

# Major Streets Transportation Improvement Program (MSTIP)

## Administrative Procedures

Washington County Department of Land Use & Transportation  
Adopted June 4, 2024<sup>1</sup>

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<sup>1</sup> Supersedes all previously adopted MSTIP Administrative Procedures (December 2003, April 1999, March 1999, January 1987)

Table of Contents

- 1 Overview ..... 1
  - 1.1 Purpose..... 1
  - 1.2 Applicability ..... 1
  - 1.3 Funding Authority and Overview ..... 1
- 2 Organization and Responsibilities ..... 2
  - 2.1 Organizational Structure, Authority, Duties and Responsibilities ..... 2
- 3 General Administration ..... 4
  - 3.1 Correspondence and Reporting ..... 4
  - 3.2 MSTIP Project Prospectus ..... 4
  - 3.3 Project Delivery ..... 4
  - 3.4 Point Of Contact ..... 5
  - 3.5 MSTIP Project List Amendments..... 5
- 4 Fiscal Administration..... 6
  - 4.1 General ..... 6
  - 4.2 Program & Project Cost Control..... 6
  - 4.3 Obligation of MSTIP Funds..... 6
  - 4.4 MSTIP Program Contingency/Reserve Funds..... 6
  - 4.5 MSTIP Project Cost Overruns ..... 7
  - 4.6 MSTIP Project Cost Underruns..... 8
- 5 Project Agreements..... 9
  - 5.1 General ..... 9
  - 5.2 Form of Agreements ..... 9
  - 5.3 Project Charter (optional) ..... 9
- 6 MSTIP Sub-allocations..... 10
  - 6.1 General ..... 10
  - 6.2 Capital project improvements ..... 10
    - 6.2.1 Overview ..... 10
    - 6.2.2 Project Eligibility ..... 11
    - 6.2.3 Project Selection..... 12
    - 6.2.4 Program Management ..... 13

6.3	Intelligent Transportation Systems improvements.....	14
6.3.1	Overview .....	14
6.3.2	Project Selection.....	14
6.3.3	Program Management .....	15
6.4	Rural bridge replacements.....	16
6.4.1	Overview .....	16
6.4.2	Project Selection.....	16
6.4.3	Program Management .....	16
6.5	Opportunity Fund .....	17
6.5.1	Overview .....	17
6.5.2	Guiding Principles.....	17
6.5.3	Requests.....	18
6.5.4	Program Management .....	19
6.6	Large Project Match Fund.....	21
6.6.1	Overview .....	21
6.6.2	Project Eligibility.....	21
6.6.3	Requests.....	21
6.6.4	Program Management .....	22

# 1 Overview

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## 1.1 Purpose

These Administrative Procedures are the operating guidelines and processes for the Washington County Major Streets Transportation Improvement Program (MSTIP).

## 1.2 Applicability

These Administrative Procedures are intended to guide actions of the Washington County Coordinating Committee (WCCC), Washington County Coordinating Committee Transportation Advisory Committee (WCCC TAC), the Director of Land Use & Transportation, the MSTIP Program Manager and any staff designees with respect to administration of the MSTIP.

## 1.3 Funding Authority and Overview

MSTIP is a Washington County program and the Board of County Commissioners (Board) has final authority over all MSTIP funding decisions unless otherwise delegated herein.

MSTIP began as a voter-approved countywide property tax levy to fund major transportation improvement projects in 1986. County voters subsequently approved two additional levies (MSTIP 2 in 1989 and MSTIP 3 in 1995). Implementation of Statewide Ballot Measure 50 (1997) had the effect of reducing and incorporating the then-current MSTIP 3 levy rate into a new permanent countywide base property tax rate. Since then, the Board has traditionally transferred a portion of countywide General Fund revenues to the MSTIP budget fund on an annual basis to fund transportation capital improvement projects and programs approved by the Board.

The Board typically makes MSTIP project and programmatic funding priority decisions in cycles of approximately five years. Following implementation of Measure 50, MSTIP cycles have been referred to as MSTIP 3b, 3c, 3d, etc.

## 2 Organization and Responsibilities

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### 2.1 Organizational Structure, Authority, Duties and Responsibilities

- a) The **Washington County Board of Commissioners (Board)** has the ultimate MSTIP program authority and makes all final decisions on funding allocations for MSTIP unless otherwise delegated herein.
- b) **Washington County Coordinating Committee (WCCC)** duties and responsibilities:
  - 1) Review and recommend Board action on MSTIP project and program funding packages for each allocation cycle.
  - 2) Recommend Board consideration of changes in MSTIP policy and administrative procedures.
  - 3) Review and decide on individual MSTIP Opportunity Fund expenditure requests.
  - 4) Review and recommend Board action on individual MSTIP Large Project Match expenditure requests.
  - 5) Review and recommend Board action for any proposed changes to the MSTIP-funded project list.
  - 6) Review and make recommendations to the Board on any other proposal or process related to MSTIP.
- c) **Washington County Coordinating Committee Transportation Advisory Committee (WCCC TAC)** duties and responsibilities:
  - 1) Review proposed MSTIP project and program funding allocation packages and make a recommendation to the WCCC.
  - 2) Review proposed changes to MSTIP policy and administrative procedures and make a recommendation to the WCCC.
  - 3) Review proposed MSTIP Opportunity Fund and MSTIP Large Project Match spending requests and make a recommendation to the WCCC.
  - 4) Review any proposed changes to the MSTIP funded project list and make a recommendation to the WCCC.
  - 5) Review and make recommendations to the WCCC on any other proposal or process related to MSTIP.
- d) **Director of Land Use & Transportation (Director)** duties and responsibilities:
  - 1) Oversee the development of the MSTIP allocation packages and the regular administration of the MSTIP program and program elements.

- 2) Ensure the MSTIP program implements County policy and is compatible with other County major transportation issues, plans and projects.
  - 3) Ensure that MSTIP is managed and administered appropriately, through the MSTIP PM.
  - 4) Ensure that appropriate MSTIP proposals, recommendations and actions are presented to the WCCC TAC, WCCC and Board as required.
- e) The **MSTIP Program Manager (MSTIP PM)** role is designated by the Director and is typically assigned to the Department of Land Use & Transportation's Capital Project Services division manager. Duties and responsibilities may include, but are not limited to, the following:
- 1) Daily administration and management of the MSTIP program.
  - 2) Delivery of all MSTIP-funded projects, except as may be determined appropriate by the Director upon recommendation of the MSTIP PM (refer to Section 3.3).
  - 3) Coordinate with the Director and county staff, federal and state agencies, local jurisdictions and the general public.
  - 4) Oversee all general, fiscal and contract/agreement administrative activities.
  - 5) Perform MSTIP cash flow analysis and recommend project scheduling consistent with MSTIP funding availability.
  - 6) Prepare a project prospectus for each funded project (refer to Section 3.2).
  - 7) Coordinate with sponsoring jurisdictions to develop and secure intergovernmental agreements (IGAs) for each MSTIP-funded project that requires a transfer of funds between the agencies.
  - 8) Maintain detailed project accounting files for each MSTIP-funded project.
  - 9) Ensure overall construction management and administration for each MSTIP-funded project.
  - 10) Ensure that all MSTIP program/project correspondence, records, reports, contract agreements, IGAs and other data and files are maintained.
  - 11) Track Opportunity Fund actual and pending funding commitments to ensure accurate tracking of available Opportunity Fund funding.
  - 12) Coordinate with sponsoring jurisdictions to develop and secure intergovernmental agreements (IGAs) for each Opportunity Fund funded project.

## 3 General Administration

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### 3.1 Correspondence and Reporting

- a) The MSTIP PM is responsible for the coordination and preparation of MSTIP correspondence (letters, memos, reports, news releases, meetings, forms, issue papers and fact sheets).
- b) The MSTIP PM shall prepare an annual MSTIP status report, to be included in the annual Washington County Capital Improvement Plan.

### 3.2 MSTIP Project Prospectus

- a) The MSTIP PM shall ensure the completion of a project prospectus for each MSTIP project prior to any expenditure exceeding \$50,000 in MSTIP funds for that project.
- b) The prospectus will include details related to a project's scope, schedule and budget, including any supplemental funding sources, and will be completed according to a template provided or approved by the MSTIP PM.
- c) An amended prospectus shall be completed for project amendments that increase the estimated project cost by more than ten percent (10%).

### 3.3 Project Delivery

- a) The MSTIP PM is responsible for delivering MSTIP-funded projects, except as provided for herein.
- b) Upon recommendation from the MSTIP PM, the Director may determine that it is appropriate for another local jurisdiction or agency to deliver a MSTIP-funded project.
- c) When a jurisdiction or agency other than Washington County manages the delivery of a MSTIP-funded project, an intergovernmental agreement (IGA) must be approved by the elected bodies of the County and the delivering agency prior to any transfer of MSTIP funds from the County to the delivering agency. The IGA shall include provisions regarding the timing and amount of funds to be transferred to the delivering agency, a description of the mutually agreed upon project scope, the proposed project delivery schedule, cost accounting, recordkeeping and reporting requirements, and any restrictions or limitations on the use of MSTIP funds.
- d) If the County transfers funds directly to a city that will manage a MSTIP-funded project, the County may retain up to 7% of the funding allocation to pay for estimated County staff time associated with project management and implementation assistance.

- e) The MSTIP PM shall maintain oversight of the delivering agency's project delivery status as provided for in the IGA.

### 3.4 Point Of Contact

Each jurisdiction shall designate a single point of contact (POC) by name and title for all MSTIP program/project matters and notify the MSTIP PM of the initial POC designation and any subsequent change in POC designation.

### 3.5 MSTIP Project List Amendments

Over the period of implementing a MSTIP funding allocation (e.g. MSTIP 3e or 3f), it is possible that a change in conditions may alter a jurisdiction's priority for improvement projects. In such instances, a jurisdiction may propose an amendment to the MSTIP project list (e.g. removing an original MSTIP project and replacing it with a more recent priority). The amendment request shall be processed as outlined herein.

- a) Such a proposal shall first be considered and authorized by the proposing jurisdiction's elected officials.
- b) The proposal shall then be submitted to the Director and MSTIP PM, who will prepare a project prospectus as indicated in section 3.2. In addition, the proposing jurisdiction shall provide information demonstrating:
  - i. Why it believes that the proposed project list amendment is appropriate;
  - ii. The objective of the new project;
  - iii. The implications of defunding the original project; and
  - iv. The cost of the new project in relation to the original project.
- c) The Director will then present the proposed project list amendment to the WCCC TAC for its consideration. WCCC TAC shall make a recommendation to the WCCC.
- d) Upon a favorable recommendation from WCCC TAC, the Director shall present the proposed amendment to the WCCC for its consideration. The WCCC shall make a recommendation to the Board.
- e) Upon a favorable recommendation from WCCC, the Director shall present the proposed amendment to the Board for its consideration. Final amendment approval shall be the responsibility of the Board. Project list amendments shall be adopted by Resolution and Order.

If the WCCC TAC or WCCC does not recommend approval of a proposed amendment, it shall not proceed further in the review process.



## 4 Fiscal Administration

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### 4.1 General

It is the responsibility of the MSTIP PM to ensure that MSTIP costs are minimized; accurate cost accounting records are kept; annual program/project budgets are prepared; and employee time, requisitions, administrative costs and construction expenditures are approved by the PM.

### 4.2 Program & Project Cost Control

- a) The MSTIP PM shall maintain an accounting of all MSTIP costs.
- b) All MSTIP projects shall require completion of a project prospectus per Section 3.2.
- c) Obligation and expenditures of MSTIP funds will be based on realistic and up-to-date current working estimates (CWE) for administrative control of funds and for the prevention of violation of statutes governing limitation of obligations and/or costs.
- d) The MSTIP PM shall keep the Director advised of any contemplated action which will result in changes to the project CWE.
- e) Each delivering agency with an active project shall submit monthly status reports on that project to the MSTIP PM.
- f) MSTIP funds cannot be used to pay for undergrounding overhead utilities.

### 4.3 Obligation of MSTIP Funds

No commitment involving additional funds in excess of ten percent (10%) of the amount authorized by the Board shall be made by the MSTIP PM without Board authorization.

### 4.4 MSTIP Program Contingency/Reserve Funds

- a) Consistent with Board budget policy (refer to County Administrative Policy 405), the MSTIP program shall maintain a combination of contingency and/or reserve funds in an amount determined adequate by the Director to:
  - i. Ensure the program's financial liquidity throughout each budget year;
  - ii. Provide the ability to address Opportunity Fund project match and Large Project Match needs in a timely manner; and
- b) This program contingency/reserve shall be under the control of the Board. The contingency/reserve funds may be budgeted as "contingency," "fund equity," "fund

balance,” “reserve for future expenditure” or some combination of the above consistent with current Board budget policy and practice.

- c) Priorities for use of the program contingency/reserve funds shall be for the following:
  - i. Providing costs for MSTIP overall management and administration;
  - ii. Covering cost overruns of approved MSTIP projects for items that are included within the originally approved project scope; and
  - iii. Funding new projects after the commitment of funds to existing MSTIP projects has been met. The use of the MSTIP contingency for this purpose shall be recommended by the WCCC TAC and WCCC and approved by the Board of Commissioners consistent with amendments to the Board-approved MSTIP project list.
- d) In addition to the program contingency/reserve funds, cost estimates prepared by the Director and/or MSTIP PM for authorized MSTIP-funded projects shall also include project contingency assumptions.

#### 4.5 MSTIP Project Cost Overruns

- a) Following the Project List Amendment review process described in Section 3.5, a sponsoring jurisdiction may propose to fund cost increases on a priority MSTIP project by transferring funds from one or more other MSTIP projects it sponsors, or the jurisdiction can provide additional funding from other sources.
- b) As part of any proposal to transfer MSTIP funds between projects, the sponsoring jurisdiction shall submit findings demonstrating the following:
  - i. Costs have escalated on the original project scope, including detailed documentation on which elements of the project have increased in cost; or
  - ii. Proposed project scope changes from the original scope, including documentation of the change in circumstances motivating the proposed scope change, how the revised project scope is consistent with the original project objectives, and revised project cost estimates; and
  - iii. Cutting scope from the project to match the funding allocated by MSTIP will not achieve the original project objective; and
  - iv. The project(s) from which funds are transferred remains a valid project within its original project objective. If the project is no longer valid when funds are transferred away, the jurisdiction shall request its removal from the MSTIP project list.

- c) All MSTIP project change proposals (scope of work, cost overruns, etc.) shall include an amended project prospectus form as described in Section 3.2.

#### 4.6 MSTIP Project Cost Underruns

All project cost underruns shall be applied to:

- a) The MSTIP project contingency, or
- b) One or more other MSTIP projects sponsored by the jurisdiction which realizes the cost underruns, subject to the review process described in Section 4.5.

## 5 Project Agreements

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### 5.1 General

MSTIP projects may require one or more agreements between Washington County and another jurisdiction with a MSTIP-funded project.

### 5.2 Form of Agreements

- a) Agreements may be intergovernmental agreements (IGAs) or memoranda of understanding (MOUs), depending on whether funding will be transferred to another jurisdiction (requires an IGA), or project responsibilities are specified without a funding transfer (may be addressed with a MOU).
- b) Agreements shall be between the respective jurisdictions with an appropriate authority designated to execute and administer the agreements.
- c) Administration of these agreements shall be the responsibility of the MSTIP PM and jurisdiction POC.
- d) To facilitate administration, agreements will be standardized as much as possible.

### 5.3 Project Charter (optional)

- a) In lieu of, or in addition to project IGAs or MOUs, Project Charters may be approved between the County and another jurisdiction. Project charters shall be signed by the local jurisdiction POC or designee and the MSTIP PM or designee. The intent of a project charter is to document a shared understanding and consensus of a MSTIP-funded project.
- b) Project charters may cover topics including:
  - i. Project Prospectus (as described in Section 3.2)
  - ii. Community engagement plan
  - iii. Responsibilities of each jurisdiction (County and city)
  - iv. MSTIP funding allocation, project funding limitations, project cost overrun responsibilities and other project funding sources.
  - v. The project charter should note that additional MSTIP funding may not be available to fund unanticipated cost increases or scope changes over the course of a project.

To facilitate administration, project charters will be standardized as much as possible.

## 6 MSTIP Sub-allocations

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### 6.1 General

This section lists and describes the various sub-allocations within the MSTIP:

- a) Capital project improvements
- b) Intelligent Transportation Systems (ITS) improvements
- c) Rural bridge replacements
- d) Opportunity Fund
- e) The Large Project Match Fund

### 6.2 Capital project improvements

#### 6.2.1 Overview

The bulk of MSTIP investment has historically been allocated to specific capital project improvements on major streets within Washington County. The MSTIP capital project improvement funding allocations have generally been geographically and financially balanced among the four County Commissioner districts over time. MSTIP funding allocations are adopted by the Board and are typically expected to rely on anticipated funding available over a five-year time span. Candidate projects are submitted by both the County and cities, and all projects meeting the project eligibility criteria can be considered.

MSTIP capital project improvement allocations may include design and/or construction funding:

- **Design** funding pays for preliminary engineering design for future street improvements. Project design at this level typically includes working with the project sponsor to determine the appropriate cross-section for the project, surveying and mapping to determine potential right-of-way impacts, completing preliminary studies such as environmental and geotechnical assessments and refining cost estimates for construction. When a project has preliminary design work completed, it means the project can quickly move into final design and construction as soon as funding is available.
- **Construction** funding typically includes final engineering design (projects typically do not proceed to final design until construction dollars are identified), right-of-way acquisition, project management, permitting and construction of the project.

### 6.2.2 Project Eligibility

The Board has directed staff to consider capital improvement project proposals for MSTIP funding for projects that meet the following eligibility criteria:

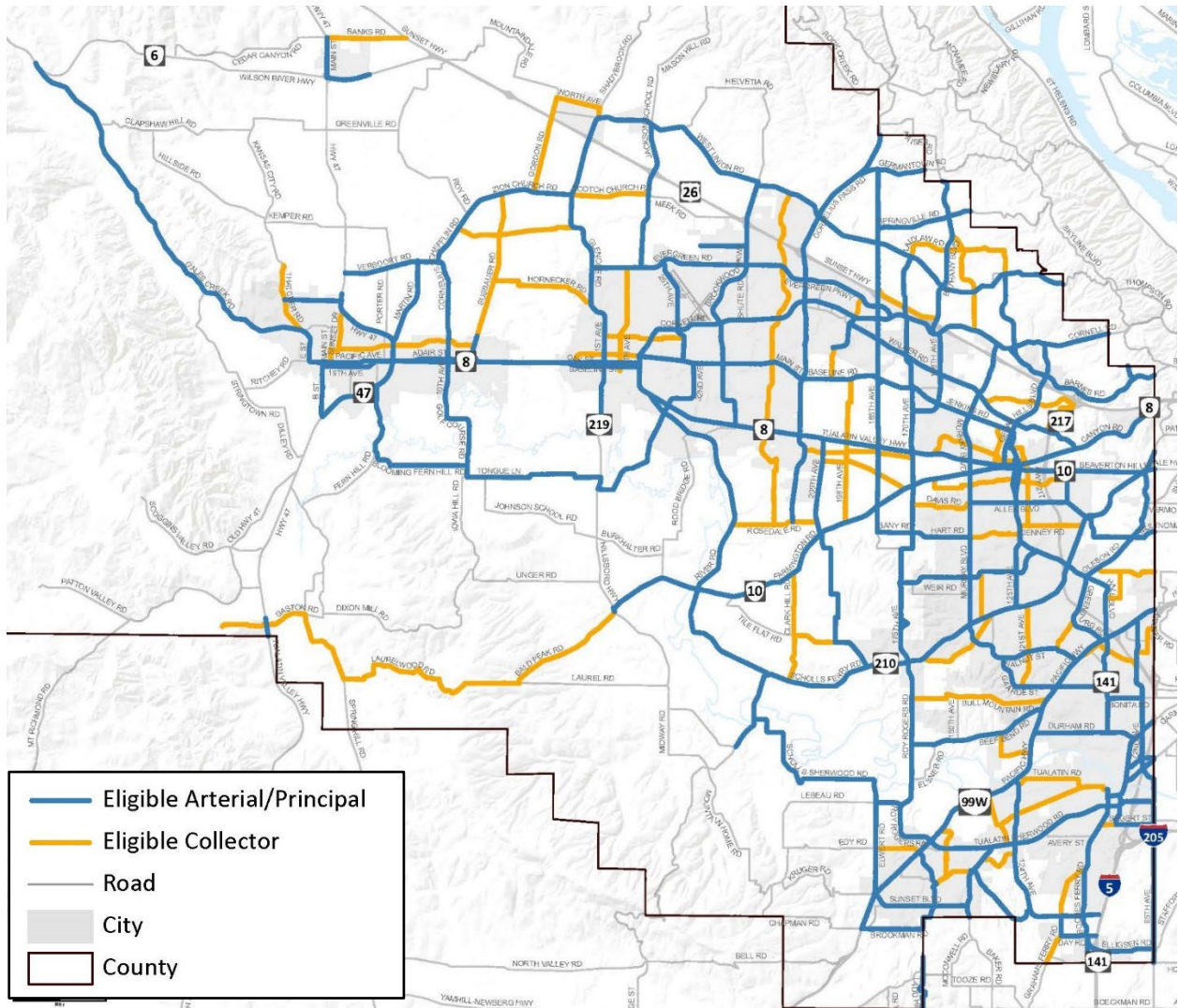
- Meets multimodal needs;
- Located on the *System of Countywide Interest* map; and
- Adopted into a local plan.

To define what is meant by the term “major streets,” and thereby helping ensure MSTIP funds are used to improve the major roadways in the county, the WCCC TAC developed, and the WCCC “accepted” a map known as the *Roads of Countywide Interest* in 2007. The map included all roads designated as arterials, and some roads designated as collectors in the County or city transportation system plans (TSPs). Collectors were included if they carried relatively large numbers of trips and/or served an important connectivity function.

In 2016, as part of the MSTIP 3e funding allocation process, changes were made to the 2007 *Roads of Countywide Interest* map, and it was renamed the *System of Countywide Interest* map. Updates included consistency with current adopted TSPs (e.g. roads that had been reclassified as arterials) and the inclusion of some additional collectors deemed to serve a regional need. The updated map was accepted by the WCCC in 2016 and was used as part of the WCCC’s evaluation of MSTIP 3e project candidates. County staff worked with the WCCC TAC, WCCC and the Board to update the *System of Countywide Interest* map again in 2022 in preparation for MSTIP 3f project selection.

While these maps have been shared with the Board as part of the MSTIP allocation processes since 2007, they are not formally adopted. Therefore, the *System of Countywide Interest* map is considered advisory, and its purpose is narrowly focused on guiding agency staff, the WCCC TAC and the WCCC’s recommendation of MSTIP project funding proposals to the Board. It is anticipated that this map will be updated with every MSTIP funding cycle to ensure that MSTIP funds continue to be allocated or focused on improving major county streets.

## MSTIP System of Countywide Interest Map (2022)



### 6.2.3 Project Selection

The capital project selection process includes a quantitative and qualitative component. Project proposals should address goals or desired outcomes as directed by the Board for each MSTIP funding allocation cycle. The project selection process includes the following basic steps:

- County staff issues a call for project proposals to cities;
- County and city staff prepare and submit project proposals for review;
- County staff conducts technical evaluation of project proposals based on metrics that implement identified MSTIP programmatic goals or desired outcomes and other measures to ensure a comprehensive analysis of all proposed projects;
- County staff and WCCC TAC review technical evaluation results;

- County and city staff conduct community engagement about project proposals;
- WCCC TAC reviews all analysis and input and makes a recommendation to the WCCC on the proposed funded project list;
- The WCCC considers the WCCC TAC recommendation and makes a recommendation to the Board on the proposed funded project list; and
- The Board makes the final decision on the proposed funded project list after considering the recommendations and all analysis and input.

#### 6.2.4 Program Management

The MSTIP capital project improvements are overseen by the MSTIP PM and managed consistent with the guidelines contained within these Administrative Procedures.



## 6.3 Intelligent Transportation Systems improvements

### 6.3.1 Overview

MSTIP has historically set aside funding towards Intelligent Transportation Systems (ITS) for the deployment of technology to improve transportation system efficiency, mobility and safety through operational and maintenance strategies. The goals and strategies of ITS and Transportation System Operations and Maintenance (TSMO) are identified in the County ITS Plan.

The purpose of this sub-allocation is for continued progress towards implementation of the County ITS Plan. MSTIP ITS funds have been used for the following:

- Metropolitan Transportation Improvement Program (MTIP) Transportation Systems Management and Operations (TSMO) match
- Supplementing MSTIP road projects with ITS elements that were not previously included in the project scope
- Adaptive traffic signal systems
- Advanced traffic signal control computer deployments
- Remote operations and maintenance capabilities
- Bicycle, pedestrian, and vehicle sensors at traffic signals
- Transit Signal Priority at traffic signals
- Rural roadway safety and monitoring technology
- ITS planning efforts
- Communications network equipment and infrastructure (e.g. fiber optic network)

### 6.3.2 Project Selection

Projects eligible for MSTIP ITS funding help the County build up and mature capabilities to improve mobility and safety through technology solutions. The projects are located on County roads or on important regional connector routes with County-owned or maintained traffic signals. Projects are selected from the County ITS Plan.

Projects are proposed with collaboration and coordination from Washington County and cities through the regional Transportation Portland (TransPort) group for Regional MTIP fund awards. MSTIP ITS funds are used as the required local match. MSTIP ITS fund criteria include projects that are opportunistic, fill missing links, have a high return on investment (ROI), and/or leverage other work, funding, or programs. These projects, in addition to other proposed ITS projects, are reviewed by the County Engineer and then approved by the Director of Land Use & Transportation.

MSTIP ITS funds have been leveraged for more than five times their face value for projects in Washington County.

### 6.3.3 Program Management

The County Engineer and Traffic Engineering Manager oversee the County's ITS program with technical guidance and support from the Washington County TransPort representative. Project agreements are developed as needed to expend funding. The Washington County Capital Projects Services group provides project management, reporting, and financial management oversight. Projects in the County ITS Plan have been scoped at a planning level with contingency included.

## 6.4 Rural bridge replacements

### 6.4.1 Overview

The MSTIP program has historically set aside funding to address the County's rural bridge replacement needs. Most, if not all, of Washington County's rural bridges are located on roads that are generally not competitive for corridor-related improvements funded by MSTIP. However, the need for rural bridge replacements is a crucial part of the County's bridge management program and the Road Fund is not capable of supporting the necessary replacement cycle for all these aging structures.

### 6.4.2 Project Selection

The selection of rural bridge projects is based on a variety of factors with no one solution or criteria used to develop the candidate list. Factors that are considered include but are not limited to: structural integrity of key components, scope and scale of necessary repairs, alternate routes and detour lengths in the event of bridge restrictions, closure or failure, and environmental impacts such as perennial flooding. These factors were reviewed and vetted with the Board-appointed Rural Roads Operations and Maintenance Advisory Committee. Seismic vulnerability will also be considered beginning in the 2023 project selection cycle, with the help of a recent report assessing all of Washington County's bridges for seismic stability risks.

Engineering staff from the Land Use & Transportation Operations and Maintenance division (OPS), the Capital Project Services division (CPS), and the Engineering, Traffic Engineering and Survey division (ETS) evaluate the rural bridge project candidates based on the above factors to develop a list of top candidates for funding.

### 6.4.3 Program Management

The bridge replacement projects are stand-alone projects managed and delivered by CPS. Although some projects may be designed with staff from ETS, most are designed by consultants. County staff lead the overall project management, acquisition of right-of-way, and securing of the necessary land use and environmental permits. IGAs or funding agreements are generally not needed for these projects, however, there may be opportunities to leverage the MSTIP funds for state Highway Bridge Program (HBP) funds if one or more of the selected candidates qualifies for and is competitive with the HBP program criteria.

## 6.5 Opportunity Fund

### 6.5.1 Overview

In July 2012, the Washington County Board of Commissioners (Board) established the Opportunity Fund, a programmatic set-aside within the MSTIP with the sole intent of enhancing local resources to pursue competitive grants, with an emphasis on bicycle and pedestrian improvement projects. The initial programmatic set-aside was \$5 million (in the MSTIP 3d funding allocation). Due to the Opportunity Fund's success in leveraging competitive grants for programs and projects across Washington County, the Board has committed additional funding in each of the subsequent MSTIP cycles--\$7.5 million in MSTIP 3e and \$13 million in MSTIP 3e.

The Opportunity Fund has helped support a diverse range of projects and activities in Washington County, including:

- Multi-use trail planning and construction,
- Complete street projects that add sidewalks, bicycle lanes, crossings, and/or other biking and pedestrian safety improvements,
- Transit service and transit access projects,
- Freight access improvements,
- Technology upgrades and transportation system management,
- Local Safe Routes to Schools programs, and
- Transportation demand management programs.

### 6.5.2 Guiding Principles

The Washington County Coordinating Committee (WCCC) is responsible for approving funding requests and the Director of Land Use & Transportation is responsible for monitoring the Opportunity Fund budget. In September 2012 the WCCC endorsed the following principles to guide the program:

1. Allocate no more than \$1.5 million per year in Opportunity Funds to keep funds available for future opportunities.
2. Consider opportunities to enhance and/or include innovative design with the intent of constructing a "signature" project.
3. Consider the amount of local match.
4. Illustrate the project benefits to the countywide transportation system.
5. Improve transportation mobility.

6. Consider geographic equity to balance the program.

Over the last decade of administering the program, circumstances have warranted additional and/or clarifying program guidance, as described below.

- Consistent with the guiding principle of ensuring matching funds remain available for future opportunities, the Opportunity Fund can only be used for required minimum match unless over-match would make the grant proposal more competitive. Project funding above the minimum match will come from the grant or other local sources.
- Washington County is one of the most racially and ethnically diverse counties in Oregon. In early 2022, the Board added advancing equitable outcomes to the list of guiding principles. Opportunity Fund requests need to demonstrate how the project benefits marginalized groups in alignment with Washington County’s February 2020 Resolution on Diversity, Equity and Inclusion.<sup>2</sup>
- If through the grant award selection process the project proposal changes, for example from a construction phase to a project development phase, and thus the grant amount awarded is substantially lower, the Opportunity fund match will be proportionately reduced to meet minimum match requirements. However, if the project proposal remains unchanged but the grant awarded is for a lower amount than originally anticipated, the Opportunity Fund match will not be reduced by a proportional amount. The grant recipient assumes the responsibility for covering any unforeseen costs above and beyond that which was presented and approved by the WCCC.

### 6.5.3 Requests

#### 6.5.3.1 Agency eligibility

Direct participation in the program is limited to Washington County and its cities. Non-profits and special service districts (e.g. Tualatin Hills Park and Recreation District) may seek Opportunity Funds when in partnership with an eligible “sponsoring” jurisdiction.

#### 6.5.3.2 Project types and phases

The Opportunity Fund can be used on a wide spectrum of transportation project types and phases, including project development (design, preliminary and final engineering, right-of-way acquisition), construction, as well as programmatic projects (transportation demand

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<sup>2</sup> [https://www.co.washington.or.us/CAO/upload/BOC\\_02-25-20\\_5b\\_Equity-Resolution.pdf](https://www.co.washington.or.us/CAO/upload/BOC_02-25-20_5b_Equity-Resolution.pdf)

management). The Opportunity Fund is not available to “backfill” project funding or supplement non-competitive (direct allocation) funding.

#### *6.5.3.3 Submission, review and approval process*

There is no official "call for projects" to seek Opportunity Funds. The Opportunity Fund is available on a continual basis until all allocated funds are obligated.

Project applicants work with the MSTIP PM to schedule a presentation before the WCCC TAC, which provides a recommendation to the WCCC. The WCCC must then endorse it by formal vote in advance of the requesting agency submitting the grant application.

Each new expenditure request, even if duplicate of a previously submitted application, requires separate consideration and approval by the WCCC TAC and WCCC.

Although not a strict deadline, requests should be made no later than two months prior to the grant application deadline. Requests entail a one- to two-page project description that includes the following:

- A project area with map
- Purpose and need, indicating how the project supports equity
- Proposed treatments/design
- A table with total project cost, grant amount request, Opportunity Fund request (required minimum match) and any other local/private contributions
- Any photos/illustrations of the project design.

#### *6.5.4 Program Management*

##### *6.5.4.1 Approved requests*

Once the request is approved by the WCCC the MSTIP PM or designee will arrange for a letter of support acknowledging the match commitment for inclusion in the grant application. Following the grant submission, the applicant is to contact the MSTIP PM or designee at the following milestones:

- Award notification from the grant administrator, which will obligate Opportunity Funds. Opportunity Fund recipients are required to report notification of grant awards (or non-awards) involving Opportunity Funds in a timely manner for the purposes of record-keeping and to ensure that the Opportunity Fund account balance is up to date. If the project is not awarded a grant, then the Opportunity Funds are “returned” to the available (unallocated) Opportunity Fund balance. Request for use of Opportunity Funds for the same project may be made for subsequent competitive funding opportunities as they arise.

- Execution of a contract with the grantor. The applicant will work with the MSTIP PM or designee to develop an intergovernmental agreement (IGA) to transfer Opportunity funds to the eligible recipient. Execution of the Opportunity Fund IGA will occur in the fiscal year the match is required per the grantor contract. Transfer of the Opportunity Funds occurs when the eligible recipient invoices the County per the IGA.
- Progress updates periodically during and upon completion of program, project or plan activities funded using Opportunity funds, including before and after photos (if applicable).

#### *6.5.4.2 Monitoring and reporting*

The MSTIP PM or designee tracks the Opportunity Fund balance to ensure accurate accounting of committed (pending grant award notification), obligated, and expended funds. The MSTIP PM or designee is required to maintain a database and will periodically report on the fund status. This includes updating the Opportunity Fund page on the County's website. An online map of funded projects is also available to view from the webpage. The MSTIP PM or designee also reports on performance of the Opportunity Fund. Performance measures tracked to date include:

- Leveraged funds by source
- Ratio of Opportunity Fund to leveraged funds
- Types of projects funded
- Grant award success rate
- Balance of the Opportunity Fund, percent spent and obligated, awards by jurisdiction

## 6.6 Large Project Match Fund

### 6.6.1 Overview

The Large Project Match Fund is a new (with the MSTIP 3f funding allocation cycle, 2024) programmatic set-aside within the MSTIP with the intent of enhancing local resources to pursue competitive grants or non-competitive state or federal programs, with an emphasis on large transportation improvement projects that are beyond the scope of the Opportunity Fund. The Large Project Match Funds can roll over and be added to with each funding allocation cycle as more eligible projects are approved in case grants or project partnerships are not secured within each MSTIP allocation cycle. The Board must approve all Large Project Match Fund appropriations.

### 6.6.2 Project Eligibility

A list of projects eligible to utilize the Large Project Match Fund will be approved by the Board as part of each MSTIP funding allocation cycle, or through a Project List amendment process as outlined in Section 3.5. Projects must meet the MSTIP program application criteria of meeting multimodal needs, being on a roadway identified in the Streets of Countywide Interest Map and being in an adopted plan.

### 6.6.3 Requests

#### 6.6.3.1 Agency eligibility

Direct participation in the program is limited to Washington County and its cities. Non-profits and special service districts (e.g. Tualatin Hills Park and Recreation District) may seek Large Project Match Funds when in partnership with an eligible “sponsoring” jurisdiction.

#### 6.6.3.2 Project phases

The Large Project Match Fund can be used on all transportation improvement project phases, including project development (design, preliminary and final engineering, right-of-way acquisition) or construction.

#### 6.6.3.3 Submission, review and approval process

There is no official "call for projects" to seek Large Project Match Funds. These funds are available on a continual basis until all allocated funds are obligated.

Project applicants work with the MSTIP PM to schedule a presentation before the WCCC TAC, which provides a recommendation to the WCCC. The WCCC must then endorse the expenditure proposal by a formal vote with a positive recommendation to the Board of Commissioners. The Board must approve the expenditure proposal in advance of the requesting agency submitting the grant application.



Each new expenditure request, even if duplicate of a previously submitted application, requires separate consideration and approval by the WCCC TAC, WCCC and Board.

Although not a strict deadline, requests should be made no later than two months prior to the grant application deadline. Requests entail a one- to two-page project description that includes the following:

- Proposed grant funding program
- Project area with map
- Project purpose and need, indicating how the project supports equity
- Proposed cross section design, including draft bicycle and pedestrian treatments
- A table with total project cost, grant amount request, Large Project Match Fund request (required minimum match) and any other local or private contributions
- Any photos/illustrations of the project design.

#### 6.6.4 Program Management

The MSTIP PM is responsible for oversight and monitoring the Large Project Match Fund.

##### 6.6.4.1 *Approved requests*

Once the Large Project Match expenditure request is approved by the Board, the MSTIP PM will arrange for a letter of support acknowledging the match commitment for the grant application or non-grant funded federal or state project. If a grant is awarded or a non-grant funded project is proceeding, the local jurisdiction project manager must coordinate with the MSTIP PM to draft and execute an Intergovernmental Agreement prior to release of the match funds to the local jurisdiction.

##### 6.6.4.2 *Monitoring and reporting*

The MSTIP PM or designee tracks the Large Project Match Fund balance to ensure accurate accounting of committed (pending grant award notification), obligated, and expended funds. The MSTIP PM or designee is required to maintain a database and will periodically report on the fund status. The MSTIP PM or designee also reports on performance of the Large Project Match Fund. Performance measures to be tracked include:

- Leveraged funds by source
- Ratio of Large Project Match Fund to leveraged funds
- Projects funded
- Grant award success rate

- Balance of the Large Project Match Fund, percent spent and obligated, awards by jurisdiction