

Oregon Federal Lands Access Program Meeting

October 18, 2012

Western Federal Lands Division Office, Vancouver, WA

FHWA Oregon Division Office, Salem, OR

The Oregon Program Decisions Committee met by video and teleconference. The objectives of the meeting were to:

1. Discuss the Implementation Guide for the Federal Lands Access Program
2. Review the documents for the Call for Projects

1) Implementation Guide

- Federal Lands Access Program Implementation Guide was released by Federal Lands Highway HQ on 10/4/2012 and sent to PDC, Staff, and FLMA's for review. See <http://www.fhwa.dot.gov/map21/guidance/guideflap.cfm>
- From last meeting, previous decisions were made but subject to implementation guidelines that had not been issued at that time. Nothing in the implementation guidance appears to conflict with the decisions that were made at the previous meeting.
- Set aside of 5% for planning – Has WFLHD given any thought on if it should be used in the Access Program? Clarification on how the 5% set aside works:
 - Taken off the top and managed at FHWA Federal Lands HQ level.
 - Will be managed in one pool with other set aside planning funds from the Federal Lands Transportation Program.
 - Will be used for long range planning, strategic planning, other planning activities, data collection, and bridge inspections.
 - We can request if we have additional planning activities that we need to do
 - The FLMA's and divisions compete for funds.
- Program Agreement (MOU)
 - There is a template in place and WFLHD will be working on customizing to states and send out for review.
 - It's something that needs to be done but can be done in parallel along with current activities.
- Route Priorities
 - Implementation guide suggested the PDC may want to create a priority system in the state.
 - PDC agreed that they don't support laying out a priority route system
- Loan/Borrow
 - Will there be funding available in the short term from WFL other states if projects are ready to go?

- May be some possibility from other states but it looks like now each state is programming their full allocation of funds.
- Annual Allocation
 - FHWA Federal Lands HQ has not released final allocation distribution numbers yet. They are still waiting on data from some FLMAs on formula parameters.
 - We estimated it will be about \$17M/Year
- Match Discussion – how to the mechanics work?
 - Desire is to make it similar to the Fed-Aid process used between the Division offices and State DOTs.
 - WFLHD will have both a funding agreement and then a project agreement. Funding agreement will need to be done at the time of programming whereas the Project Agreement will be done before NEPA is started.
 - ODOT – For Local Agency Project, match is collected at each phase, PE, RW, CN, CE. Steve Leep is the contact at ODOT. There is a 10% contingency estimate.
 - Pat can provide a document on soft in-kind matches with FHWA Division Office.
 - AOC – For multiyear projects, local governments used something called a local government investment pool. This is a place to keep funds earning interest and then they give power of attorney to a DOT to withdraw funds when needed. There are provisions on what happens during bid opening, if bid comes in more, which has to go back to the sponsor.
- Jurisdiction or Maintenance responsibility
 - Route needs to be currently under non-federal ownership or maintenance.

2) Call for Projects

a) Schedule/Selection Process

- Moved timeline out until Jan 25 when proposals will be due
- Information webinar will be done by WFLHD
- Decision by PDC July 1
- ACTs will need to have their discussions earlier than March so it sinks up with the other project needs and priorities. The desire would be that the project owner would coordinate with the ACTs when they are developing the projects. ACTs don't approve, but prioritize and look for leverage with other projects.
- The Access program projects will be in WFLHD TIP which will then be included into the state STIP.
- ACT workings
 - ACTs often times have a representative from the FLMAs
 - They look for opportunity for leveraging from other projects. They will not re-prioritize the FLMAs priorities.
 - ACTs will provide input

- Would be nice to get one priority from the FLMA and not from each unit within the FLMA
- Would be helpful to have a side by side comparison of the timelines with the ODOTs program and this program. (Pat)

b) Cover Letter/Priorities

- Eliminated maintenance from the current call. Another Call will be crafted to at a future date as these projects are quick delivery. Should put in an explanation of this strategy in the Call announcement letter.
- AOP projects – are eligible in the call, part of regular road reconstruction
- Transit – WLFHD recommends that we do this under a separate call, as there is an entire different list of criteria, and details that are needed.
- Set Asides or Emphasis?
 - Enhancement
 - Transit
 - Regular projects
 - Trails?

PDC decided to see what projects are out there first and then determine a priority between the different types of projects.

- Transit Discussion
 - What about putting in a paragraph that would allow for transit projects to be submitted along with what they think are pertinent criteria?
 - FTA has an established process on how they evaluate projects that has been used in the past (ATPPL, Paul Sarbanes Programs).
 - There has been interest expressed by several NF's and ODOT on transit projects
 - We could put in a "Notice of Intent" in this call that applicants would need to submit which would spell out what kind of project and preliminary cost. This Notice of Intent could then tell us what the interest in transit is.
- Discussion:
 - Notice of Intent – A one page letter or form which contains the agency which would submit the project, description of work proposed, and a rough cost estimate.
 - ODOT uses this 2 step process which contains a Notice of Intent and then they invite those to apply that they have screened.
 - Pat can send George ODOTs process

Decisions:

- In Call letter, revise so that a "Notice of Intent" is required for all projects which will be due 12/1/2012. Explain what the Notice of Intent is and include an example letter or form.

- Get call packet out by 11/1/2012
- Include Transit projects but applicants will be sent a different application form that WFLHD will develop.
- Transit projects will be set on a different time line and be evaluated with a different set of criteria (to be developed).
- Ensure that letter makes clear that Access Facilities leading to any Federal Lands open to the public are eligible.
- Revise to include 2014 – 2018 construction years.

c) Proposal Form

- Revise – Include a Criteria Number 6 to be consistent with the Evaluation Criteria and develop a list of the items they should address.

d) Evaluation Criteria

- Added sustainability (from ODOT)
- Moved other factors up into the list of criteria
- Weighting is agreed to by the PST

e) Project Status Sheet

- List of projects will be supplied in terms of which projects were funded and ones that aren't.
- Should be reclassified to say that those projects that are conditionally funded.
- Some projects missing, Pat pointed out 4 of them aren't in there. (Pat will supply)
- Add the ODOT region, ODOT Key Number, County (Pat will supply)
- Take out the Action to be Taken and Remarks columns, simplify. FUNDED should be in the context of Construction
- Revise Fund Source to be Match Needed – Yes or No

f) Next Steps

- George will revise and provide back to group by 10/26
- Pat to supply info on Fed-Aid Process match
- Schedule side by side – Pat
- Amy/Christy – review and give comments
- Janice will talk to project sponsors that are conditionally funded and tell them what they need to do
- Samples of Notice of Intent – maybe just first page of existing form
- Webinar on Call for Projects – intent is to walk through the call document and proposal form.
 - Need an overview of Eligibility.
 - Give tips on how to make a successful application.

- Should be done before the Notice of Intent is due.

3) Next Meeting

- March 5 – purpose is to go over short list, transit, more on program objectives for funding
- Federal Lands HQ is putting on a Webinar, next Friday 10/2 which will be national in scope. Susan has sent out contact info.

4) Attendees

The following people attended the meeting:

- Jon Oshel, AOC
- Bob Bryant, ODOT
- Pat Fisher, ODOT
- Phyllis Chun, WFL
- Tom Erkert, WFL
- Mike Odom, WFL
- George Fekaris, WFL
- Greg Humphreys, WFL
- Susan Law, WFL
- Keith Wong, WFL
- Janice Ritter, WFL
- Dick Bergen, BLM
- Kevin Paff, USACE
- Amy Thomas, USFS
- Christy Darden, USFS