiction. Training sessions may be held anywhere.
- Contains adequate seating and facilities to encourage attendance by the general public.

Meeting Minutes--Minutes shall be prepared for all ACT meetings. Minutes must include at least:

- Members present.
- All motions, proposals and resolutions proposed, and their disposition.
- Results of all votes/decisions. Secret ballots prohibited.
- Substance of all discussion.
- Reference to all documents discussed (confidentiality of records exempt from disclosure may be protected).
- After each ACT meeting the ACT shall prepare and distribute the minutes prior to the next ACT meeting.
- As appropriate to the Area, meeting minutes should be provided in languages other than English.⁷
- Minutes must be preserved for a reasonable time.

B. PREFERRED STANDARD FOR REGULAR MEETINGS

In addition to the minimum requirements, the preferred standard for regular meetings includes:

Meeting Notice

- One week advance notice.
- Notices posted at local public institutions (city hall, library, community center, etc.).
- Notice posted on ACT website, along with links to meeting agendas, past meeting minutes, technical materials and documentation.

Meeting Materials

- Provide an advance agenda one week prior to the meeting, either on the ACT website or through the mail.
- For decision items, provide technical materials and supporting documentation one week prior to the ACT meeting. Materials can be distributed through the ACT website and/or through the mail.
- Provide copies of all correspondence received prior to the meeting to ACT members and the public attending the meeting.

Meeting Schedule

- Regular schedule (e.g., meetings at 1:00 p.m. on the last Thursday of each month).

Meeting Location

- Easily accessible by public transportation.

Meeting Minutes--

- Post minutes from the meeting on the ACT website.

⁷ A Governor's task force is currently working on methodology for meeting the federal requirements for Limited English Proficiency. Public involvement at the ACTs will need to comply with the guidance developed.

C. EXECUTIVE SESSIONS

The responsibilities of the ACT do not include work permitted in an executive session (ORS 192.660).

D. CONTROL OF MEETINGS

- The presiding officer has inherent authority to keep order at meetings—can “reasonably” regulate the use of cameras and tape recorders.
- No smoking is permitted at any meeting of the ACT.

E. ROLES AND RESPONSIBILITIES

Roles and responsibilities of parties engaged in public involvement activities on behalf of ACT will be designated in the joint agreement identified in Section V.B, Staffing and Financial support.

F. PUBLIC COMMENT

The public shall be provided opportunities to speak to the merits of proposals before the ACT and to forward their own proposals. Public comment may be taken at any time during the ACT meeting. Copies of all correspondence received prior to the meeting should be available for ACT members and the public at the meeting. The ACT public involvement process shall demonstrate explicit consideration and response to public input during the planning and program development process.

Type of Meeting	Meeting Notice		Meeting Materials		Meeting Schedule		Meeting Location	
	Minimum	Preferred	Minimum	Preferred	Minimum	Preferred	Minimum	Preferred
Developing Project Priorities for Draft STIP Using Approved Criteria	-Same as Regular Meetings	-Same as Regular Meetings Plus -Paid Advertising	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings plus -In establishing outreach activities for specific projects or topics consider locations that would be frequented by that community (e.g., social service organizations, schools).
Draft STIP Public Hearing	-Same as Regular Meetings plus -Paid Advertising	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	Same as Developing Project Priorities for Draft STIP Using Approved Criteria
Special Meetings	-Same as Regular Meetings plus -Minimum 24 hours Notice	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings
Electronic Requirements apply to all meetings by electronic means (e.g., personal computers).	-Same as Minimum for meeting type listed above. All procedural and formal requirements apply (minutes, notices, etc.). ORS 192.670.	- Same as Preferred for appropriate meeting type listed above	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	Same as Regular Meetings plus -Room with "listening" device	-Same as Regular Meetings

Attachment A Table 1

Attachment B

How An Act Is Established and Biennial Report Structure

In establishing an ACT, local elected officials and staff work together with the ODOT Region Manager and the OTC member representing the Area to develop a proposal for the formation of an Area Commission on Transportation (ACT). The proposal should address the key questions listed below. The proposal is circulated among local jurisdictions for comment, revision and eventually expressions of support. The State Community Solutions Team reviews the proposal for coordination with the Regional Partnership Initiative. The Oregon Transportation Commission reviews the proposal. Once the Commission accepts the proposal, it adopts a resolution providing a provisional charter for the Area Commission on Transportation. The ACT selects its members and begins to function as an official advisory body to the Oregon Transportation Commission.

The Biennial Report should follow a similar process in addressing the questions below and should be reviewed by the ACT membership before submitting to the OTC.

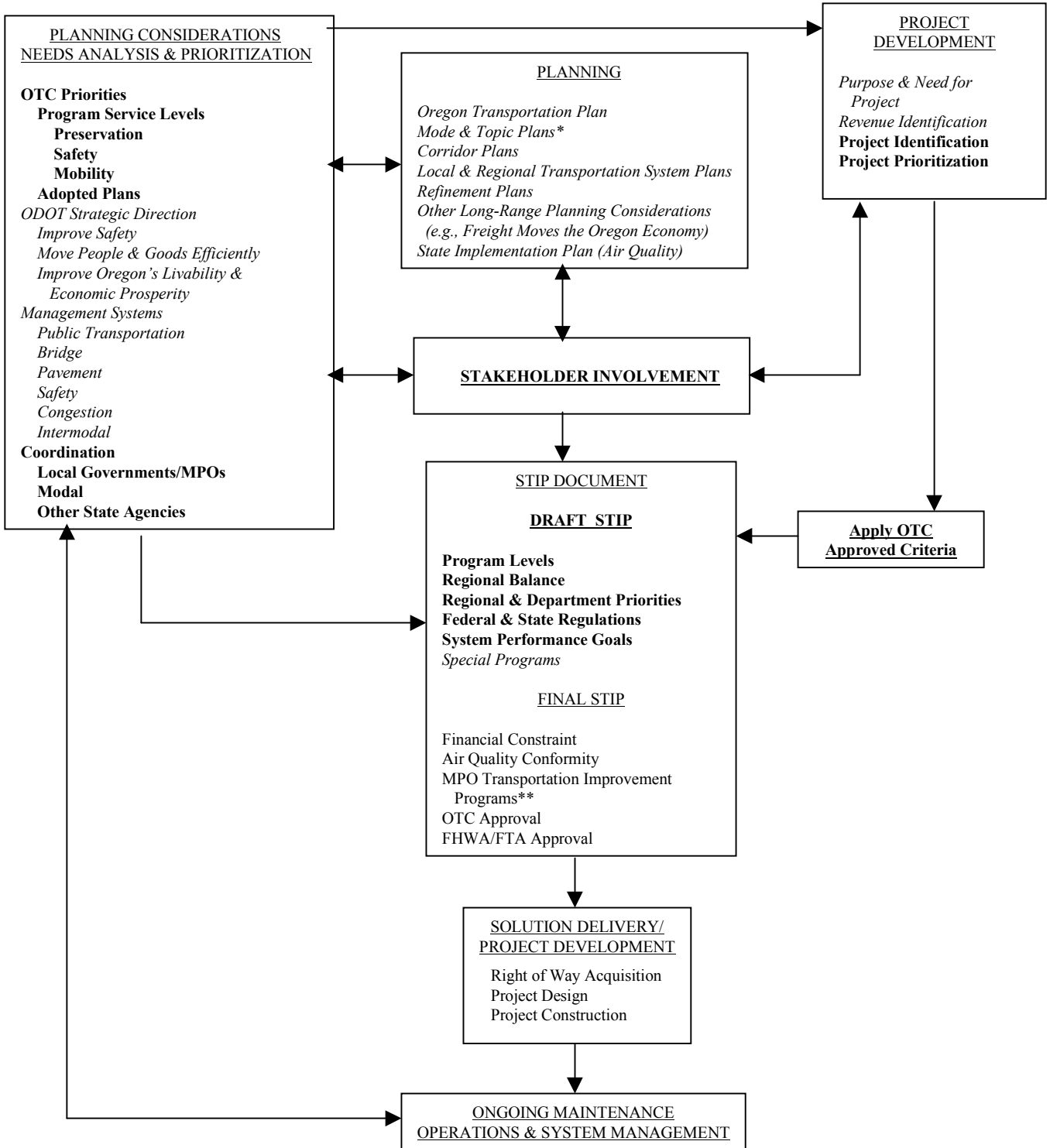
Key Questions to be addressed in an ACT Proposal

The Oregon Transportation Commission expects that for an ACT to be effective it will represent the political environment of the Area. Therefore, each ACT may look and function somewhat differently than another. However, each proposal or biennial report for an ACT should address at least the following questions:

1. What is the rationale for the geographic boundaries of the proposed ACT? If the boundaries are being modified, why?
2. What are the proposed voting and ex officio membership categories and how do they ensure coordination with existing Regional public agencies?
3. Is the membership broadly representative of local elected officials and inclusive of other key stakeholders and interests (see Section IV, Subsection B., Membership)? If key representation is not included, explain the justification.
4. How would/does the ACT coordinate with adjacent ACTs and/or MPOs and involve state legislators?
5. What is the proposed work program of the ACT?
6. How will/does the ACT meet the minimum public involvement standards as shown in Attachment A of this document?
7. Who would/does help guide the work program and agendas of the ACT? Indicate the general operational structure.
8. How would/does the ACT secure technical assistance on transportation issues?

9. What key work efforts will be /have been addressed by the ACT?
10. Who would/does provide support staff to the ACT?
11. What will be/is the decision making process used by the ACT?

**ATTACHMENT C: ACT PARTICIPATION
TYPICAL PROCESS ELEMENTS
STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM**



* Bicycle/Pedestrian, Highway, Public Transportation, Rail Freight, Rail Passenger, Transportation Safety Action, Aviation
 ** MPO TIPS must be included in ODOT's STIP without modification. To ensure state priorities are considered, ODOT must be involved in the local planning project selection process.

Bold Text = Primary Role for ACTs

Italicized Text = Optional Role for ACTs

Black Text = Not covered for Formation and Operation of ACTs document

Attachment D Glossary of Terms

Area—When capitalized, describes the geographic area of the Area Commission on Transportation.

Region—When capitalized, describes the Oregon Department of Transportation geographic regions.

Regional—When capitalized, includes considerations of other communities, regional movements and patterns of transportation.

Transportation System—When capitalized, includes the following modes and aspects:

- Air, marine, rail (freight and passenger)
- Highway (trucks, buses, cars)
- Transit
- Bicycle/Pedestrian

To consider all modes and aspects of the Transportation System in formulating recommendations, ACTs would take into account the provision of elements and connections between air, marine, rail, highway, trucking, transit, bike and pedestrian facilities.

Verbs:

Obligation—This category of terms shows the ACTs' responsibility to ensure the outcome to the OTC. The terms that fall within this category include:

- Must
- Shall
- Will

Encouraged—This category of terms provides the ACTs some flexibility with their responsibilities to the OTC. The terms that fall within this category include:

- Should

Permitted—This is the most flexible category of terms. It allows the ACTs to decide whether or not to engage in evaluation of the particular situation. Terms that fall within this category include:

- May

OREGON TRANSPORTATION
COMMISSION
(OTC)

Project Eligibility Criteria &
Prioritization Factors for the
2006-2009 Development STIP
& Construction STIP

**Project Eligibility Criteria and Prioritization Factors
For the 2006-2009 Development STIP and Construction STIP
Process Overview
Eligibility Criteria**

Development STIP Major projects	Construction STIP*		
	Modernization projects	Preservation projects	Bridge replacement/rehabilitation projects
<p>Development work on major projects may be eligible for funding if it:</p> <ul style="list-style-type: none"> ◆ Supports the definition of “Development STIP” approved by the Oregon Transportation Commission ◆ Addresses an unmet transportation need in the applicable acknowledged transportation system plan(s) (TSP) or, in the absence of an applicable acknowledged TSP(s), the applicable acknowledged comprehensive plan and any applicable adopted TSP(s). or Addresses project need, mode, function and general location for a transportation need identified in an acknowledged TSP. or Is identified as a project of statewide significance or as a federal discretionary project. ◆ Has funding adequate to complete the identified milestone.¹ 	<p>Modernization projects may be eligible for funding if they:</p> <ul style="list-style-type: none"> ◆ Are consistent with the applicable acknowledged transportation system plan (TSP) or, in the absence of an applicable acknowledged TSP, the applicable acknowledged comprehensive plan and any applicable adopted TSP.⁵ ◆ Are consistent with the Oregon Highway Plan policy on Major Improvements (Policy 1G, Action 1.G.1), where applicable.⁶ 	<p>Pavement Preservation projects may be eligible for funding if they:</p> <ul style="list-style-type: none"> ◆ Are identified through the Pavement Management System process.¹¹ 	<p>Bridge replacement and rehabilitation projects may be eligible for funding if they:</p> <ul style="list-style-type: none"> ◆ Are identified through the Bridge Management System process.¹⁵ ◆ Are improvements or work needed to rebuild or extend the service life of existing bridges and structures (includes replacement of an existing bridge).

* To the extent that legislative action (e.g., HB 2041) applies, the criteria in the legislation will control in the event of a conflict.

Prioritization Factors
Used to Select Projects for Funding from the Pool of Eligible Projects

Development STIP Major projects	Construction STIP		
	Modernization projects	Preservation projects	Bridge replacement/rehabilitation projects
<p>Priority shall be given to:</p> <ul style="list-style-type: none"> ◆ D-STIP project suitability (an assessment of the level of work completed to achieve the planned D-STIP milestone). ◆ Projects that best support the policies of the Oregon Highway Plan.² ◆ Projects that have already completed one or more D-STIP milestones. ◆ Projects that have funding identified for development or construction³ ◆ Major Modernization Projects that leverage other funds and public benefits.⁴ 	<p>Priority shall be given to:</p> <ul style="list-style-type: none"> ◆ Project readiness (an assessment of the likelihood of a project getting to construction in the timeframe contemplated).⁷ ◆ Projects that best support the policies of the Oregon Highway Plan.⁸ ◆ Projects that leverage other funds and public benefits.⁹ ◆ Class 1 and 3 projects that have completed an environmental milestone of a Record of Decision (ROD) or Finding of No Significant Impact (FONSI) (see footnote for Class 2 projects)¹⁰ 	<p>Priority shall be given to:</p> <ul style="list-style-type: none"> ◆ Project readiness (an assessment of the likelihood of a project getting to construction in the timeframe contemplated).¹² ◆ Projects that best support the policies of the Oregon Highway Plan.¹³ ◆ Projects that leverage other funds and public benefits.¹⁴ 	<p>Priority shall be given to:</p> <ul style="list-style-type: none"> ◆ Projects that support the approved Bridge Options Report. (This prioritization factor is not intended to limit bridge projects to those identified in the Bridge Options Report, but to give priority to those identified in the report.)¹⁶ ◆ Projects that leverage other funds and public benefits¹⁷

1 **Project Eligibility Criteria and Prioritization Factors**
2 **Process Description and Guidance**
3 **For the 2006-2009 Development STIP and Construction STIP**
4

5 **I. Introduction**
6

7 The Oregon Transportation Commission (OTC) approved the Project Eligibility Criteria and
8 Prioritization Factors to assist Area Commissions on Transportation (ACTs), Metropolitan
9 Planning Organizations (MPOs), or regional or statewide advisory groups advising the OTC on
10 the selection of Statewide Transportation Improvement Program (STIP) projects. The document
11 gives basic definitions and funding information and provides guidance pertaining to roles and
12 responsibilities, project selection and documentation. More information about the ACT process,
13 advisory committees, Oregon transportation management systems, other STIP programs and
14 funding is available on the Internet (see Appendix A).
15

16 The OTC establishes program goals, funding levels and regional funding distribution at the start
17 of each two-year STIP update. These policy decisions are made separate from these eligibility
18 criteria and prioritization factors and are not part of this document. (See Appendix B for the
19 decision-making process.)
20

21 **A. Roles and Responsibilities**
22

23 The OTC will make the final selections for all projects included in the STIP. The Commission
24 will consider the advice and recommendations that it receives from ACTs, MPOs and regional or
25 statewide advisory groups. ODOT will provide tools necessary to enable an ACT to carry out its
26 responsibilities under these criteria. Geographic areas that do not have an ACT must adhere to
27 the same standards of accountability as ACTs (*Policy on Formation and Operation of the Area*
28 *Commissions on Transportation*, Section VI, Basis for Decision Making) and demonstrate to the
29 OTC that recommendations were developed in accordance with these criteria and factors. In
30 making final project selections, the OTC will ensure that ACTs, MPOs and regional or statewide
31 advisory groups have based their considerations on the criteria and will ensure projects are
32 distributed according to the funding allocations approved by the OTC for the 2006–2009 STIP.
33

34 In making decisions, the OTC applies both regional and statewide perspective, optimizes
35 system effectiveness in decisions for the state system and strives to develop and operate an
36 integrated intermodal transportation system that facilitates the safe, efficient and economic
37 movement of people and goods. (*Policy on Formation and Operation of the Area Commissions*
38 *on Transportation*, Section III. Authority)
39

40 **B. Definitions**
41

42 STIP includes both the Development and Construction sections of the Statewide Transportation
43 Improvement Program. The D-STIP houses projects that require more than 4 years to develop
44 or for which construction funding needs to be obtained. Projects that can complete the
45 development process and be ready for bid within 4 years or less may be placed directly into the
46 C-STIP.

1 Development STIP (D-STIP)

2
3 The Oregon Transportation Commission approved the following definition for the D-STIP:

4
5 *Projects approved and funded for development through specific milestones and within*
6 *specific timeframes, which include the following characteristics:*

- 7
8 A. *Projects approved for funding through specific milestones such as National*
9 *Environmental Policy ACT (NEPA) design-level environmental documents,*
10 *right of way acquisition, and final plans; or*
11
12 B. *Projects for which needed improvements have been identified but a final*
13 *solution either has not been determined or needs further design and analysis.*

14
15 *The types of projects that tend to have one or more of the above characteristics include*
16 *large statewide significant projects, federally earmarked or demonstration projects,*
17 *modernization or major bridge replacement projects, and discretionary projects (projects*
18 *eligible to receive federal discretionary funds).*

19
20 Construction STIP (C-STIP)

21
22 The C-STIP identifies project scheduling and funding for the state's transportation preservation
23 and capital improvement program for a four-year construction period. This program meets the
24 requirements of the Transportation Equity Act for the 21st Century (TEA-21), the federal act that
25 provides funds to states for transportation projects. For application of these criteria and
26 prioritization factors, C-STIP means Modernization, Preservation and Bridge projects.

27
28 Other STIP Programs

29
30 Other STIP programs (examples include Safety, Bicycle/Pedestrian, Transit, Congestion
31 Mitigation/Air Quality Improvement, Transportation Enhancement, and Scenic Byways) are not
32 addressed in this document. More information about programs funded in the STIP is available
33 in the *Draft 2004-2007 STIP*.

34
35 **C. Project Selection**

36
37 Eligibility Criteria and Prioritization Factors have been developed for both the Development
38 STIP (D-STIP) and the Construction STIP (C-STIP). ACTs, MPOs and others, including those
39 where an ACT does not exist, shall apply both regional and statewide perspectives in making
40 their recommendations. The Commission anticipates that most projects considered by ACTs,
41 MPOs and regional or statewide advisory groups would be the outcomes of planning and the
42 transportation management systems maintained by ODOT. ODOT Region staff shall assist the
43 ACT in developing recommendations as described in the *Policy on Formation and Operation of*
44 *the ACTS*, Section II. D, Role of ODOT Staff.

45
46 ACTs, MPOs and regional or statewide advisory groups should use this document as a guide
47 when they evaluate projects for the STIP on the state highway system and for off-system
48 projects that support implementation of the Oregon Highway Plan (OHP). Projects
49 recommended for funding in the STIP should have consistent application of the project eligibility
50 criteria and prioritizing factors. ACTs, MPOs and regional or statewide advisory groups may
51 use additional criteria to select and rank projects provided the criteria are consistent with the

1 project eligibility criteria and prioritization factors adopted by the OTC. If requested, ODOT staff
2 will provide a model to assist with project ranking. This process recognizes regional differences
3 and is consistent with the *Oregon Transportation Plan* (Policy 2G) and the *Policy on Formation*
4 *and Operation of the Area Commissions on Transportation*, Section VI, Basis for
5 Decisionmaking.

6
7 **In MPO areas designated as Transportation Management Areas (TMA)**, all projects using
8 federal title 23 or Federal Transit Act funds, except projects on the NHS and projects funded
9 under the Bridge, Interstate Maintenance and Federal Lands Highways programs, shall be
10 selected by the MPO in consultation with the State and transit operator from the approved
11 metropolitan Transportation Improvement Program (TIP). Projects on the NHS and projects
12 funded under the Bridge and Interstate Maintenance programs shall be selected by the State, in
13 cooperation with the MPO, from the approved metropolitan TIP.

14
15 **In MPO areas not designated as TMAs**, projects using federal title 23 or Federal Transit Act
16 funds, other than Federal Lands Highways program funds, shall be selected by the State and/or
17 the transit operator, in cooperation with the MPO, from the approved metropolitan TIP.

18
19 **Outside MPO areas**, transportation projects undertaken on the NHS and projects funded under
20 the Bridge and Interstate Maintenance programs will be selected by the State in consultation
21 with the affected local officials. Other transportation projects undertaken with funds
22 administered by FHWA, other than federal lands highway projects, shall be selected by the
23 State in cooperation with the affected local officials and projects undertaken with Federal Transit
24 Act funds shall be selected by the State in cooperation with the appropriate affected local
25 officials and transit operators (23 Code of Federal Regulations part 450).

26
27 ACTs and MPOs should coordinate their efforts to assure a better decision making process
28 which results in better coordination of projects. When ACT and MPO boundaries overlap, a
29 higher level of clearly defined coordination is needed. Where this occurs, the MPO and ACT
30 should jointly agree on a process for maintaining consistency between ACT recommendations
31 and the MPO Plan and TIP (*Policy on Formation and Operation of the Area Commissions on*
32 *Transportation*, Section VII. G, Coordination).

33 34 Project Eligibility Criteria

35
36 ACTs, MPOs, or regional or statewide advisory groups advising the OTC on the selection of
37 STIP projects for funding on the state highway system or for off-system projects that support
38 implementation of the OHP shall apply the project eligibility criteria. The project eligibility criteria
39 are a first screen so that additional efforts can be focused to determine which projects they will
40 evaluate further for funding. The eligibility criteria are not listed in any particular order. Projects
41 must satisfy these criteria, at a minimum, before they are given further consideration.

42 43 Prioritization Factors

44
45 The prioritization factors are to be used to ensure consistent consideration of the relative merits
46 of projects by ACTs, MPOs and regional or statewide advisory groups. With the exception of
47 project readiness which shall have greater weight, the prioritization factors are not listed in any
48 particular order and do not have any implied weight. To provide for regional differences, ACTs,
49 MPOs and regional or statewide advisory groups may use additional factors to rank projects
50 provided the factors are consistent with the factors adopted by the OTC. If an ACT, MPO or
51 regional or statewide advisory group chooses to use additional prioritization factors, they must

1 inform those developing project proposals about the factors prior to the beginning of the project
2 submittal period. When developing a tool to evaluate OHP policies, OHP Appendix A2 provides
3 definitional information to facilitate shared understanding of the goals, policies and actions of the
4 OHP policy element.
5

6 **D. Project Documentation**

7

8 ACTs, MPOs and regional or statewide advisory groups making recommendations to the OTC
9 shall document the analysis used to develop recommendations. The supporting information
10 should include the following:

- 11 1. Project description
 - 12 2. Project justification
 - 13 ♦ Identify the planning history
 - 14 ♦ As applicable, describe information provided from the pavements or bridge
 - 15 management system. If the recommendation varies from the prioritization
 - 16 identified by the management system, describe the process used to reach that
 - 17 recommendation.
 - 18 ♦ Describe how this project supports OHP policies (Table 1).
 - 19 ♦ Provide an assessment of the likelihood of the project getting to construction in
 - 20 the timeframe contemplated
 - 21 ♦ Provide supplementary project information if the project leverages additional
 - 22 funding or community benefit
 - 23 3. Applicable additional information
- 24

25 **E. Funding**

26

27 As required by federal regulations (23 CFR Part 450) the C-STIP is financially constrained by
28 year. The Eligibility Criteria and Prioritization Factors defined in this document apply to projects
29 that implement current revenue sources. If more funding becomes available, it will be allocated
30 in adherence to any additional funding or selection criteria attached to those new funds.
31

32 The STIP represents multiple funding categories and each category has limits as to how the
33 funding can be obligated. STIP projects must meet the funding source limitations established
34 by state or federal regulations and cannot be selected without looking at those limitations. The
35 D-STIP will be funded with the same funding sources as the C-STIP and the total funds
36 committed to the D-STIP may vary. Funding of the D-STIP can be impacted by several factors,
37 including the following: OTC selection of projects of statewide importance, federally funded
38 earmarks and discretionary projects, federal and state restrictions on the use of available funds,
39 and the Regional equity distribution of Modernization funds (ORS 366.507).

1 II. Development STIP (D-STIP)

3 A. Introduction to the D-STIP

5 The Oregon Transportation Commission will make the final selections for all D-STIP projects
6 and will apply a statewide perspective to the proposed list of projects, giving highest priority to
7 OTC approved federal discretionary projects that have funding secured through federal
8 legislation.

10 It will be important to clearly articulate the rationale and need of a D-STIP project in order to
11 help manage expectations and potential next steps. D-STIP projects will be consistent with
12 statewide policies and may be identified in one or more planning documents, such as
13 transportation system plans, regional transportation plans, corridor plans, comprehensive plans,
14 refinement plans or state management systems. Additionally, the OTC may select large
15 projects of statewide significance for inclusion in the D-STIP. The D-STIP includes projects
16 approved and funded for development through specific milestones for planning, environmental
17 or project development activities and within specific timeframes.

19 The following should be considered when applying the Eligibility Criteria and Prioritization
20 Factors:

- 22 ♦ A new alignment will be selected for one or several features in the refinement plan.
23 Project specific refinement plans may be funded in the D-STIP as needed to resolve
24 need, function, mode and general location decisions that could not be made during
25 system plan or corridor plan development. In circumstances where these decisions
26 have already been made, the goal of refinement planning will be to develop a
27 specific solution or a range of solutions to the problems(s) that support the next
28 appropriate project development step.
- 29 ♦ Rapid development is occurring in the area, making corridor preservation critical.
- 30 ♦ Issues needing resolution have a high priority and solutions are likely to be funded in
31 the near future.
- 32 ♦ The highway segment is very sensitive environmentally, and a strategy for the whole
33 segment needs to be approved before work on individual elements can commence.
34 For example, addressing land use to help resolve inconsistencies with planned
35 transportation facilities; planning for compatible land uses along state highways.
- 36 ♦ Public pressure for a sustainable decision is high.

38 Selection of D-STIP projects requires application of the D-STIP definition approved by the OTC.
39 D-STIP projects generally fall into the following three categories: federal discretionary projects
40 (earmarks), large statewide significant projects, and modernization or major bridge replacement
41 projects.

43 Federal discretionary projects

45 Federal discretionary projects are a part of federal appropriations or transportation funding
46 legislation. The Oregon Department of Transportation, with direction from the Oregon
47 Transportation Commission, developed guidelines to use in deciding which projects should be
48 submitted as earmark proposals in federal legislation for the reauthorization of transportation
49 funding. The projects are categorized as low or medium risk and can be completed over the life
50 of the federal transportation funding bill. Local jurisdictions that pursue earmark funding for

1 projects not submitted by ODOT are solely responsible for the required matching funds or any
2 shortfalls.

3 4 Large statewide significant projects

5
6 Large statewide significant projects are projects that require funding that cannot be achieved
7 within standard STIP allocations but are viewed by the OTC as projects of statewide
8 significance and can be selected by the OTC independent of the ACT process. Identified funds
9 would be used to either keep existing work on very large projects current, or to support
10 development of very large projects (for example, funding a new Environmental Impact
11 Statement or updating an existing EIS).

12 13 Modernization or major bridge replacement projects

14
15 Modernization or major bridge replacement projects are projects that have been approved and
16 funded for development through specific milestones but that cannot be constructed within the
17 four-year timeframe of the STIP and/or within the normal Region STIP allocations. These may
18 include shelf projects, which are high priority projects developed in anticipation of funding but
19 that have no funding identified for construction in the current STIP. Milestones include planning,
20 environmental and project development.

21 22 D-STIP Project Completion

23
24 Projects remain in the D-STIP until work required to meet the National Environmental Policy Act
25 (NEPA) is completed. NEPA classifications:

- 26 ♦ Class 1: Requires draft and final environmental impact statement (EIS). An EIS is
27 required for actions that significantly affect the environment.
- 28 ♦ Class 2: Categorical exclusion (neither an environmental assessment nor an
29 environmental impact statement is required). These actions do not individually or
30 cumulative have a significant environmental effect and are excluded from the
31 requirement to prepare an environmental assessment or environmental impact
32 statement.
- 33 ♦ Class 3: Requires environmental assessment (EA) or revised environmental
34 assessment. The environmental impact is not clearly established. All actions that
35 are not Class 1 or 2 fall into this classification. These actions require preparation of
36 an EA to determine the appropriate environmental document. If it is determined that
37 the action is likely to have a significant impact on the environment, the preparation of
38 an EIS will be required.

39
40 All Class 1 and 3 projects should be in the D-STIP until a final Record of Decision (ROD) or
41 Finding of No Significant Impact (FONSI) has been completed. By programming completion of
42 D-STIP milestones that follow a ROD or FONSI, the project delivery activity can continue
43 through right of way acquisition, advance plans, and/or plans specifications and estimates
44 (PS&E). The project could then be ready for inclusion in the C-STIP at the regular 2-year
45 update. Work on right of way, advance plans or PS&E may be conducted in either the D-STIP
46 or the C-STIP.

47
48 ODOT and the Department of Land Conservation and Development (DLCD) shall work with
49 affected cities and counties to obtain land use approvals needed to select a specific alignment.
50 After completion of the Draft EIS or EA they will resolve any other project specific land use

1 issues. The level of land use consistency required will depend on the environmental milestone
2 being completed.

3
4 Although the primary purpose of the D-STIP is to develop projects for the C-STIP, inclusion in
5 the D-STIP does not guarantee funding for future D-STIP milestones or that a project will
6 automatically move into the C-STIP. Funding may not be available to construct the final solution
7 or the environmental document may identify the solution as a “No Build”.

8 9 **B. Development STIP**

10 11 **B. 1. Development STIP Eligibility Criteria Footnotes**

12 13 **¹D-STIP milestones**

14 D-STIP projects must have funding to complete the identified milestone; partial milestones or
15 those with no funding will not be programmed. D-STIP milestones, while not necessarily
16 sequential, include those listed below. Not all projects are required to complete all the
17 milestones.

- 18 ♦ Project specific refinement plan completion
- 19 ♦ Project specific refinement plan adoption
- 20 ♦ Land use consistency/Statewide Goal Compliance. (Project is included in the
21 acknowledged comprehensive plan or transportation system plan as a planned
22 facility, which is a facility allowed by the plan and that is expected to be
23 constructed within the next 20 years with available financial resources. This may
24 include land use decisions that establish need, mode, function and general
25 location.)
- 26 ♦ Location Environmental Impact Statement (EIS) Record of Decision (ROD)
- 27 ♦ Design EIS ROD
- 28 ♦ Environmental Assessment (EA) and Finding of No Significant Impact (FONSI)
- 29 ♦ Right of way acquisition
- 30 ♦ Advance plans (or any other applicable project development design milestone)
- 31 ♦ Plans, specifications and estimates (PS&E)

32 33 **B.2. Development STIP Prioritization Factors Footnotes**

34 35 **²D-STIP Projects that Best Support the Oregon Highway Plan Policies**

36 Oregon Highway Plan policies that are applicable to D-STIP projects may include but are not
37 necessarily limited to the following (Table 1):

- 38
39 ♦ 1A, 1B, 1C, 1D, 1F, 1G, 1H, 2A, 2B, 2C, 2E, 2F, 2G, 3A, 3B, 3C, 4A, 4B, 4C, 4D, 4E,
40 and 5A

41 42 **³Funding for D-STIP Projects**

43 A funding scenario should be identified through construction, though not necessarily
44 guaranteed. Congressional high priority projects would fall into this category.

45 46 **⁴Leverage and Public Benefit for D-STIP Projects**

47 ACTs, MPOs and regional or statewide advisory groups should evaluate how proposed projects
48 leverage additional funding or collateral community benefits and make wise and efficient use of
49 infrastructure and natural resources. Those making project recommendations should pursue an
50 agenda to accomplish leverage or community benefits although specific benefits might not

1 always be known at the D-STIP stage. Examples of leverage and public benefits for D-STIP
2 modernization projects could include where applicable, but are not limited to the following:
3

- 4 ♦ Other funding contributions, such as additional federal funds, local matching funds or
5 provision of project right of way, private funding.
- 6 ♦ Bundling with other infrastructure projects (provided there is no adverse affect on
7 project readiness).
- 8 ♦ Fish enhancement, such as culvert replacement and improved drainage.
- 9 ♦ Transfer of jurisdiction from state to local control.
- 10 ♦ Leveraging additional funds that contribute to transportation system effectiveness,
11 revitalization of the downtown or mainstreet, etc.
- 12 ♦ Direct benefits to multiple modes of travel. This would include local efforts to
13 accommodate non-auto modal opportunities.
- 14 ♦ Local circulation improvements that support and complement the state highway
15 project.
- 16 ♦ Improvements in Oregon's economy by addressing transportation challenges.
- 17 ♦ Potential for collecting toll revenues.
- 18 ♦ Projects that implement other innovative finance techniques.

19
20 This determination must be considered within the capacity of the community on a case by case
21 basis.

1 **III. Construction STIP (C-STIP)**

2
3 **A. Introduction to the C-STIP**

4 The C-STIP contains projects scheduled for construction and is financially constrained by year.
5 Application of the C-STIP Eligibility Criteria and Prioritization Factors includes Modernization,
6 Preservation and Bridge projects. Information about other programs in the STIP may be found in
7 the *Draft 2004-2007 STIP*.

8
9 **B. Modernization**

10
11 As stated in the *1999 Oregon Highway Plan*, “The primary goal of modernization projects is to
12 add capacity to the highway system in order to facilitate existing traffic and/or accommodate
13 projected traffic growth. Modernization means capacity-adding projects including HOV lanes
14 and off-system improvements. Projects in this category include major widening of lanes or
15 bridges, and the addition of lanes, rest areas or entire facilities.” Where a culvert is replaced
16 with a bridge due to environmental analysis concluding that this is necessary, the project is not
17 considered modernization.

18
19 **B.1. Construction STIP Eligibility Criteria for Modernization Footnotes**

20
21 ⁵**Consistency with Comprehensive Plans and Transportation System Plans (TSP)**

22 The proposal must show that the project is consistent with the applicable adopted
23 comprehensive plan or transportation system plan as a planned facility, including land use
24 decisions that establish need, mode, function and general location, including goal exceptions,
25 where required. If consistency cannot be demonstrated the project submission will describe
26 how the inconsistency will be addressed, including changes to the project, TSP and/or
27 comprehensive plan and when they need to be completed. In such cases, the ACT or regional
28 or statewide advisory group may recommend that the project be included in the D-STIP, and
29 request that Transportation Planning Rule issues be addressed.

30
31 Proposed projects from within MPOs shall be identified in fiscally constrained Regional
32 Transportation Plans and shall meet air quality conformity requirements.

33
34 ⁶**Consistency with Oregon Highway Plan (OHP) Policy 1G, Action 1G.1, on Major
35 Improvements**

36 In order to demonstrate that a project is consistent with OHP Policy 1G, Action 1G.1, the
37 proposal must show that the project and/or the TSP clearly addressed the prioritization criteria
38 found in Action 1G.1 of the OHP.

39
40 Where needed to achieve consistency with the above-noted Oregon Highway Plan policy, the
41 ACTs, MPOs, or regional or statewide advisory groups, with ODOT assistance, shall negotiate
42 conditions for project approval with an applicant. These conditions, if not addressed as the
43 project proceeded through the D-STIP if applicable, shall be attached to the application
44 approved by the ACT, MPO or regional or statewide advisory group, shall be as specific as
45 possible given the stage of development of the project, and may include the following:

- 46
47 ♦ Access management and interchange area management plans,
48 ♦ Highway segment designations,
49 ♦ Needed local street improvements,
50 ♦ Traffic management plans,

- ◆ Land use plan designations,
- ◆ Other similar conditions.

B.2. Construction STIP Prioritization Factors for Modernization Footnotes

⁷Project Readiness for C-STIP Modernization Projects

Projects that can begin construction within the timeframe of the STIP and within the timeframe expected are considered to be more ready than those that have many or complicated remaining steps. The overall judgement of a project's readiness is dependent on timeliness of construction expectations not on the number of steps to be completed.

Where applicable, the hurdles to accomplish each of the following steps must be assessed for major modernization projects that have come through the D-STIP and for which a final Record of Decision (ROD) for a design level environmental impact statement or a Finding of No Significant Impact (FONSI) has been made:

- ◆ Public involvement
- ◆ Right of way purchased
- ◆ Final construction and traffic flow management plans developed
- ◆ Additional land use requirements such as completing plans for access management, supporting local transportation system improvements and land use measures to protect the function and operation of the project.

Projects that have not gone through the D-STIP or have not completed a FONSI or ROD must also assess the following:

- ◆ Environmental requirements
- ◆ Land use requirements
- ◆ Applicability of minor improvements and alternative mode solutions

For all projects, if those aspects are not completed at the time of the assessment of project readiness, a plan to complete them must be described to assist in judging the likelihood that all of those aspects can be addressed, and construction begun within the timeframe projected. The project budget and time line must include execution of the plan.

⁸Modernization Projects that Best Support the Oregon Highway Plan Policies

OHP policies that are applicable to modernization projects may include but are not necessarily limited to the following (Table 1):

- ◆ 1A, 1B, 1C, 1D, 1F, 1G, 1H, 2A, 2B, 2C, 2E, 2F, 2G, 3A, 3B, 3C, 4A, 4B, 4C, 4D, 4E, and 5A

⁹Leverage and Public Benefit for C-STIP Modernization Projects

ACTs, MPOs and regional or statewide advisory groups should evaluate how proposed projects leverage additional funding or collateral community benefits and make wise and efficient use of infrastructure and natural resources. Examples of leverage and public benefits for C-STIP modernization projects include:

- Other funding contributions, such as additional federal funds, local matching funds or provision of project right-of-way, private funding.
- ◆ Bundling with other infrastructure projects (provided there is no adverse affect on project readiness).
- ◆ Fish enhancement, such as culvert replacement and improved drainage.

- 1 ♦ Transfer of jurisdiction from state to local control.
- 2 ♦ Leveraging of additional funds that contribute to transportation system effectiveness,
- 3 revitalization of the downtown or mainstreet, etc.
- 4 ♦ Direct benefits to multiple modes of travel. This would include local efforts to
- 5 accommodate non-auto modal opportunities.
- 6 ♦ Local circulation improvements that support and complement the state highway
- 7 project.
- 8 ♦ Improvements in Oregon's economy by addressing transportation challenges.
- 9 ♦ Potential for collecting toll revenues.
- 10 ♦ Projects that implement other innovative finance techniques.

11
12 This determination must be considered within the capacity of the community on a case by case
13 basis.

14 15 ¹⁰**Environmental Classification**

- 16 ♦ Class 1: Requires draft and final environmental impact statement (EIS)
- 17 ♦ Class 2: Categorical exclusion (neither an environmental assessment nor an
- 18 environmental impact statement is required)
- 19 ♦ Class 3: Requires environmental assessment (EA) or revised environmental
- 20 assessment

21
22 This prioritization factor is not intended to give Class 1 and 3 projects priority over or to exclude
23 Class 2 projects, but to give Class 1 and 3 projects with a completed ROD or FONSI priority
24 over Class 1 and 3 projects that require additional environmental documentation.

25 26 **C. Preservation**

27
28 The pavement preservation projects list is developed by ODOT's Pavement Management
29 System (PMS) and applied by the pavement management selection committees. The PMS is an
30 electronic data management tool used by the department to identify, prioritize and develop
31 needed pavement preservation projects. The role of ACTs, MPOs and regional or statewide
32 advisory groups is to review the timing of the pavement preservation projects as they relate to
33 other local projects or issues; their comments will be considered as part of the process. It is
34 anticipated that these groups will primarily enhance selected projects by leveraging additional
35 funding or collateral community benefit. The interstate preservation projects are selected based
36 on the PMS and a statewide strategy and are therefore not a part of these criteria.

37 38 **C.1. Construction STIP Eligibility Criteria for Pavement Preservation Footnotes**

39 40 ¹¹**Pavement Strategy**

41 The department has adopted a pavement preservation program designed to keep highways in
42 the best condition at the lowest lifecycle cost, taking into account available funding. ODOT
43 established a Pavement Strategy Committee in 1999 to address pavement preservation issues,
44 including the development of a statewide pavement strategy for all state highways. The
45 pavement strategy was developed using the department's Pavement Management System.
46 The strategy assumes maintenance of existing traffic capacity; it does not provide for capacity
47 improvements.

48
49 Using the list generated by the Pavement Management System (PMS), each Region is
50 responsible for recommending preservation projects for inclusion in the STIP.

1
2 **C.2. Construction STIP Prioritization Factors for Pavement Preservation**
3 **Footnotes**

4
5 ¹²**Project Readiness for C-STIP Preservation Projects**

6 Projects that can begin construction within the timeframe of the STIP and within the timeframe
7 expected are considered to be more ready than those that have many or complicated remaining
8 steps. The overall judgement of a project's readiness is dependent on timeliness of
9 construction expectations not on the number of steps to be completed.

10
11 ¹³**Preservation Projects that Best Support the Oregon Highway Plan Policies**

12 Oregon Highway Plan policies that are applicable to preservation projects may include but are
13 not necessarily limited to the following (Table 1):

- 14
15 ♦ 1A, 1B, 1C, 1D, 1E, 2A, 2C, 2F, 3A, 4A, and 5A

16
17 ¹⁴**Leverage and Public Benefit for C-STIP Preservation Projects**

18 ACTs, MPOs and regional or statewide advisory groups should evaluate how proposed projects
19 leverage additional funding or collateral community benefits and make wise and efficient use of
20 infrastructure and natural resources. Examples of leverage and public benefits for C-STIP
21 pavement preservation projects include:

- 22
23 ♦ Other funding contributions, such as additional federal funds, local matching funds or
24 provision of project right-of-way, private funding.
25 ♦ Bundling with other infrastructure projects (provided there is no adverse affect on
26 project readiness).
27 ♦ Fish enhancement, such as culvert replacement and improved drainage.
28 ♦ Transfer of jurisdiction from state to local control.
29 ♦ Leveraging of additional funds that contribute to transportation system effectiveness,
30 revitalization of the downtown or mainstreet, etc.
31 ♦ Direct benefits to multiple modes of travel. This would include local efforts to
32 accommodate non-auto modal opportunities.
33 ♦ Local circulation improvements that support and complement the state highway
34 project.
35 ♦ Improvements in Oregon's economy by addressing transportation challenges.

36
37 **D. Bridge**

38
39 The process of identifying bridge projects for the STIP is two-fold in nature (1) bridges are
40 inspected at least every two years, in order that the most current inspection information is used
41 to develop a list of bridges and (2) the use of a Bridge Management System (BMS). The BMS
42 is an electronic data management tool used by the department to identify, prioritize and develop
43 needed bridge improvements. BMS data are linked to other technical databases to identify
44 bridges that meet twelve separate deficiency parameters. Applying this information, the State
45 Bridge Oversight Committee develops a prioritized list. The role of ACTs, MPOs and regional or
46 statewide advisory groups is to review the timing of the bridge replacement/rehabilitation
47 projects as they relate to other local projects or issues; their comments will be considered as
48 part of the process. It is anticipated that these groups will primarily enhance selected projects
49 by leveraging additional funding or collateral community benefit.

1 **D.1. Construction STIP Eligibility Criteria for Bridge Footnotes**

2
3 ¹⁵**Bridge Management System**

4
5 State Bridge Project Selection

6
7 This criterion applies to bridges on the State highway system only. Through a formula
8 distribution, 27% (% periodically reassessed) of the federal Highway Bridge Replacement and
9 Rehabilitation Project funds go to local bridges, which are covered through a separate selection
10 process.

11
12 State bridge projects proposed for funding will be selected based on the desire to maintain and
13 improve transportation’s role in Oregon’s economy.

14
15 Focusing on the Interstate Highway and Oregon Highway Plan Freight Routes, consider bridges
16 as candidates based on the following:

- 17
18
 - ◆ Bridges that are presently load restricted.
 - ◆ Bridges that have needed temporary repair but still have some load restrictions.
 - ◆ Bridges that have deterioration that will cause load restrictions in the near future.
 - ◆ Bridges that preserve freight corridors

22
23 **D.2. Construction STIP Prioritization Factors for Bridge Footnotes**

24
25 ¹⁶**Bridge Options Report**

26 Priority will be given to projects that support the Bridge Options Report adopted by the Oregon
27 Transportation Commission. In implementing the Bridge Options Report, bridges being
28 designed or constructed to take into account anticipated future growth are not considered
29 modernization projects. Other bridges that increase lane capacity are included under
30 modernization and must meet the modernization criteria and prioritization factors.

31
32 ¹⁷**Leverage and Public Benefit for C-STIP Bridge Projects**

33
34 ACTs, MPOs and regional or statewide advisory groups should evaluate how proposed projects
35 leverage additional funding or collateral community benefits and make wise and efficient use of
36 infrastructure and natural resources. Examples of leverage and public benefits for C-STIP
37 bridge replacement/rehabilitation projects include:

- 38
39
 - ◆ Other funding contributions, such as additional federal funds, local matching funds or
40 provision of project right-of-way, private funding.
 - ◆ Bundling with other infrastructure projects (provided there is no adverse affect on
41 project readiness).
 - ◆ Fish enhancement, such as culvert replacement and improved drainage.
 - ◆ Direct benefits to multiple modes of travel. This would include local efforts to
42 accommodate non-auto modal opportunities.
 - ◆ Improvements in Oregon’s economy by addressing transportation challenges.

Oregon Highway Plan Policies Applicable to Prioritizing Projects Statewide Transportation Improvement Program

Table 1

POLICY	D-STIP MOD.	C-STIP MOD.	C-STIP PRES.
GOAL 1: SYSTEM DEFINITION			
POLICY 1A: STATE HIGHWAY CLASSIFICATION SYSTEM	X	X	X
POLICY 1B: LAND USE AND TRANSPORTATION	X	X	X
POLICY 1C: STATE HIGHWAY FREIGHT SYSTEM	X	X	X
POLICY 1D: SCENIC BYWAYS	X	X	X
POLICY 1E: LIFELINE ROUTES			X
POLICY 1F: HIGHWAY MOBILITY STANDARDS	X	X	
POLICY 1G: MAJOR IMPROVEMENTS	X	X	
POLICY 1H: BYPASSES	X	X	
GOAL 2: SYSTEM MANAGEMENT			
POLICY 2A: PARTNERSHIPS	X	X	X
POLICY 2B: OFF-SYSTEM IMPROVEMENTS	X	X	
POLICY 2C: INTERJURISDICTIONAL TRANSFERS	X	X	X
POLICY 2E: INTELLIGENT TRANSPORTATION SYSTEMS	X	X	
POLICY 2F: TRAFFIC SAFETY	X	X	X
POLICY 2G: RAIL AND HIGHWAY COMPATIBILITY	X	X	
GOAL 3: ACCESS MANAGEMENT			
POLICY 3A: CLASSIFICATION AND SPACING STANDARDS	X	X	X
POLICY 3B: MEDIANS	X	X	
POLICY 3C: INTERCHANGE ACCESS MANAGEMENT AREAS	X	X	
GOAL 4: TRAVEL ALTERNATIVES			
POLICY 4A: EFFICIENCY OF FREIGHT MOVEMENT	X	X	X
POLICY 4B: ALTERNATIVE PASSENGER MODES	X	X	
POLICY 4D: TRANSPORTATION DEMAND MANAGEMENT	X	X	
POLICY 4C: HIGH-OCCUPANCY VEHICLE (HOV) FACILITIES	X	X	
POLICY 4E: PARK-AND-RIDE FACILITIES	X	X	
GOAL 5: ENVIRONMENTAL AND SCENIC RESOURCES			
POLICY 5A: ENVIRONMENTAL RESOURCES	X	X	X

Appendix A

Key Website Addresses

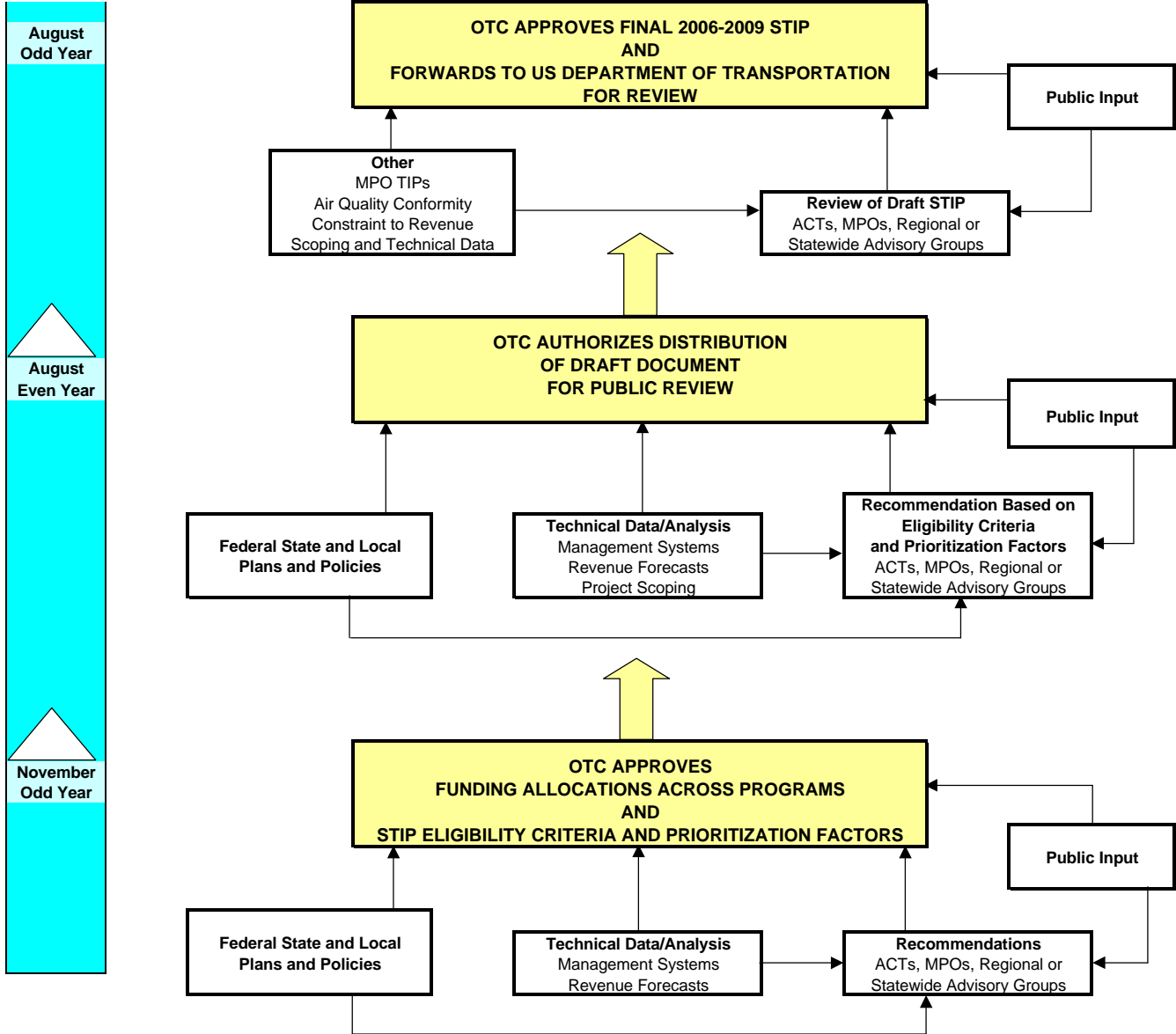
Draft 2004-2007 STIP: <http://www.odot.state.or.us/stip/>

Management Systems: <http://intranet.odot.state.or.us/otms/>

Policy on Formation and Operation of the ACTs: <http://www.odot.state.or.us/otc/ACT.htm>

Program Advisory Committees, Community Involvement: <http://www.odot.state.or.us/home/>

STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM DECISION PROCESS



KEY
 ACT: Area Commission on Transportation
 MPO: Metropolitan Planning Organization
 TIP: Transportation Improvement Program

APPENDIX B



OREGON DEPARTMENT
OF TRANSPORTATION

Affirmative Action
Status Report

Oregon Department of Transportation

**Central Services Operations
Protected Class Summary**

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A02	Upper Management	36.6%	12.2%	6.0%	3	2	1	.	1	0	0	1	1	-0
B15	Account/Finance/Revenue	53.0%	13.0%	6.0%	6	4	1	.	3	1	0	1	0	-0
B16	Program Coord/Analyst	41.1%	9.5%	6.0%	13	6	6	.	5	1	1	1	5	-1
F01	Office Assistant/Spec	70.3%	9.7%	6.0%	1	1	1	.	1	0	0	0	1	-0
F04	Adm Spec/Supprt Svc Supv	70.3%	9.7%	6.0%	2	1	1	1	1	0	0	-0	1	1
Total					25	14	10	1	12	3	1	2	7	-0

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

**Communications/Odot Hq
Protected Class Summary**

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A01	Middle Management	43.0%	13.6%	6.0%	3	2	.	.	1	0	0	1	-0	-0
A02	Upper Management	36.6%	12.2%	6.0%	4	2	.	1	1	0	0	1	-0	1
B02	Communication/Editor	41.7%	9.0%	6.0%	11	4	.	.	5	1	1	-1	-1	-1
B10	Personnel/Employment	57.6%	11.6%	6.0%	3	1	.	.	2	0	0	-1	-0	-0
B16	Program Coord/Analyst	41.1%	9.5%	6.0%	9	2	1	1	4	1	1	-2	0	0
F04	Adm Spec/Supprt Svc Supv	70.3%	9.7%	6.0%	6	6	.	1	4	1	0	2	-1	1
Total					36	17	1	3	17	4	2	0	-3	1

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

**Driver And Motor Vehicle Services
Protected Class Summary**

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A01	Middle Management	43.0%	13.6%	6.0%	56	33	13	2	24	7	3	9	6	-1
A02	Upper Management	36.6%	12.2%	6.0%	6	2	.	.	2	1	0	-0	-1	-0
B09	Soc Sci/Planner/Resrchr	43.7%	10.0%	6.0%	1	1	1	.	0	0	0	1	1	-0
B10	Personnel/Employment	57.6%	11.6%	6.0%	6	5	1	.	3	1	0	2	0	-0
B11	Inspection/Investgr	48.1%	10.7%	6.0%	7	1	.	.	3	1	0	-2	-1	-0
B12	Computer Analyst	32.4%	13.0%	6.0%	1	.	.	.	0	0	0	-0	-0	-0
B15	Account/Finance/Revenue	53.0%	13.0%	6.0%	5	3	2	.	3	1	0	0	1	-0
B16	Program Coord/Analyst	41.1%	9.5%	6.0%	54	38	8	.	22	5	3	16	3	-3
C05	Audio-Visual	40.6%	9.2%	6.0%	1	.	.	.	0	0	0	-0	-0	-0
C14	Motor Vehicle Rep	57.4%	8.1%	6.0%	333	219	111	11	190	27	20	29	84	-9
F01	Office Assistant/Spec	70.3%	9.7%	6.0%	208	184	48	15	146	19	12	38	29	3
F03	Office Mgr/Motor Veh Rep	70.3%	9.7%	6.0%	2	2	.	.	1	0	0	1	-0	-0
F04	Adm Spec/Supprt Svc Supv	70.3%	9.7%	6.0%	98	79	20	5	69	9	6	10	11	-1
F05	Other Support Specialist	70.3%	9.7%	6.0%	36	32	5	3	25	3	2	7	2	1
H01	Service Maintenance Wrkr	37.8%	11.6%	6.0%	1	.	1	.	0	0	0	-0	1	-0
Total					815	599	210	36	490	73	49	109	137	-13

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

**Financial Services
Protected Class Summary**

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A01	Middle Management	43.0%	13.6%	6.0%	5	1	.	.	2	1	0	-1	-1	-0
A02	Upper Management	36.6%	12.2%	6.0%	8	3	.	.	3	1	0	0	-1	-0
B09	Soc Sci/Planner/Resrchr	43.7%	10.0%	6.0%	5	2	1	.	2	0	0	-0	1	-0
B15	Account/Finance/Revenue	53.0%	13.0%	6.0%	26	11	4	.	14	3	2	-3	1	-2
B16	Program Coord/Analyst	41.1%	9.5%	6.0%	3	2	1	.	1	0	0	1	1	-0
C06	Revenue Agent/Examiner				2	1	1	.	.
F01	Office Assistant/Spec	70.3%	9.7%	6.0%	7	7	2	2	5	1	0	2	1	2
F02	Accounting	70.3%	9.7%	6.0%	24	19	4	.	17	2	1	2	2	-1
F04	Adm Spec/Supprt Svc Supv	70.3%	9.7%	6.0%	5	5	.	.	3	0	0	2	-0	-0
Total					85	51	12	2	47	9	5	4	3	-3

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

**Human Resources
Protected Class Summary**

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A01	Middle Management	43.0%	13.6%	6.0%	5	1	1	.	2	1	0	-1	0	-0
A02	Upper Management	36.6%	12.2%	6.0%	1	.	.	1	0	0	0	-0	-0	1
B09	Soc Sci/Planner/Resrchr	43.7%	10.0%	6.0%	2	2	1	.	1	0	0	1	1	-0
B10	Personnel/Employment	57.6%	11.6%	6.0%	42	35	11	2	24	5	3	11	6	-1
F01	Office Assistant/Spec	70.3%	9.7%	6.0%	1	1	1	.	1	0	0	0	1	-0
F04	Adm Spec/Supprt Svc Supv	70.3%	9.7%	6.0%	2	2	.	.	1	0	0	1	-0	-0
Total					53	41	14	3	29	6	3	12	8	-0

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

**Information Systems
Protected Class Summary**

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A01	Middle Management	43.0%	13.6%	6.0%	5	3	1	1	2	1	0	1	0	1
A02	Upper Management	36.6%	12.2%	6.0%	16	3	3	.	6	2	1	-3	1	-1
B07	Purchasing Agent/Analyst	43.2%	5.3%	6.0%	5	1	2	.	2	0	0	-1	2	-0
B12	Computer Analyst	32.4%	13.0%	6.0%	213	61	43	6	68	28	13	-7	15	-7
B15	Account/Finance/Revenue	53.0%	13.0%	6.0%	1	.	.	.	1	0	0	-1	-0	-0
C04	Computer	36.0%	12.7%	6.0%	2	2	.	.	1	0	0	1	-0	-0
F01	Office Assistant/Spec	70.3%	9.7%	6.0%	6	6	1	1	4	1	0	2	0	1
F04	Adm Spec/Supprt Svc Supv	70.3%	9.7%	6.0%	6	4	1	.	4	1	0	-0	0	-0
H01	Service Maintenance Wrkr	37.8%	11.6%	6.0%	1	1	.	.	0	0	0	1	-0	-0
Total					255	81	51	8	88	32	15	-7	19	-7

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

**Motor Carrier Transportation
Protected Class Summary**

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A01	Middle Management	43.0%	13.6%	6.0%	18	5	3	1	8	2	1	-3	1	-0
A02	Upper Management	36.6%	12.2%	6.0%	5	1	.	.	2	1	0	-1	-1	-0
B02	Communication/Editor	41.7%	9.0%	6.0%	1	.	.	.	0	0	0	-0	-0	-0
B09	Soc Sci/Planner/Resrchr	43.7%	10.0%	6.0%	1	.	.	.	0	0	0	-0	-0	-0
B11	Inspe/Compl/Investgr	48.1%	10.7%	6.0%	62	23	7	3	30	6	4	-7	1	-1
B15	Account/Finance/Revenue	53.0%	13.0%	6.0%	1	.	.	.	1	0	0	-1	-0	-0
B16	Program Coord/Analyst	41.1%	9.5%	6.0%	7	5	1	1	3	1	0	2	0	1
C03	Science	47.9%	7.8%	6.0%	2	.	.	.	1	0	0	-1	-0	-0
C10	Weighmaster	35.8%	9.2%	6.0%	86	17	10	5	30	8	5	-13	2	-0
C14	Motor Vehicle Rep	57.4%	8.1%	6.0%	72	48	7	4	41	6	4	7	1	-0
F01	Office Assistant/Spec	70.3%	9.7%	6.0%	25	22	8	3	17	2	1	5	6	2
F02	Accounting	70.3%	9.7%	6.0%	2	2	.	.	1	0	0	1	-0	-0
F03	Office Mgr/Motor Veh Rep	70.3%	9.7%	6.0%	3	3	.	.	2	0	0	1	-0	-0
F04	Adm Spec/Supprt Svc Supv	70.3%	9.7%	6.0%	11	9	2	.	8	1	1	1	1	-1
F05	Other Support Specialist	70.3%	9.7%	6.0%	1	1	.	.	1	0	0	0	-0	-0
Total					297	136	38	17	145	28	18	-9	10	-1

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

**Public Transit
Protected Class Summary**

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A02	Upper Management	36.6%	12.2%	6.0%	1	.	1	.	0	0	0	-0	1	-0
B02	Communication/Editor	41.7%	9.0%	6.0%	1	.	1	.	0	0	0	-0	1	-0
B15	Account/Finance/Revenue	53.0%	13.0%	6.0%	1	.	1	.	1	0	0	-1	1	-0
B16	Program Coord/Analyst	41.1%	9.5%	6.0%	8	6	1	.	3	1	0	3	0	-0
F04	Adm Spec/Supprt Svc Supv	70.3%	9.7%	6.0%	3	2	3	.	2	0	0	-0	3	-0
Total					14	8	7		7	1	1	1	6	-1

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

Rail
Protected Class Summary

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A01	Middle Management	43.0%	13.6%	6.0%	2	.	.	.	1	0	0	-1	-0	-0
A02	Upper Management	36.6%	12.2%	6.0%	1	1	.	.	0	0	0	1	-0	-0
B09	Soc Sci/Planner/Resrchr	43.7%	10.0%	6.0%	1	.	.	.	0	0	0	-0	-0	-0
B11	Inspec/Compl/Investgr	48.1%	10.7%	6.0%	14	.	1	.	7	1	1	-7	-0	-1
B15	Account/Finance/Revenue	53.0%	13.0%	6.0%	1	.	.	1	1	0	0	-1	-0	1
B16	Program Coord/Analyst	41.1%	9.5%	6.0%	1	1	.	.	0	0	0	1	-0	-0
F01	Office Assistant/Spec	70.3%	9.7%	6.0%	1	.	.	1	1	0	0	-1	-0	1
Total					21	2	1	2	10	2	1	-8	-1	1

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

**Support Services
Protected Class Summary**

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A01	Middle Management	43.0%	13.6%	6.0%	12	.	.	1	5	2	1	-5	-2	0
A02	Upper Management	36.6%	12.2%	6.0%	9	7	1	.	3	1	1	4	-0	-1
B01	Engineer/Architect	12.3%	12.3%	6.0%	2	.	.	.	0	0	0	-0	-0	-0
B07	Purchasing Agent/Analyst	43.2%	5.3%	6.0%	34	20	5	1	15	2	2	5	3	-1
B14	Librarian/Archival Spec	70.4%	10.0%	6.0%	1	1	.	.	1	0	0	0	-0	-0
B15	Account/Finance/Revenue	53.0%	13.0%	6.0%	1	.	.	.	1	0	0	-1	-0	-0
B16	Program Coord/Analyst	41.1%	9.5%	6.0%	13	4	4	.	5	1	1	-1	3	-1
C02	Engineering/Construction	19.3%	8.1%	6.0%	7	.	1	2	1	1	0	-1	0	2
C05	Audio-Visual	40.6%	9.2%	6.0%	6	1	.	.	2	1	0	-1	-1	-0
F01	Office Assistant/Spec	70.3%	9.7%	6.0%	12	10	3	2	8	1	1	2	2	1
F02	Accounting	70.3%	9.7%	6.0%	1	1	.	.	1	0	0	0	-0	-0
F03	Office Mgr/Motor Veh Rep	70.3%	9.7%	6.0%	3	3	.	.	2	0	0	1	-0	-0
F04	Adm Spec/Supprt Svc Supv	70.3%	9.7%	6.0%	11	8	3	1	8	1	1	0	2	0
G01	Highway Maintenance	21.3%	9.0%	6.0%	12	.	1	.	3	1	1	-3	-0	-1
G03	Trades/Maint Repair	13.4%	9.1%	6.0%	3	.	1	.	0	0	0	-0	1	-0
G04	Printing	32.6%	9.2%	6.0%	2	.	1	.	1	0	0	-1	1	-0
G05	Mechmic/Boiler Operator	12.5%	7.5%	6.0%	82	.	3	.	10	6	5	-10	-3	-5
G06	Trades	11.5%	7.1%	6.0%	8	.	1	.	1	1	0	-1	0	-0
H01	Service Maintenance Wrkr	37.8%	11.6%	6.0%	19	2	3	.	7	2	1	-5	1	-1
Total					238	57	27	7	74	19	14	-17	8	-7

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

**Technical Services
Protected Class Summary**

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A01	Middle Management	43.0%	13.6%	6.0%	5	2	2	1	2	1	0	-0	1	1
A02	Upper Management	36.6%	12.2%	6.0%	27	4	4	.	10	3	2	-6	1	-2
B01	Engineer/Architect	12.3%	12.3%	6.0%	82	8	11	2	10	10	5	-2	1	-3
B02	Communication/Editor	41.7%	9.0%	6.0%	4	.	.	.	2	0	0	-2	-0	-0
B07	Purchasing Agent/Analyst	43.2%	5.3%	6.0%	1	1	.	.	0	0	0	1	-0	-0
B08	Natural Resource	25.1%	7.2%	6.0%	24	10	2	.	6	2	1	4	0	-1
B09	Soc Sci/Planner/Resrchr	43.7%	10.0%	6.0%	3	2	.	.	1	0	0	1	-0	-0
B11	Inspec/Compl/Investgtr	48.1%	10.7%	6.0%	2	1	1	.	1	0	0	0	1	-0
B15	Account/Finance/Revenue	53.0%	13.0%	6.0%	6	4	1	1	3	1	0	1	0	1
B16	Program Coord/Analyst	41.1%	9.5%	6.0%	16	12	.	.	7	1	1	5	-1	-1
B19	Row/Timber Aud/Appraisr	25.4%	17.9%	6.0%	14	5	3	.	4	2	1	2	1	-1
C02	Engineering/Construction	19.3%	8.1%	6.0%	115	18	19	6	22	9	7	-4	10	-1
C05	Audio-Visual	40.6%	9.2%	6.0%	1	.	.	.	0	0	0	-0	-0	-0
F01	Office Assistant/Spec	70.3%	9.7%	6.0%	10	8	1	.	7	1	1	1	0	-1
F04	Adm Spec/Supprt Svc Supv	70.3%	9.7%	6.0%	20	16	2	1	14	2	1	2	0	-0
G01	Highway Maintenance	21.3%	9.0%	6.0%	9	1	2	.	2	1	1	-1	1	-1
Total					339	92	48	11	90	34	20	2	14	-9

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

**Transportation Development
Protected Class Summary**

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A01	Middle Management	43.0%	13.6%	6.0%	7	3	1	.	3	1	0	-0	0	-0
A02	Upper Management	36.6%	12.2%	6.0%	8	4	.	.	3	1	0	1	-1	-0
B01	Engineer/Architect	12.3%	12.3%	6.0%	13	3	1	.	2	2	1	1	-1	-1
B07	Purchasing Agent/Analyst	43.2%	5.3%	6.0%	2	2	1	.	1	0	0	1	1	-0
B09	Soc Sci/Planner/Resrchr	43.7%	10.0%	6.0%	20	9	4	.	9	2	1	0	2	-1
B10	Personnel/Employment	57.6%	11.6%	6.0%	3	.	.	.	2	0	0	-2	-0	-0
B12	Computer Analyst	32.4%	13.0%	6.0%	8	2	.	1	3	1	0	-1	-1	1
B15	Account/Finance/Revenue	53.0%	13.0%	6.0%	1	1	.	.	1	0	0	0	-0	-0
B16	Program Coord/Analyst	41.1%	9.5%	6.0%	7	6	2	.	3	1	0	3	1	-0
C02	Engineering/Construction	19.3%	8.1%	6.0%	29	10	4	1	6	2	2	4	2	-1
E01	Nonsupervisory	58.1%	9.8%	6.0%	2	2	.	.	1	0	0	1	-0	-0
F01	Office Assistant/Spec	70.3%	9.7%	6.0%	13	11	2	2	9	1	1	2	1	1
F04	Adm Spec/Supprt Svc Supv	70.3%	9.7%	6.0%	9	8	2	.	6	1	1	2	1	-1
Total					122	61	17	4	47	12	7	14	5	-3

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

**Transportation Operations
Protected Class Summary**

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A01	Middle Management	43.0%	13.6%	6.0%	3	2	.	1	1	0	0	1	-0	1
A02	Upper Management	36.6%	12.2%	6.0%	11	2	1	.	4	1	1	-2	-0	-1
B01	Engineer/Architect	12.3%	12.3%	6.0%	6	.	.	.	1	1	0	-1	-1	-0
B02	Communication/Editor	41.7%	9.0%	6.0%	1	.	.	.	0	0	0	-0	-0	-0
B07	Purchasing Agent/Analyst	43.2%	5.3%	6.0%	2	1	2	.	1	0	0	0	2	-0
B08	Natural Resource	25.1%	7.2%	6.0%	5	1	2	.	1	0	0	-0	2	-0
B09	Soc Sci/Planner/Resrchr	43.7%	10.0%	6.0%	1	.	1	.	0	0	0	-0	1	-0
B15	Account/Finance/Revenue	53.0%	13.0%	6.0%	12	7	3	.	6	2	1	1	1	-1
B16	Program Coord/Analyst	41.1%	9.5%	6.0%	40	24	12	.	16	4	2	8	8	-2
C02	Engineering/Construction	19.3%	8.1%	6.0%	1	.	.	.	0	0	0	-0	-0	-0
F01	Office Assistant/Spec	70.3%	9.7%	6.0%	2	2	1	.	1	0	0	1	1	-0
F02	Accounting	70.3%	9.7%	6.0%	3	3	1	.	2	0	0	1	1	-0
F04	Adm Spec/Supprt Svc Supv	70.3%	9.7%	6.0%	8	5	3	.	6	1	0	-1	2	-0
G01	Highway Maintenance	21.3%	9.0%	6.0%	1	1	1	.	0	0	0	1	1	-0
Total					96	48	27	1	41	10	6	7	17	-5

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

**Transportation Region 1
Protected Class Summary**

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A01	Middle Management	43.0%	13.6%	6.0%	22	5	2	.	9	3	1	-4	-1	-1
A02	Upper Management	36.6%	12.2%	6.0%	16	3	4	.	6	2	1	-3	2	-1
B01	Engineer/Architect	12.3%	12.3%	6.0%	34	3	9	.	4	4	2	-1	5	-2
B02	Communication/Editor	41.7%	9.0%	6.0%	8	3	2	.	3	1	0	-0	1	-0
B07	Purchasing Agent/Analyst	43.2%	5.3%	6.0%	3	3	1	.	1	0	0	2	1	-0
B08	Natural Resource	25.1%	7.2%	6.0%	15	7	2	.	4	1	1	3	1	-1
B09	Soc Sci/Planner/Resrchr	43.7%	10.0%	6.0%	7	5	2	.	3	1	0	2	1	-0
B10	Personnel/Employment	57.6%	11.6%	6.0%	1	.	.	.	1	0	0	-1	-0	-0
B15	Account/Finance/Revenue	53.0%	13.0%	6.0%	1	.	.	.	1	0	0	-1	-0	-0
B16	Program Coord/Analyst	41.1%	9.5%	6.0%	10	4	4	1	4	1	1	-0	3	0
B19	Row/Timber Aud/Appraisr	25.4%	17.9%	6.0%	7	2	3	.	2	1	0	0	2	-0
C02	Engineering/Construction	19.3%	8.1%	6.0%	108	24	22	5	21	9	6	3	13	-1
C05	Audio-Visual	40.6%	9.2%	6.0%	1	1	.	.	0	0	0	1	-0	-0
F01	Office Assistant/Spec	70.3%	9.7%	6.0%	13	13	3	2	9	1	1	4	2	1
F03	Office Mgr/Motor Veh Rep	70.3%	9.7%	6.0%	9	8	3	3	6	1	1	2	2	2
F04	Adm Spec/Supprt Svc Supv	70.3%	9.7%	6.0%	5	4	2	.	3	0	0	1	2	-0
G01	Highway Maintenance	21.3%	9.0%	6.0%	234	24	47	3	49	21	14	-25	26	-11
G06	Trades	11.5%	7.1%	6.0%	9	1	2	.	1	1	1	0	1	-1
H01	Service Maintenance Wrkr	37.8%	11.6%	6.0%	1	.	.	.	0	0	0	-0	-0	-0
Total					504	110	108	14	128	47	30	-18	61	-16

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

**Transportation Region 2
Protected Class Summary**

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A01	Middle Management	43.0%	13.6%	6.0%	22	4	.	1	9	3	1	-5	-3	-0
A02	Upper Management	36.6%	12.2%	6.0%	15	3	1	.	5	2	1	-2	-1	-1
B01	Engineer/Architect	12.3%	12.3%	6.0%	32	4	6	3	4	4	2	0	2	1
B02	Communication/Editor	41.7%	9.0%	6.0%	6	1	.	.	2	1	0	-1	-1	-0
B07	Purchasing Agent/Analyst	43.2%	5.3%	6.0%	2	2	1	.	1	0	0	1	1	-0
B08	Natural Resource	25.1%	7.2%	6.0%	13	2	1	.	3	1	1	-1	0	-1
B09	Soc Sci/Planner/Resrchr	43.7%	10.0%	6.0%	5	1	.	.	2	0	0	-1	-0	-0
B10	Personnel/Employment	57.6%	11.6%	6.0%	1	.	.	.	1	0	0	-1	-0	-0
B16	Program Coord/Analyst	41.1%	9.5%	6.0%	11	5	1	.	5	1	1	0	0	-1
B19	Row/Timber Aud/Appraisr	25.4%	17.9%	6.0%	11	5	2	.	3	2	1	2	0	-1
C02	Engineering/Construction	19.3%	8.1%	6.0%	99	12	19	6	19	8	6	-7	11	0
F01	Office Assistant/Spec	70.3%	9.7%	6.0%	20	20	5	2	14	2	1	6	3	1
F03	Office Mgr/Motor Veh Rep	70.3%	9.7%	6.0%	5	5	1	.	3	0	0	2	1	-0
F04	Adm Spec/Supprt Svc Supv	70.3%	9.7%	6.0%	3	2	.	.	2	0	0	-0	-0	-0
G01	Highway Maintenance	21.3%	9.0%	6.0%	250	22	46	.	52	22	15	-30	24	-15
G06	Trades	11.5%	7.1%	6.0%	8	.	3	.	1	1	0	-1	2	-0
Total					503	88	86	12	127	47	30	-39	39	-18

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

**Transportation Region 3
Protected Class Summary**

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A01	Middle Management	43.0%	13.6%	6.0%	16	2	7	.	7	2	1	-5	5	-1
A02	Upper Management	36.6%	12.2%	6.0%	10	.	1	.	4	1	1	-4	-0	-1
B01	Engineer/Architect	12.3%	12.3%	6.0%	19	1	3	.	2	2	1	-1	1	-1
B02	Communication/Editor	41.7%	9.0%	6.0%	5	.	.	.	2	0	0	-2	-0	-0
B07	Purchasing Agent/Analyst	43.2%	5.3%	6.0%	1	1	.	.	0	0	0	1	-0	-0
B08	Natural Resource	25.1%	7.2%	6.0%	12	.	4	.	3	1	1	-3	3	-1
B09	Soc Sci/Planner/Resrchr	43.7%	10.0%	6.0%	7	3	2	.	3	1	0	-0	1	-0
B10	Personnel/Employment	57.6%	11.6%	6.0%	2	2	1	.	1	0	0	1	1	-0
B16	Program Coord/Analyst	41.1%	9.5%	6.0%	6	4	1	.	2	1	0	2	0	-0
B19	Row/Timber Aud/Appraisr	25.4%	17.9%	6.0%	7	2	1	.	2	1	0	0	-0	-0
C02	Engineering/Construction	19.3%	8.1%	6.0%	71	11	15	3	13	6	4	-2	9	-1
E01	Nonsupervisory	58.1%	9.8%	6.0%	2	2	.	1	1	0	0	1	-0	1
F01	Office Assistant/Spec	70.3%	9.7%	6.0%	10	9	.	.	7	1	1	2	-1	-1
F03	Office Mgr/Motor Veh Rep	70.3%	9.7%	6.0%	7	7	2	.	5	1	0	2	1	-0
F04	Adm Spec/Supprt Svc Supv	70.3%	9.7%	6.0%	4	3	.	.	3	0	0	0	-0	-0
G01	Highway Maintenance	21.3%	9.0%	6.0%	136	11	21	2	29	12	8	-18	9	-6
G06	Trades	11.5%	7.1%	6.0%	8	1	2	.	1	1	0	0	1	-0
Total					323	59	60	6	85	30	19	-26	30	-13

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

**Transportation Region 4
Protected Class Summary**

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A01	Middle Management	43.0%	13.6%	6.0%	13	.	1	.	6	2	1	-6	-1	-1
A02	Upper Management	36.6%	12.2%	6.0%	8	.	.	.	3	1	0	-3	-1	-0
B01	Engineer/Architect	12.3%	12.3%	6.0%	16	.	.	.	2	2	1	-2	-2	-1
B02	Communication/Editor	41.7%	9.0%	6.0%	3	2	.	.	1	0	0	1	-0	-0
B07	Purchasing Agent/Analyst	43.2%	5.3%	6.0%	1	1	.	.	0	0	0	1	-0	-0
B08	Natural Resource	25.1%	7.2%	6.0%	9	4	.	.	2	1	1	2	-1	-1
B09	Soc Sci/Planner/Resrchr	43.7%	10.0%	6.0%	2	.	.	.	1	0	0	-1	-0	-0
B10	Personnel/Employment	57.6%	11.6%	6.0%	1	.	1	.	1	0	0	-1	1	-0
B16	Program Coord/Analyst	41.1%	9.5%	6.0%	4	2	.	.	2	0	0	0	-0	-0
B19	Row/Timber Aud/Appraisr	25.4%	17.9%	6.0%	5	4	.	1	1	1	0	3	-1	1
C02	Engineering/Construction	19.3%	8.1%	6.0%	41	7	8	1	8	3	2	-1	5	-1
E01	Nonsupervisory	58.1%	9.8%	6.0%	2	2	.	.	1	0	0	1	-0	-0
F01	Office Assistant/Spec	70.3%	9.7%	6.0%	6	6	.	.	4	1	0	2	-1	-0
F03	Office Mgr/Motor Veh Rep	70.3%	9.7%	6.0%	2	2	.	.	1	0	0	1	-0	-0
F04	Adm Spec/Supprt Svc Supv	70.3%	9.7%	6.0%	4	3	1	.	3	0	0	0	1	-0
G01	Highway Maintenance	21.3%	9.0%	6.0%	187	10	35	3	39	17	11	-29	18	-8
G06	Trades	11.5%	7.1%	6.0%	4	.	.	.	0	0	0	-0	-0	-0
Total					308	43	46	5	76	29	18	-33	17	-13

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

**Transportation Region 5
Protected Class Summary**

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A01	Middle Management	43.0%	13.6%	6.0%	18	4	1	.	8	2	1	-4	-1	-1
A02	Upper Management	36.6%	12.2%	6.0%	11	1	.	.	4	1	1	-3	-1	-1
B01	Engineer/Architect	12.3%	12.3%	6.0%	7	.	1	.	1	1	0	-1	0	-0
B02	Communication/Editor	41.7%	9.0%	6.0%	3	.	.	.	1	0	0	-1	-0	-0
B07	Purchasing Agent/Analyst	43.2%	5.3%	6.0%	1	1	1	.	0	0	0	1	1	-0
B08	Natural Resource	25.1%	7.2%	6.0%	6	2	2	.	2	0	0	1	2	-0
B09	Soc Sci/Planner/Resrchr	43.7%	10.0%	6.0%	2	1	1	.	1	0	0	0	1	-0
B16	Program Coord/Analyst	41.1%	9.5%	6.0%	3	1	.	.	1	0	0	-0	-0	-0
B19	Row/Timber Aud/Appraisr	25.4%	17.9%	6.0%	3	1	.	.	1	1	0	0	-1	-0
C02	Engineering/Construction	19.3%	8.1%	6.0%	51	7	5	3	10	4	3	-3	1	-0
F01	Office Assistant/Spec	70.3%	9.7%	6.0%	7	7	2	.	5	1	0	2	1	-0
F03	Office Mgr/Motor Veh Rep	70.3%	9.7%	6.0%	2	2	.	.	1	0	0	1	-0	-0
F04	Adm Spec/Supprt Svc Supv	70.3%	9.7%	6.0%	4	4	.	1	3	0	0	1	-0	1
G01	Highway Maintenance	21.3%	9.0%	6.0%	166	14	13	1	35	15	10	-21	-2	-9
G06	Trades	11.5%	7.1%	6.0%	4	.	1	1	0	0	0	-0	1	1
Total					288	45	27	6	73	27	17	-28	0	-11

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

**Transportation Safety
Protected Class Summary**

Job Grp	EEO Job Category	Female Parity	Ethnic Parity	Disabled Parity	Emp Count	Actual Counts			Parity Counts			Deviations		
						Female	Ethnic	Disabled	Female	Ethnic	Disabled	Female	Ethnic	Disabled
A01	Middle Management	43.0%	13.6%	6.0%	1	1	.	.	0	0	0	1	-0	-0
A02	Upper Management	36.6%	12.2%	6.0%	1	.	1	.	0	0	0	-0	1	-0
B16	Program Coord/Analyst	41.1%	9.5%	6.0%	15	10	1	.	6	1	1	4	-0	-1
F01	Office Assistant/Spec	70.3%	9.7%	6.0%	3	2	1	1	2	0	0	-0	1	1
F04	Adm Spec/Supprt Svc Supv	70.3%	9.7%	6.0%	3	3	.	.	2	0	0	1	-0	-0
Total					23	16	3	1	11	2	1	5	1	-0

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.

Oregon Department of Transportation

**Unknown
Protected Class Summary**

<u>Job Grp</u>	<u>EEO Job Category</u>	<u>Female Parity</u>	<u>Ethnic Parity</u>	<u>Disabled Parity</u>	<u>Emp Count</u>	<u>Actual Counts</u>			<u>Parity Counts</u>			<u>Deviations</u>		
						<u>Female</u>	<u>Ethnic</u>	<u>Disabled</u>	<u>Female</u>	<u>Ethnic</u>	<u>Disabled</u>	<u>Female</u>	<u>Ethnic</u>	<u>Disabled</u>
B01	Engineer/Architect	12.3%	12.3%	6.0%	1	.	.	.	0	0	0	-0	-0	-0
Total					1				0	0	0	-0	-0	-0

Compiled from DAS Personnel and ODOT Civil Rights data by HR Program Services.



OREGON DEPARTMENT
OF TRANSPORTATION

Title VI and Related Statutes
Discrimination Complaint Process

TITLE VI PROGRAM

Title VI and Related Statutes

Discrimination Complaint Process

Introduction

The Title VI and Related Statutes discrimination complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding the Oregon Department of Transportation's (ODOT) programs, activities and services as required by statute.

Purpose

The purpose of the discrimination complaint procedures is to describe the process used by the Office of Civil Rights (OCR). These procedures cover all complaints filed under Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990 and applicable Department policies.

Any person who feels that he or she has been subjected to discrimination on the basis of race, color, national origin, gender, religion, age, disability, or sexual orientation has the right to file a complaint with the Department's Office of Civil Rights.

Intimidation or retaliation against an employee filing a complaint or participating in a complaint investigation are prohibited by law.

Complaints must be filed within 180 days of the alleged discriminatory event or practice. Complaints must be filed in person or in writing. They should be directed to:

Office of Civil Rights

Oregon Department of Transportation
Office of Civil Rights: Attn. Title VI Officer
800 Airport Road S. E.
Salem, Oregon 97310

These procedures do not deny or limit the right of a complainant to file a formal complaint with an outside enforcement agency (BOLI, EEOC, U.S. Dept. of Transportation, FHWA, or U. S. Dept. of Justice) or to seek private counsel for complaints alleging discrimination.

Every effort will be made to obtain early resolution of complaints at the lowest possible level.

Roles and Responsibilities

- The Office of Civil Rights Manager and Title VI Officer, has overall responsibility for the discrimination complaint process and procedures.
- The Office of Civil Rights Manager, Title VI Officer and Civil Rights Field Coordinators serve as points of contact statewide for the public to initiate complaints of discrimination.
- The OCR is responsible for conducting an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon the information obtained from the investigation.

In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however must be signed by the complainant.

Filing of Formal Complaints

1. Applicability

The complaint procedures apply to the beneficiaries of the Oregon Department of Transportation's programs, activities, and services, including but not limited to the public and other sub-recipients of Federal and State funds.

2. Eligibility

Any person who believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by the Department or its sub-recipients, consultants, and contractors on the basis of race, color, national origin, sex, age, or disability may bring forth a complaint of discrimination under Title VI and related statutes.

3. Time Limitation and Filing Options

Title VI complaints of discrimination may be filed with:

- The Office of Civil Rights of ODOT
- Federal Highway Administration
- U.S. Department of Transportation

In all situations, Oregon Department of Transportation Civil Rights staff must immediately forward Title VI discrimination complaints to FHWA.

Complaints must be filed no later than 180 days after:

- The date of the alleged act of discrimination; or
- The date when the person(s) became aware of the alleged discrimination; or
- Where there has been a continuing course of conduct, the date on which the conduct was discontinued.

4. Type of Complaints

All Title VI and related statute complaints are considered formal as there is no informal process. Complaints **must** be in writing and signed by the complainant. Complaints must include the complainant's name, address and phone number and be detailed to specify all issues and circumstances of the alleged discrimination.

5. Complaint Basis

Allegations must be based on issues involving race, color, national origin, sex, age or disability. The term basis refers to the complainant's protected group status.

Protected Group Categories	Definition	Examples
Race	An individual belonging to one of the accepted anthropological racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group.	Black, White, Hispanic, Asian, Native American Indian, Filipino, or Pacific Islander.
Color	Color of skin, including shade of skin within a racial group.	Black, white, light brown, dark brown, etc.
National Origin	National birth site. Citizenship is not a factor. Discrimination based on language or a person's accent is covered by national origin.	Mexican, Cuban, Japanese, Vietnamese, Chinese.
Sex	Gender.	Women and men
Age	Persons of any age.	21 year old person.
Disability	Physical or mental impairment, permanent or temporary, or perceived.	Blind, alcoholic, paraputtee, epileptic, diabetic, arthritic.

Internal Complaint Processing

Initial Contact

The Office of Civil Rights Manager, Title VI Officer and Civil Rights Field Coordinators serve as the Department's Civil Rights resources for members of the public who wish to file a discrimination complaint under Title VI and related statutes. As resources, The Office of Civil Rights Manager, Title VI Officer and Civil Rights Field Coordinators staff provide complainants with:

- An explanation of their filing options.
- The discrimination complaint process.
- A Title VI and Related Statutes Discrimination Complaint Form.

The Complaint Review Process

- a) The Office of Civil Rights reviews the complaint upon receipt to ensure that relevant information is provided, the complaint is timely, and meets jurisdiction.
 - b) The complaint shall be investigated unless:
-

- The complaint is withdrawn.
 - The complainant fails to provide required information after numerous requests.
 - The complaint is not filed timely.
 - Any issues that do not involve discrimination, or are not based on a protected basis will be directed to the appropriate entity. Under no circumstance is the complainant discouraged from filing a complaint.
- c) Upon determination that the complaint warrants an investigation: The complainant is sent a letter, acknowledging receipt of the complaint, the name of the investigator, and is provided with his/her rights under Title VI and related statutes.
- d) The respondent is notified by mail that he/she has been named in a complaint and is provided with his/her rights under Title VI and related statutes. The letter also reveals the investigator's name and informs the respondent that he/she will be contacted for an interview.
- e) A letter is sent to the appropriate manager when the complainant(s) or respondent(s) are located in a Region office. Program managers will be informed that a complaint was filed, the letter will list the names of the parties involved, the basis of the complaint and the assigned investigator.
- f) Title VI Officer is responsible for the overall Title VI program implementation. This Title VI Officer is appointed by the Manager of the Office Civil Rights who reports directly to the Executive Deputy Director of Central Services.

Investigation

Investigation Plan

The investigator shall prepare a written plan, which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s);
 - Basis for the complaint;
 - Issues, events or circumstances that caused the person to believe that he/she has been discriminated against;
 - Information needed to address the issue;
 - Criteria, sources necessary to obtain the information;
 - Identification of key people;
-

- Estimated investigation time line;
- Remedy sought by the complainant(s).

Conducting the Investigation

- The investigation will address only those issues relevant to the allegations in the complaint.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case, which the witness can provide firsthand information.
- Interviews are tape recorded with the interviewee's consent.
- A chronological contact sheet is maintained in the case file throughout the investigation.
- The investigation working papers are completed, cross-referenced and indexed.
- The interviewee may have representation of his/her choice at the interview.

Investigation Reporting Process

- Within 40 days of receiving the complaint, the investigator prepares an investigative report and submits the report and supporting documentation to the Office of Civil Rights Manager for review.
- The Office of Civil Rights Manager reviews the file and investigative report. Subsequent to the review, the Office of Civil Rights Manager, makes a final determination of "probable cause" or "no cause" and prepares the final decision letter for signature.
- OCR shall prepare and submit a written report, outlining the following complaint details: Date of written complaint; and, complaint basis (race, color, national origin, etc.)

Reporting Requirements To An External Agency

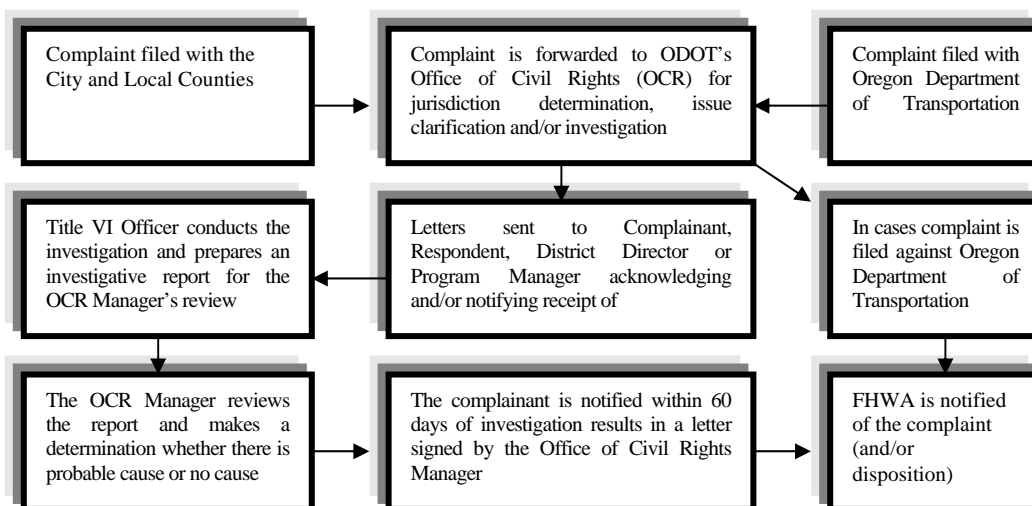
A copy of the complaint, together with a copy of the report of investigation, is forwarded to the Federal Highway Administration within 60 days of the date the complaint was received.

Records

All records and investigative working files are maintained in a confidential area within the Office of Civil Rights. Records will be kept for three years internally then archived for a period of ten years.

Title VI & Related Statutes Complaint Process

Flowchart



Authorities

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Title VI of the 1964 Civil Rights Act, 42 U.S.C. 2000, provides in section 601 that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (Proscribes discrimination in impacts, services, and benefits of, access to, participation in, and treatment under federal-aid recipients' programs or activities)

SECTION 324 FEDERAL-AID HIGHWAY ACT

23 U.S.C. 324, provides that: "No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this title or carried on under this title." (Prohibits discrimination on the basis of sex)

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 790, provides that:

"No qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance." (Prohibits discrimination based on physical or mental handicap)

AGE DISCRIMINATION ACT OF 1975

The Age Discrimination Act of 1975, 42 U.S.C. 6101, provides that: "No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." (Prohibits discrimination based on age)

CIVIL RIGHTS RESTORATION ACT OF 1987

The Civil Rights Restoration Act of 1987, P.L. 100-209, provides clarification of the original intent of Congress in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. (Restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of federal-aid recipients, subrecipients and contractors, whether such programs and activities are federally assisted or not.)

EXECUTIVE ORDER 12898

E.O. 12898 - Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (as amended).

EXECUTIVE ORDER 13166, LIMITED ENGLISH PROFICIENCY

This Executive Order directs Federal agencies, recipients and subrecipients of Federal financial assistance to examine services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide services so LEP persons have meaningful access to them. In addition, Federal agencies must develop and implement a plan to improve the language-accessibility of their programs by December 11, 2000.



OFFICE OF CIVIL RIGHTS
TITLE VI PROGRAM

Metropolitan Planning Organization
(MPO) Review Worksheets
& Listings

MPO/TRANSIT DISTRICTS/REGIONS

Craig Anderson
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PO Box 3275
Central Point, OR 97501
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Email: canderson@rvcog.org
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Boyatt, Thomas
ODOT Area 5 Project Office
744 A Street
Springfield, OR 97477
Phone: (541) 747-1354
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Email: thomas.b.boyatt@odot.state.or.us

Barnes, Mathew
Rogue Valley Transit District
3200 Crater Lake Ave
Medford, OR 97504
Phone: (541) 779-5821
Fax: (541) 773-2877
Email: m.barnes@rvtd.org
Web site: <http://www.rvtd.org>

Chancey, Scott
Rogue Valley Transportation District
3200 Crater Lake Ave
Medford, OR 97504
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Fax: (541) 773-2877
Email: scoplnr@rvtd.org
Web site: <http://www.rvtd.org>

Barrett, Bernadette
Corvallis Transit System
PO Box 1083
Corvallis, OR 97339-1083
Phone: (541) 766-6916
Fax: (541) 766-6920
Email: bernadette.barrett@ci.corvallis.or.us
Web site:
<http://www.ci.corvallis.or.us/pw/transport/transit/index.html>

Bob Cortright
Dept. of Land Conservation & Development
635 Capitol St NE, Suite 200
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Phone: (503) 373-0050 Ex. 241
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:

Jerri Bohard
ODOT Planning Section
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Web site:

MPO/TRANSIT DISTRICTS/REGIONS

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Gardner, Lisa
Lane Transit District
PO Box 7070
Eugene, OR 97401
Phone: (541) 913-3246
Fax: (541) 682-6111
Email: lisa.gardner@ltd.lane.or.us
Web site:

John de Tar
ODOT Region 2
455 Airport Road SE, Bldg B
Salem, OR 97301-5395
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Ken Gibb
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Web site:
<http://www.ci.corvallis.or.us/cd/cdhome.html>

Devoney, Mark
ODOT Region 4
PO Box 5309
Bend, OR 97708
Phone: (541) 388-6342
Fax: (541) 388-6231
Email: mark.a.devoney@odot.state.or.us
Web site:

Giesecking, James
Mid-Willamette Valley Council of Govt.
105 High St SE
Salem, OR 97301
Phone: (503) 588-6177
Fax: (503) 588-6094
Email: jgieseking@mail.open.org
Web site: <http://www.mwvcoq.org/>

Fricke, Dan
ODOT Region 2
455 Airport Rd SE Bldg B
Salem, OR 97301-5395
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Email: daniel.l.fricke@odot.state.or.us
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Craig Greenleaf
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MPO/TRANSIT DISTRICTS/REGIONS

Hadley, Glen
Salem Area Mass Transit District
555 Court St NE, Suite 5230
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Oregon

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Title VI Program Review Worksheets for Metropolitan Planning Organizations (MPO)

(Date)
(Name of MPO)

Reviewers
Name, Manager Title VI Program
Name, Title VI Liaison
Name, Title VI Liaison

In accordance with Title VI of the Civil Rights Act of 1964, Code of Federal Regulation (CFR) 23, Part 200, CFR 49, Part 21, United States Department of Transportation (USDOT) Circular UMTA C 4704.1, USDOT Circular UMTA C 4702.1, and Executive Order 6640.23 Actions To Address Environmental Justice In Minority Populations and Low-income Populations, the Oregon Department of Transportation Title VI Program conducts its annual review of the Metropolitan Planning Organization referenced above.

Please prepare, in advance of the scheduled entrance interview, Date, Time am, a written response to the following questions. At the beginning of your response document please include the name of your MPO, the date of the review, the signature, name, and title of the person responsible for the collective response, and the date of that persons signature. At the end of each response, identify the name and telephone number of the person who prepared the response.

I. PLANNING PROCESS

1. Provide a copy of your Overall Work Plan.

A. Strategies and Goals

1. What strategies and efforts has your planning process developed for ensuring, demonstrating and substantiating compliance with Title VI?
2. What measures have been used to verify that the multi-modal system access and mobility performance improvements included in the plan and Transportation Improvement Program (TIP) and the underlying planning process, comply with Title VI?
3. Has your planning process developed a demographic profile of the metropolitan planning area that includes identification of the locations of socio-economic groups, including low-income and minority populations as covered by the Executive Order on Environmental Justice and Title VI provisions? Describe how.
4. Does your planning process seek to identify the needs of low-income and minority populations? Describe how.
5. Does your planning process seek to utilize demographic information to examine the distributions across these groups of the benefits and burdens of the transportation investments included in the plan and TIP?
6. What methods are used to identify imbalances?

B. Service Equity

1. Does your planning process have an analytical process in place for assessing the regional benefits and burdens of transportation system investments for different socio-economic groups?

2. Does it have a data collection process to support the analysis effort? Describe and provide an example.
3. Does this analytical process seek to assess the benefit and impact distributions of the investments included the plan and TIP?
4. How does the planning process respond to the analyses produced?

C. Public Involvement

1. Provide a copy of your public involvement process policy. Is there at least a 45-day public comment period before the process or revision is adopted?
2. Is information about transportation issues and processes provided timely to citizens, public agencies, transportation agency employees, private sector transportation providers, and others affected by transportation plans, programs and projects? Describe how.
3. Does the public have access to technical and policy information used to develop plans and the Transportation Improvement Program (TIP), and to public meetings where Federal-aid highway and transit programs are considered? Describe how.
4. Is public notice, at least 30 days, given for public review and comment of key decision, including approval of plans, TIPS and amendments? Describe how.
5. Are explicit consideration and response offered to public input received during the planning and program development stages? Describe how.
6. Are the needs of low-income and minority households taken into account? Describe how.
7. Does the public outreach effort utilize media such as print, television, radio, etc targeted to low-income or minority populations?
8. Has your MPO made funds available to local organizations that represent low-income and minority populations to enable their participation in the planning process?
9. Are tribal governments and related public agencies on public or tribal land involved in the development of transportation plans and programs? Describe how tribal governments are involved in the planning process and what considerations are given to Indian reservation roads.
10. When significant written or oral comments are received on the draft transportation plan, financial plan, or TIP, as a result of the public involvement process, is a summary analysis and report of the disposition of the comments made part of the final plan and TIP?
11. What changes have occurred as a result of input by public involvement, specifically low-income and minority populations?
12. Is the public involvement process reviewed periodically to determine the effectiveness of full and open access to all? Describe how.
13. Is the metropolitan public involvement process coordinated with the statewide public involvement processes wherever possible to enhance the public consideration of issues, plans and programs, and to reduce redundancies of costs? Describe how.
14. Describe the types of assurances utilized to assure that no one has been excluded from participation in, or denied benefit of, or otherwise subjected to discrimination on the basis of race, color, sex, national origin, or physical handicap for any program receiving assistance from the USDOT.
15. Describe actions taken to comply with the Americans with Disabilities Act.
16. Are traffic, ridesharing, transportation safety and enforcement agencies including the County Transportation Commissions, commuter rail operators, airport authorities, private sector transportation providers and city officials involved in your planning? Describe how.
17. Are local, State and Federal environmental, resource, and permit agencies involved in your planning? Describe how.
18. Have there been any changes in your public involvement processes since your last review? If so, what are they?
19. Were there any planning studies undertaken during the last two years, which specifically addressed the needs of minority and or low-income populations? If so, identify.
20. Describe what kinds of demographic data, including race and income, is collected.

- D. Hearings
 - 1. What statistics are kept on public hearing participation by race and gender? Visual identification?
 - 2. Are minority group concerns addressed in a timely manner? Describe how.
 - 3. Are public meeting announcements made available in languages other than English, according to the affected minority population? Describe how and provide an example.
 - 4. Are accessible locations (geographically and structurally), appropriate times, and translation services planned for and provided during public hearings?
- E. Consultant contracts
 - 1. How are Requests for Proposals (RFP's) advertised? Describe the process.
 - 2. Describe the requirements for submitting a proposal?
 - 3. Describe the sub-contracting opportunities?
 - 4. How does your firm promote the participation of DBE consultants?
 - 5. Are DBE goals set and do you meet those goals?
 - 6. Who in the planning organization monitors the consultant's adherence with the Title VI requirements?
 - 7. Provide the number, dollar values, and types of contracts and funding sources used by the planning organization during the last two fiscal years. Identify if they were DBE.
 - 8. Provide a copy of your DBE plan.

II. ADMINISTRATION

- A. Staff, Board and Program Administration Composition
 - 1. Agency Staff - Provide a staffing composition listing by position, race, and gender. Include an organizational chart.
 - 2. Board of Directors - Provide a staffing composition listing by position, race, and gender. Identify the voting members.
 - 3. Policy and Advisory Committees – Provide a staffing composition listing of committees and their respective members by position, race and gender.
 - 4. Describe, in summary, the programs administered by the planning organization and their funding sources.
 - 5. Provide a copy of your Equal Employment Opportunity Plan.
- B. Complaint Procedure
 - 1. Provide a copy of your Title VI complaint procedure. How is the community, your customers, made aware of this process?
 - 2. How many Title VI related complaints have you received in the past two years? What was the outcome of those complaints?
 - 3. At the entrance interview, provide direction on where the complaint log and files are maintained. We will review this data.
- C. Training
 - 1. Has staff received formal or informal training regarding Title VI of the Civil Rights Act of 1964 and/or Environmental Justice Executive Orders?
 - 2. What is your schedule for Title VI training this year and who will attend?
- D. Status of Title VI Program with the Federal Transit Administration (FTA).
 - 1. Provide a copy of your most recent FTA Title VI program submission. What date was it approved and what date does it expire?
 - 2. Did FTA make changes, comments or additions prior to approval? If so, in what areas?



OREGON
TRANSPORTATION
PLAN

Planning Process



Oregon

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OREGON TRANSPORTATION PLAN

Planning Process

The Oregon Transportation Plan (OTP) reflects the work of the many groups and individuals who participated throughout the plan development process. In 2001, the beginning of the planning process, OTP staff conducted interviews with over 90 Oregon Department of Transportation (ODOT) staff and stakeholders to determine how the 1992 OTP was working, identify areas for improvement, and identify issues and challenges to address in the new Plan. The stakeholders included representatives of other state agencies, Metropolitan Planning Organizations (MPOs), city and county governments, and business and environmental groups. Their ideas and issues were the impetus for development of background papers and policies during the planning process.

The background papers focused on key transportation topic areas and trends affecting Oregon's current and future transportation system, including papers on transportation and the economy, transportation and the aging population, freight issues, energy supply, sustainability, safety and security. These papers were the subject of OTP committee discussions and were available to the general public via the OTP website.

A kick-off meeting in February 2004 introduced OTP committee members to the planning process and transportation challenges and issues. The over 60 committee members represented federal, state, regional and local governments, tribal governments, transportation providers, and business, environmental and safety advocacy groups. See Appendix B for a complete list of OTP committee members.

Three OTP policy committees drafted policies in particular focus areas and forwarded their recommendations to an OTP Steering Committee. The Mobility and Economic Vitality Policy Committee developed policies to increase the efficient intercity, interstate and international movement of people and goods and support economic vitality. The Safety and Security Policy Committee crafted policies to increase transportation safety and security. The Sustainability and Transportation Choices Policy Committee focused on supporting livable communities and developing a sustainable transportation system. Each policy committee met separately about five times and jointly with the Steering Committee three times over a 26-month period.

The OTP Steering Committee oversaw plan development and provided overall plan direction. The committee defined a plan vision, revised policies, guided analysis processes, and recommended investment strategies and key initiatives. The committee met monthly for about 20 months. Gail Achterman, an Oregon Transportation Commissioner, chaired the Steering Committee.

To support Steering Committee discussions, the OTP staff and a consultant team made a statewide assessment of transportation needs and conducted an analysis of potential transportation futures, referred to as the OTP policy analysis. The needs analysis involved consultation with the Oregon Department of Aviation, representatives of cities and counties, the Oregon Ports Association and Port of Portland, and others. Summaries of both the needs

analysis and the policy analysis are in the Technical Analysis section of the Plan. More detailed summaries are in the OTP Technical Appendices.

During the plan's policy development, the OTP staff made presentations to ODOT Region staff, MPOs, and Area Commissions on Transportation (ACTs) to get their feedback. Formal public review began when the Oregon Transportation Commission (OTC) released the Draft OTP for review on November 17, 2005 with comments due by March 1, 2006. ODOT staff distributed press releases announcing the public review period and scheduled outreach meetings to newspapers around the state, including a major Spanish newspaper. Staff mailed a newsletter summarizing the OTP to over 1100 people, organizations and jurisdictions including ACTs and MPOs; other groups and individuals received the newsletter through email distribution. In addition to the external outreach, the newsletter was emailed to over 300 ODOT staff.

The OTP Executive Summary and an outreach brochure provided a quick and convenient review of the Draft Plan. The Executive Summary was distributed at public meetings and through the planning and transportation departments at Oregon's public universities. The brochures, in English and Spanish, were sent to public and academic libraries and Driver and Motor Vehicle (DMV) field offices across Oregon.

The OTP website played a key role in communications throughout the planning process. The site contained the Draft OTP and Executive Summary, background material, outreach and committee meeting information, contact information, and the OTP survey. Over the fifteen-week public review period, the OTP Home Page received nearly 6500 visits.

During the public review period, ODOT staff and Steering Committee members made presentations at 58 meetings across Oregon involving approximately 900 stakeholders and 200 ODOT staff members. Attendees included ACT members, MPO committees, stakeholder groups and advisory committees, ODOT Region staff, other government agencies and organizations. The ACT members included local government officials, tribal government representatives, citizens and businesses. A state-sponsored Government to Government Cluster meeting involved Oregon tribal governments and interested citizens. The majority of outreach presentations occurred at public meetings where local notice was sent. After the public review period ended, staff continued to make presentations and consulted further with natural resource agencies. In addition to feedback at the meetings, staff received more than 70 letters and emails commenting on the OTP during the initial review period.

To test OTP policies and directions with the general public, consultants conducted a telephone survey of 1500 Oregonians, 300 from each ODOT Region, in January 2006. About 230 people responded to a similar survey via the OTP website or at the public meetings.

OTP staff updated the Plan in response to the comments received during the public review period. The OTP policy committees and the Steering Committee reviewed the recommended changes and made additional modifications. The OTC made revisions and released the updated Plan for a final public review on June 29, 2006. Public notice of the review period and comment dates was widely distributed to interested parties across Oregon through news releases, postcards and the OTP website. Written comments were accepted during the 45-day review period. The OTC heard additional comments at a public hearing during its regularly scheduled meeting on July 19, 2006. Based on feedback from the OTC, OTP staff made final revisions to the Plan. The Transportation Commission adopted the Plan on September 20, 2006.

OREGON
TRANSPORTATION
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Civil Rights Policy



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OREGON TRANSPORTATION PLAN

Civil Rights Policy

***Oregon Transportation Commission
Adoption expected September 20, 2006***

GOAL 7 - COORDINATION, COMMUNICATION AND COOPERATION

To pursue coordination, communication and cooperation among transportation users, providers and those most affected by transportation activities to align interests, remove barriers and bring innovative solutions so the transportation system functions as one system.

POLICY 7.4 - Environmental Justice

It is the policy of the State of Oregon to provide all Oregonians, regardless of race, culture or income, equal access to transportation decision-making so all Oregonians may fairly share in benefits and burdens and enjoy the same degree of protection from disproportionate adverse impacts.

STRATEGY 7.4.1

Provide equal access to public information and decision-making about transportation planning, financing, construction, operations and maintenance activities.