(S)TIP PROJECT NAMING AND DESCRIPTION CONVENTION

INTRODUCTION

To maintain statewide consistency and continuity for staff, stakeholders, and the general public, and to comply with federal regulations, the Oregon Department of Transportation (ODOT) and the Oregon Metropolitan Planning Organizations (MPOs) have cooperatively developed a project naming and description convention for the Statewide Transportation Improvement Program (STIP) and the Metropolitan Transportation Improvement Program (MTIP). The STIP and the MTIP are collectively referred to in this document as the (S)TIP. The (S)TIP includes projects from many lead agencies implementing multimodal project types. The following guidance is not intended to dictate process (who does what and when); it is only intended to provide guidance on how to name projects and write project descriptions.

MPOs have unique responsibilities and liabilities in how the MTIP is administered that translate to specific needs related to project names and descriptions. This includes issues related to demonstrating consistency with or adequacy in addressing:

- Emissions analysis for the State Implementation Plan (SIP) for air quality compliance and Transportation Control Measure (TCM) implementation, MTIP conformity, and Congestion Mitigation and Air Quality improvements (CMAQ) eligibility;
- MTIP performance measurement; and
- The metropolitan long-range plan, Federal Transit Administration (FTA)/transit grants, and the National Environmental Policy Act (NEPA).

Project description language often needs to be specific to match the language in those related documents, regulations or descriptions, which are typically unique to each metropolitan area. MPO staff are most familiar with needed description language, and the MPOs are liable for compliance with these regulations in the MTIPs.

Transit agencies can be direct recipients of federal funds and must work with their MPOs and ODOT to ensure their federally funded projects are appropriately named and described in the (S)TIP. (S)TIP entries must correspond to the transit grants as described in the FTA grant management system. Typically, a transit agency located within an MPO works through the MPO to program their federally funded projects in the MTIP.

In Oregon, ODOT is the steward of Federal Highway Administration (FHWA) regulations and funding, administers the allocation of most FHWA and state generated transportation funding, initiates programming of funds, and maintains the STIP. These responsibilities also translate to specific needs related to project names and descriptions in the (S)TIP. ODOT has been tasked with overseeing project naming and description conventions for statewide consistency and suitability. ODOT and MPO staff will collaborate in an attempt to agree on consistent project names and descriptions in their respective MTIP and STIP.

(S)TIP PROJECT NAMING CONVENTION

General
- The main goal of a project name is to identify where that project is taking place.
- The project name can be up to 60 characters long, including spaces. The field length available in the STIP/FP (ODOT's STIP system) determines the character length.
- Avoid punctuations, abbreviations, and acronyms when possible. Some acceptable abbreviations are Ave for avenue, Br for bridge and RR for railroad. If acronyms must be used in the project name field due to the 60 character limit, spell out the acronym in the project description. Colons, parentheses, periods, forward slashes and dashes are acceptable punctuations. Do not use the following punctuations: ~$^*_+={}!|>?<@
- Some examples of acceptable project names are:
  - I-5: S. Broadway St at Newmark, Phase 1 (Roseburg)
  - Disadvantaged Business Enterprise/Supportive Services FFY21
  - Oregon Transportation Network - TriMet FFY22
- Favor the local vernacular. A project in Bend should have a name that makes sense to the citizens of Deschutes County, not necessarily the citizens living in Medford.
- It is important to retain the same name for a project throughout its life. Naming a project one way in the draft (S)TIP, another way in the final (S)TIP, and something else at the time of contract, makes it very difficult to track the project. It also makes it difficult for stakeholders such as FHWA and the general public to identify the project, since the (S)TIP is used as a point of reference.
- There will be times, however, when changing the name of a project is necessary. Some examples include:
  - Change in project scope
  - Combining two or more projects into a new project
  - Splitting existing projects into two or more new projects

Transportation projects located on a state highway
- Name projects by their boundaries, from North to South and West to East, as in I-5: Northern Terminus – Southern Terminus.
- The project name must begin with the Route Number followed by a colon. For example, US20: College Way – Greenfield Rd. Do not use the Oregon highway number, as it is not the same as the route number seen on road signs when driving on the highway.
- Use names of intersecting roads, rivers, streams, or landmarks instead of mile points in the project name whenever possible. If the project is a bridge, identify the body of water or structure under the bridge, and use the commonly known name. For example, I-5: Interstate Bridge (Columbia River). Do not include the structure number in the project name.
- The city/county name can be in parentheses at the end of the project name to further clarify the project location, as in OR47: Azalea St – 2nd St (Yamhill).
- Some projects have small work areas on adjacent highways, roads, or streets called "legs". While these will show up on the plans, and may be included in the project description, do not include legs in the project name.

Transportation projects located off-state highway

- Use the name of the local street. For example, Rose Biggi Ave: Light rail tracks – Crescent St.
- Use names of intersecting roads, rivers, streams, or landmarks instead of mile points in the project name. If the project is a bridge, identify the body of water or structure under the bridge, and use the commonly known name, as in Walla Walla River Road: South Fork Bridge. Do not include the structure number in the project name.
- The city/county name can be in parentheses at the end of the project name to further clarify the project location, as in Amazon Creek Bridge at Bailey Hill Rd (Lane County).
- Some projects have small work areas on adjacent highways, roads, or streets called "legs". While these will show up on the plans, and may be included in the project description, do not include legs in the project name.
- For bike paths and trail projects, name the project by the name of the trail, trail head, or area through which the path will run.

Transit projects

- Include the FTA funding program in the project name, if FTA-funded.
- Include the recipient information and any other details to make the project name unique, such as the fiscal year in which the funds were awarded and the element(s) of the funding program that will be delivered.
- If the project is a building, transit center or other facility, name the project by the name of the facility. The precise location will be described elsewhere in the (S)TIP. For example: South Salem Multimodal Transit Facility.
- For placeholder buckets or grant projects, name the project with a basic description of the funding program. For example: TriMet capital and operating assistance 2022 (5307).
- For capital purchases, name the project by the purchase made. For replacements, name the item(s) being replaced, not the product purchased. For example, a diesel bus replacement project that is going to purchase electric buses would be named Diesel Bus Fleet Replacement – LTD 5307 or something similar. Other examples are Security surveillance upgrades – COIC 5307 and Energy storage system replacement 2022 (RVTD) 5307.
- For IT or software upgrade projects, name the project by a description of the product, not necessarily the name of the product. Some examples are: SAMTD Enterprise resource planning system 5307, Fare management system – SAMTD 5307, and Carpool matching software system.
- For programs such as TDM/Rideshare/Vanpool, preventive maintenance or operations, name the project with a basic name/description of the program. For example: LTD Drive Less Connect Outreach Program 2024 or LTD Rideshare Preventive Maintenance 2019 5310.

Other projects (including planning studies, capital purchases, programs, buckets etc.)

- For planning projects or studies, describe the work to be done and add any additional details to make the project name unique. Some examples are: Rogue Valley MPO FFY24 Travel Survey, Vision Zero intersection study (Eugene), Brookings couplet environmental assessment, and US97: Lava Butte – La Pine Multi-Use Path Planning Study.

- Unified Planning Work Program (UPWP) projects must include the state fiscal year (SFY) in the project name. For example: Walla Walla Milton-Freewater MPO planning SFY25.
- For capital purchases, name the project by the purchase made (for guidance specific to transit projects, see above). For example: PM10 certified street sweeper (Springfield), TOCS Advanced Traveler Information improvements, and Regional bicycle counters (Central Lane MPO).
- For programmatic buckets, describe the program and use any additional details to make the project name unique. For example: Comprehensive Congestion Mgt/Mobility Plan public engagement, Salem Area Safe Routes to School Program, LCOG Transportation Options program (SFY 21), or Portland Metropolitan area sign upgrades (FFY 23).
- For funding buckets, describe the program and years of funding to make the project name unique. These buckets are used to reflect funds allocated to the program but not assigned to a project or location (projects will be determined at a future date). For example: Fish Passage Program FFY22-24.
- When including year(s) in a project name, consider whether the program operates on the state fiscal year or the federal fiscal year. Use 'SFY' for programs/projects operating on the state fiscal year, and 'FFY' for programs/projects operating on the federal fiscal year.

General spatial guidance (as applicable to projects above)
- Long Single Projects: Named by the boundaries of the project (I-5: Start Point – End Point). Ignore "no work" areas within those overall boundaries, which will be in the plans, but does not need to be called out in the project name.
- Multi-Unit Projects: Projects split by length (OR82:W Walter St-SE School St & OR3:NW Flora St-NW Logan St). Each unit encompasses a specific length of the overall project.
- Multi-Phase Projects: Divided into elements such as work, funding, or year. An example would be US20: North Rd – South St, Phase 2 or RVTD bus replacements 2023. Distinguish each project by a unique qualifier.
- Spot Locations: Examples are intersections, signals, buildings, transit stops, railroad crossings, variable message signs, slide repair, etc.
  - For one spot location: ORXX: Main Rd at Secondary Rd (City)
  - For two spot locations, use both locations: I-5: UPRR at First St & SPRR at Second St (Eugene)
  - For more than two locations, see "Other Geographic Area" below
- Other Geographic Area: An example is NW Oregon culverts FFY23 or Portland metropolitan area curb ramps. Do not use "Region X" in the project name as the general public does not know what ODOT regions are.

(S)TIP PROJECT DESCRIPTION CONVENTION

General
- The goal in describing (S)TIP projects is to make the project as easy as possible for the general public and other stakeholders to understand.
- In general, project descriptions address the following points, as applicable:
    - **Where** a project is located (if not included in the project name)
    - **What** the project will be doing
    - **Which** funding program (as applicable)
    - **When** (as applicable)
    - **Why** we are doing the project (what benefits will the public receive)
- The project description can be up to 1,000 characters long, including spaces. The field length available in the STIP/FP (ODOT's STIP system) determines the character length.
- Plain language coupled with common sense works best when writing project descriptions. Use familiar language (see Appendices for further examples of plain language equivalents); avoid jargon and abbreviations that the public can't immediately identify. For example:
    - Reduce impacts of flooding along Oregon 414 at the east end of Halfway by adding culverts and modifying the road.
- Avoid value-laden words such as "improvement" or "enhance" when describing a project, as a specific treatment may be perceived as an improvement by some, but not by others. Alternatives are "treatment", "modification" or "update".
- Address the expected outcome of the project and list the design elements.
- Descriptions of project development activities should clearly articulate the milestones or deliverables that will be supported or completed and be matched to an appropriate (S)TIP programming phase of Planning, Preliminary Engineering or Other. This includes milestones or deliverables for the project's NEPA process or ITS Systems Engineering process. An example of this for a Planning project is:
    - Project development activities including a road audit, development of design alternatives and order of magnitude cost estimates to prepare for the National Environmental Policy Act (NEPA) process for a future construction project to address safety issues in the corridor.
- The description should also clearly state if the project will not be fully designed, or at what point the design will be considered complete. An example of this for a Preliminary Engineering project is:
    - Design activities including the completion of the National Environmental Policy Act (NEPA) process and selection of a preferred design for a future construction project to install safety treatments at Doaks Ferry.
- If a project is implementing, or will consider implementing, new motor vehicle, transit or bicycle capacity and/or facilities, those facilities need to be included in adequate detail in the project description.
- If the project location is not already identified in the name or by mile points, reference a specific location; tie it to a geographic location to make it easier for the public to identify. For example:

- o Install pedestrian activated flashing light at Maxwell Rd and N Park Ave and install new sidewalks on east side of N Park Ave between Maxwell Rd and Howard Ave (Lane County & City of Eugene) to reduce congestion and improve air quality.
- For funding buckets, identify whether the funds are for a specific project or program, and describe how the funds will be allocated to individual projects and to what kind of projects. For example:
  - o Congestion Mitigation and Air Quality improvements program (CMAQ) funding, projects to be determined through the Metropolitan Planning Organization (MPO) project selection process. Includes federal fiscal years 2022, 2023, and 2024 funding.
  - o Funding for Americans with Disabilities Act (ADA) curb ramp projects during federal fiscal years 2022 through 2024. Projects to be determined based on program requirements and needs.
- For Federal Transit Administration (FTA) delivered projects, describe the actual work to be completed, do not simply list activities that would be eligible for reimbursement under the funding program. Good examples are:
  - o Rural bus and bus facilities program funding for federal fiscal year 2021 to provide replacement and "right-sizing" of public transit vehicles for rural areas.
  - o Purchase of six accessible low floor, Clean Air Act (CAA) compliant, compressed natural gas (CNG) buses for service expansion.
- When describing programs, describe the core program work. For example:
  - o Safe Routes to Schools program funding for federal fiscal years 2021-2024. Projects include walking and bicycling safety education to K-6 grade school age children, marketing to elementary schools, and classroom educational content for school administrators and teachers.
  - o Public transportation funding for TriMet for federal fiscal year 2022 as awarded through the 5310 Enhanced Mobility of Seniors and Individuals with Disabilities program. Projects include eligible 5310 capital projects such as preventive maintenance, purchase of service, mobility management and eligible capital asset acquisition.
- Describe the general scope of work in terms the public will understand. The public generally does not know what "rehabilitation" is; instead, use a description that tells us what kind of rehabilitation is being done. Likewise for "safety improvements" or "enhance", describe the expected outcome, for example "increase pedestrian visibility" or "reduce number and severity of crashes" or "roadway departure prevention". For example:
  - o Design a roundabout to reduce the number and severity of intersection crashes (instead of "safety improvements").
  - o Repave the roadway, upgrade curb ramps, and add surface protection to Johnson Creek Bridge to remove ruts from vehicle wear and provide a safer travel surface (instead of "rehabilitate the roadway").
- At certain milestones, such as when a project is being amended or at the onset of a new STIP cycle, it may be appropriate to update project descriptions to capture the most current scope elements. In the examples below, the underlined portions would need to be updated once specific scope elements have been identified:
  - o Intersection updates that may include flashing lights, signals, signs, and/or medians to reduce the number of pedestrian injuries and fatalities at this location.

- o Federal fiscal year 2021 funding for Salem-Keizer Transit to complete 5307 eligible activities <u>such as</u> maintenance facility updates and replacement of equipment to keep the facilities in a state of good repair. <u>Activities to be defined as part of fiscal year 2021 agency budget process.</u>

APPENDICES

Common Terms and Plain Language Equivalent

The following are examples of terminology used in the transportation industry and alternate language that the public is more likely to understand.

Common Project Terms	Plain Language Equivalent
3R	paving
A, B lane	A is the left lane; B is the right lane
AC	asphalt
ADT (average daily traffic)	the number of vehicles on the road each day
ADA upgrades	curb ramp upgrades
aggregate	rock, gravel
anchor bolts	heavy duty bolts
approach slabs	(concrete) transition from road to bridge
attenuator	crash cushion
backfill	to refill (a hole)
chip seal	asphalt with embedded sand and gravel
course	layer of pavement
borrow	dirt
bituminous	relating to asphalt
bridge bent	pier
conduit	pipe or channel
continuously reinforced concrete pavement	concrete reinforced with steel
deck	roadway or bridge surface
deck overlay	pavement
delineators	markers
footings	supports
graded aggregate base	leveled rock base
grind/inlay	paving or pavement patching
highway number	refer to the state route number (OR 215) or the U.S. route number (US 97), not the ODOT highway number (Hwy 1 = I-5)
improve ingress and egress	make it easier to get on or off the highway
improvement/enhancement	Update, treatment, modification
ITS devices	variable message signs, reader boards, etc.
joint repair/replacement	bridge repairs
junction box	where pipes or wires come together
leveling course	an asphalt layer used to correct slope and remove rutting
luminares	lights
manage access points	manage access to and from the highway
milling	pavement removed by grinding

paratransit	on-demand transportation services
PCC	Portland cement concrete
phase 1 seismic retrofit	seismic reinforcement or earthquake reinforcement
preventive maintenance	preserve or extend functionality/serviceability of an asset
realigning	straightening or moving
reflective pavement markers (RPM)	reflectors
scour	erosion
screenings	fine material from a rock crushing operation
sheet piles	retaining wall
signing modifications	updating signs
slurry	mixture
structure	usually a bridge (be specific)
surety	bond company
traffic control devices	cones, barricades, drums (be specific)
weep holes	a hole to alleviate water pressure
wearing course (also friction course)	top layer of pavement

Applicable Code of Federal Regulations (CFR)

23 CFR 450.218

(i) The STIP shall include for each project or phase (e.g., preliminary engineering, environment/NEPA, right-of-way, design, or construction) the following:

    (1) Sufficient descriptive material (*i.e.,* type of work, termini, and length) to identify the project or phase;

23 CFR 450.326

(g) The TIP shall include, for each project or phase (e.g., preliminary engineering, environment/NEPA, right-of-way, design, or construction), the following:

    (1) Sufficient descriptive material (*i.e.,* type of work, termini, and length) to identify the project or phase;