

HIGHWAY FINANCE OFFICE/TRANSPORTATION PLANNING RESPONSIBILITY CHART

Line Number	Estimated Calendar*	Category	Activity	Highway Finance Office				Program/Region				TDD			Executive		External		Comments
				STIP Coord.	STIP Mgr.	Prog. & Fund. Mgr.	HFO Mgr.	Statewd. Prog. Mgr.	STIP Coord.	Area Mgr.	Planning Mgr.	Region Mgr.	GIS Unit	Transp. Planner	Planning Mgmt.	Bus. Plan Mgr.	Exec. Staff	OTC	
			STIP Development:																
1	03/3rd		Begin STIP update		R														
2	03/3rd		Prepare STIP Development Timelines	I	R							I	I						Includes condensed and expanded versions
3	03/3rd		Complete evaluation of previous STIP criteria, provide report to OTC	I	I						I		R						
4	03/3rd		Draft system performance goals					R											For bridge, modernization, operations, preservation, safety
5	03/3rd		Data collection for management systems and program needs begins					R											
6	04/3rd		Develop draft statewide project eligibility criteria and prioritization factors for Development STIP and Construction STIP		I								C, S	R					I
7	05/3rd		Compile and review technical data collected for management systems and program needs		C			I, R						S					I
8	05/3rd		Determine net revenue available to STIP from revenue forecasts		C, R	I	A							I					
9	06/3rd		Convene STIP Stakeholder Committee to comment, update criteria										C, S	R			I		I
10	06/3rd		Update program goals and cost information using data collected		C			I, R											
11	06/3rd		Develop funding allocation scenarios for presentation to ODOT management		S		R							I					
12	07/3rd		Prioritize funding allocation scenarios and identify key recommendation				R							I					
13	07/3rd		ODOT management reviews scenarios and key recommendation				C							C	R				
14	08/3rd		Assemble materials regarding the funding allocation recommendation for stakeholder input and OTC review		C, R, S		I							I					
15	09/3rd		Program funding allocation recommendation distributed to OTC, stakeholders, ACTs, and MPOs		R				S	S				I, S					
16	10/3rd		Finalize project eligibility criteria and prioritization factors for Development STIP and Construction STIP, prepare for OTC		I								C, S	R					I
17	10/3rd		OTC/ODOT management discuss funding allocation recommendation and program goals for STIP		C		R							I	I	I			
18	10/3rd		Stakeholders, ACTs, and MPOs provide input on the funding allocation recommendation and program goals						S	R							I	I	Other stakeholders (I)
19	11/3rd		OTC approves project eligibility criteria and prioritization factors for Development STIP and Construction STIP										C			A, R			
20	11/3rd		Current STIP criteria published on STIP website	R									C						
21	12/3rd		OTC reviews program goals and approves program funding allocations for STIP				C									A, R			
22	12/3rd		Update project reporting template with approved criteria						I	I			R						
23	12/3rd		Verify STIP template map design with GIS unit						I	I		S	R						
24	12/3rd		Determine modernization equity funding split		I, R														Portland State Univ., Trans. Dev. Division, DMV (I)
25	12/3rd		Determine other regional program funding splits		C, R				I										

*Calendar reflects years before the first year of the STIP cycle: 3/3rd is March of the third calendar year before the STIP, or March of 2003 for the 2006-2009 STIP
See Timeline tab for a STIP cycle-specific calendar

HIGHWAY FINANCE OFFICE/TRANSPORTATION PLANNING RESPONSIBILITY CHART

Line Number	Estimated Calendar*	Category	Activity	Highway Finance Office				Program/Region				TDD			Executive		External		Comments
				STIP Coord.	STIP Mgr.	Prog. & Fund. Mgr.	HFO Mgr.	Statewd. Prog. Mgr.	STIP Coord.	Area Mgr.	Planning Mgr.	Region Mgr.	GIS Unit	Transp. Planner	Planning Mgmt.	Bus. Plan Mgr.	Exec. Staff	OTC	
26	12/3rd		Each program manager reviews data collected, and identifies and initially scopes and prioritizes projects selected					I, R	I										
27	01/2nd		ACTs review, comment on prioritization; comment in non-ACT areas by cities, counties, MPOs							R	S						I	I	Other stakeholders (I)
28	01/2nd		Project scoping (scoping includes site visits with technical staff to determine project needs and estimated costs)					I, R	C	C	I, R	I							Technical staff (I) In Region 3, Tech Svcs. Mgr. (S) and Area Manager (R)
29	01/2nd		Region management finalizes project selection for Draft STIP						S	S	R	A							
30	01/2nd		Provide STIP criteria template and instructions for project reports and mapping to regions									S		C	R				
31	01/2nd		ACTs provide input to projects selected; input in non-ACT areas provided by cities, counties, MPOs						C	R	S						I	I	Other stakeholders (I)
32	01/2nd		Regional program funding splits forwarded to ODOT regions		C, R														
33	02/2nd		ACTS revisit projects selected for consistency with Regional program funding splits, if necessary; in non-ACT areas cities, counties, MPOs revisit projects						C	R	S						I	I	Other stakeholders (I)
34	02/2nd		STIP Development Manual (guidance for developing the STIP) updated and distributed to Region STIP Coordinators and posted on STIP Intranet website	S	C, R			I											
35	03/2nd		Draft STIP text sent out for review		C, R			I						I					
36	04/2nd		PCSX opened to Region STIP Coordinators for project data entry to prepare Draft STIP	C, R															Technical staff (S)
37	04/2nd		Regions/HFO input projects into draft STIP database	C, I, R, S				I	R										HFO STIP Coordinator is responsible for Statewide programs and provides regional oversight and consistency
38	05/2nd		HFO reviews project data for accuracy and consistency	I, R, S	I			S	S										
39	06/2nd		Regions prepare written documentation of project prioritization process that responds to the STIP project eligibility criteria and prioritization factors						C, I	S	R			S					
40	06/2nd		Projects compiled into Draft STIP database	C, R				I	I										
41	07/2nd		Compare each region's program data with regional funding allocations. Regions make adjustments in funding if necessary	C, R				I, S	I, S										
42	07/2nd		Review region/program reports for statewide consistency and compliance with adopted criteria, compile for OTC						S		I			C	R				
43	07/2nd		Obtain corrections, clarifications for criteria reports						I, S		I			R					
44	07/2nd		Develop maps for modernization projects						I	S	I		R	C					
45	08/2nd		Regions review Draft STIP database with stakeholders (ACTs, MPOs, other stakeholders)						C	S	C, R						I	I	Other stakeholders (I)
46	08/2nd		Regions review STIP template maps and GIS Unit provides corrections as needed						C, S	I	R		S	S					
47	09/2nd		Provide criteria compliance reporting documents to the OTC, and post on web	S					I		I			C, S	R				
48	09/2nd		Compile Draft STIP database and text into document	C, R									I	I					
49	09/2nd		Make mapping corrections, additions for public processes	S	I				I	S	S		R	C					
50	09/2nd		Draft STIP document provided to OTC, ODOT regions, and the public	R	S														
51	09/2nd		Print, mail, and post Draft STIP on web	C, R															Technical staff (S)

*Calendar reflects years before the first year of the STIP cycle: 3/3rd is March of the third calendar year before the STIP, or March of 2003 for the 2006-2009 STIP
See Timeline tab for a STIP cycle-specific calendar

HIGHWAY FINANCE OFFICE/TRANSPORTATION PLANNING RESPONSIBILITY CHART

Line Number	Estimated Calendar*	Category	Activity	Highway Finance Office				Program/Region					TDD			Executive		External		Comments
				STIP Coord.	STIP Mgr.	Prog. & Fund. Mgr.	HFO Mgr.	Statewd. Prog. Mgr.	STIP Coord.	Area Mgr.	Planning Mgr.	Region Mgr.	GIS Unit	Transp. Planner	Planning Mgmt.	Bus. Plan Mgr.	Exec. Staff	OTC	MPOs	
52	10/2nd		ACTs, MPOs, and other stakeholders review the Draft STIP						C	R	S							I	I	Other stakeholders (I)
53	10/2nd		Begin public review of Draft STIP document. A minimum of two public hearings must be conducted in each ODOT region. Hearings coordinated with ACTs and/or MPOs. Proper public notice is provided.		I				C	S	R	S						S	I	
54	11/2nd		Compile public comments, distribute to ODOT regions and the OTC, and post on website		C, R				I, S		S			C	S					Comments submitted to regions via meetings, mail, e-mail. Regions summarize and submit to HFO. HFO compiles all regions into one document for distribution.
55	12/2nd		ACTs, MPOs, OTC, and regions review input received during public review process					I	I, C	S	R						I	I	I	
56	01/1st		Regions/programs adjust program if necessary based on OTC direction and/or the comparison of each region's program data with regional funding allocations	C, I, S				I, R	C, S		R						I			
57	02/1st		Air quality conformity determinations and modeling		C				I									I, R		Technical staff (I, R) ODOT (R) in non-MPO areas.
58	02/1st		Regions/programs review STIP project data for accuracy and make adjustments if necessary	C, S				I, R	I, R											
59	03/1st		No more data entry by ODOT regions for the STIP (PCXS closed)	C, R																Technical staff (S)
60	05/1st		Balance the amount needed to fund the projects in the STIP with the anticipated revenue	C, R																If region/program is out of balance, go back to #56.
61	05/1st		Regions review MPO TIPs for completeness and accuracy						C, S		R							I		
62	06/1st		Add MPO TIPs to STIP, making sure all projects located in the MPOs match in the STIP and TIP	C, R, S					C									I		MTIPs are added to STIP as received
63	06/1st		Prepare Final STIP document for review	C, R, S																
64	07/1st		Regions review Final STIP with ACTs, MPOs, and other stakeholders						C	S	R							I	I	Other stakeholders (I)
65	08/1st		Balance program to available state and federal revenue. Adjust state and federal funding of projects to agree with available state and federal revenue	C, I, R	I	I														Does not affect project selection
66	08/1st		Oregon Transportation Commission reviews and approves Final STIP	C, S													A, I, R			
67	08/1st		Submit MPO TIPs to Governor for review and signature when all have been received	C														I		Governmental Affairs (R)
68	08/1st		Create approval letter and federal submittal packet. Submit Final STIP to FHWA/FTA	C, S	C, R															
69	09/1st		FHWA/FTA review and approve Final STIP																	FHWA/FTA (A, C, I, R)
70	11/1st		Complete transition amendment(s) due to program	C, I, R, S				I	I											
71	11/1st		Post Final STIP on Intranet/Internet	R																
72	11/1st		Print and distribute Final STIP on multiple media	C, R																Technical staff (S)
			STIP Amendments (as needed):																	
73			Develop and maintain STIP Amendment Guidelines & Checklist	C, R, S	I	I			I											
74			Determine if amendment is required, and whether full or administrative. If full amendment, see #76-91. If administrative amendment, see #76-78 and #93.	C, R				C, I, S	C, I, S											
75			Obtain Region/Program Manager approval						C, R											

*Calendar reflects years before the first year of the STIP cycle: 3/3rd is March of the third calendar year before the STIP, or March of 2003 for the 2006-2009 STIP
See Timeline tab for a STIP cycle-specific calendar

HIGHWAY FINANCE OFFICE/TRANSPORTATION PLANNING RESPONSIBILITY CHART

Line Number	Estimated Calendar*	Category	Activity	Highway Finance Office				Program/Region					TDD				Executive		External		Comments
				STIP Coord.	STIP Mgr.	Prog. & Fund. Mgr.	HFO Mgr.	Statewd. Prog. Mgr.	STIP Coord.	Area Mgr.	Planning Mgr.	Region Mgr.	GIS Unit	Transp. Planner	Planning Mgmt.	Bus. Plan Mgr.	Exec. Staff	OTC	MPOs	ACTs	
76			If in MPO, coordinate with MPO to amend MTIP prior to amending STIP																I		
77			Complete STIP Amendment Request Form and submit to Statewide STIP Coordinator					I													
			If full amendment:																		
78			▪ Submit to Director's Office for signature and transmittal to FHWA and/or FTA	C, R, S																	
79			▪ FHWA and/or FTA review amendment request																		
80			▪ If denial or delay, work with region to resolve issue and resubmit as appropriate	C, I																	FHWA/FTA (R)
81			▪ Receive approval letter from FHWA and/or FTA	C, R																	FHWA/FTA (I)
			If OTC action required:																		
82			▪ Determine HFO deadline date					C, R	C, R												
83			▪ Prepare agenda request, including background information					C, R	C, R	I											
84			▪ Obtain required region approvals					I	C, R												
85			▪ Submit request to Statewide STIP Coordinator					C, R	C, R												
86			▪ Review request for completeness and format	C, R		I															
87			▪ Submit request to Director's office for agenda	C, R																	
88			▪ Obtain OTC approval prior to amending STIP								R										A
			If administrative amendment:																		
89			▪ Submit to FHWA and/or FTA as notification of change(s)	C, R, S																	
90			Create and maintain STIP amendment log																		
91			Update STIP amendment log on STIP website	R, S																	
92			Update PCS and Access database to reflect amendment	R, S																	

Definitions for Levels of Responsibility:

- A = Authority** -- Authority to make the final decision, signature authority
- R = Responsibility** -- Responsible for making sure the activity is completed
- C = Coordination** -- Responsible for coordinating all elements necessary to complete an activity
- S = Support** -- Provide administrative or technical support necessary to complete an activity
- I = Input/Information** -- Provide input and/or information necessary to complete an activity

*Calendar reflects years before the first year of the STIP cycle: 3/3rd is March of the third calendar year before the STIP, or March of 2003 for the 2006-2009 STIP
See Timeline tab for a STIP cycle-specific calendar