

**Division of
Planning**
Jennifer Townley

**Statewide Planning
& Research**
Scott Phinney

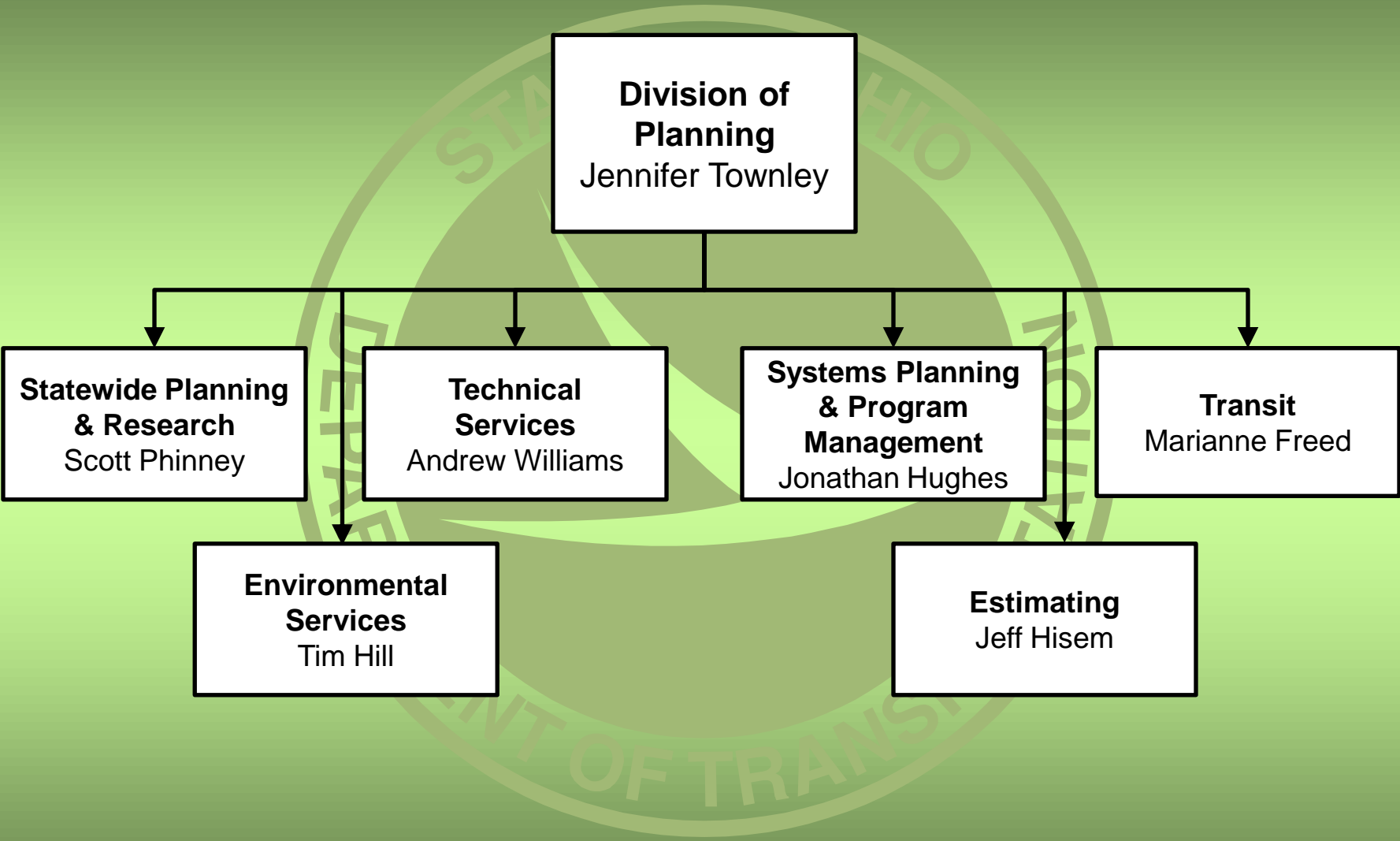
**Technical
Services**
Andrew Williams

**Systems Planning
& Program
Management**
Jonathan Hughes

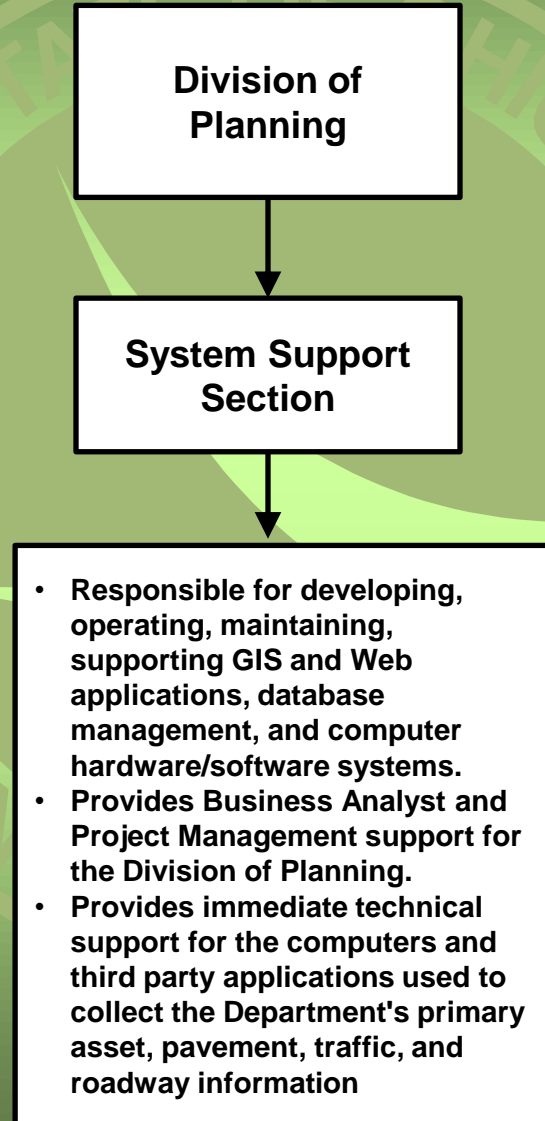
Transit
Marianne Freed

**Environmental
Services**
Tim Hill

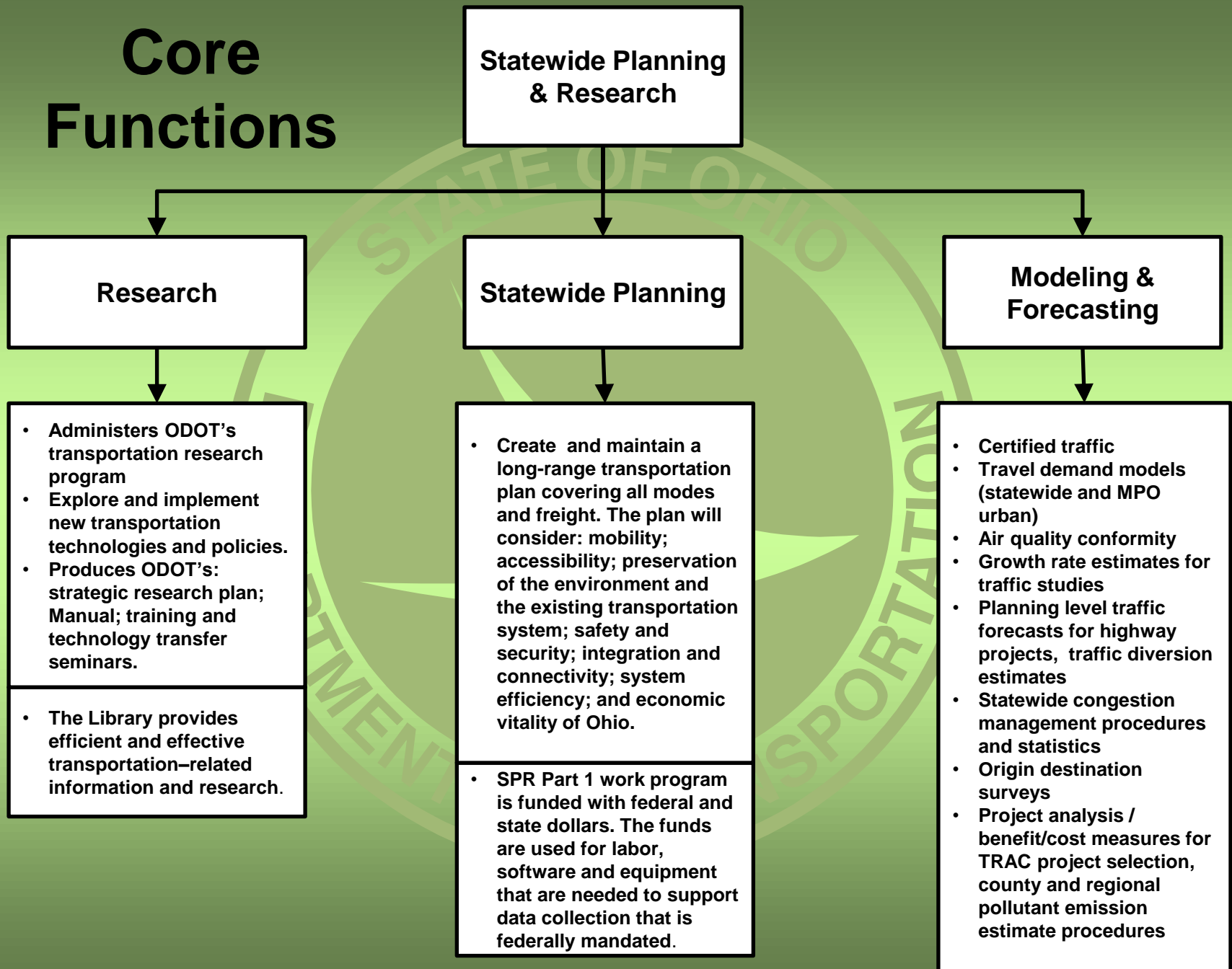
Estimating
Jeff Hisem



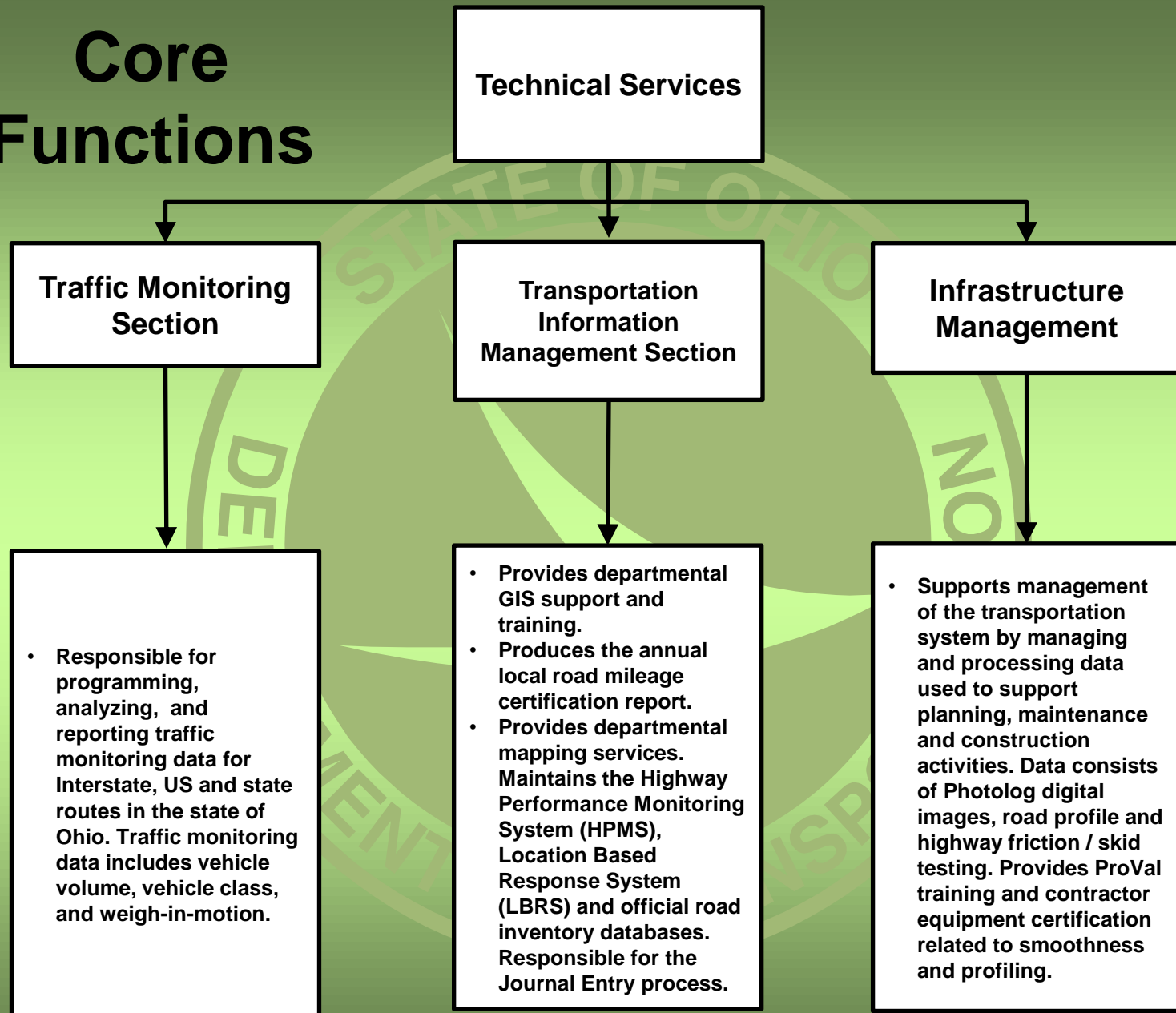
System Support Core Functions



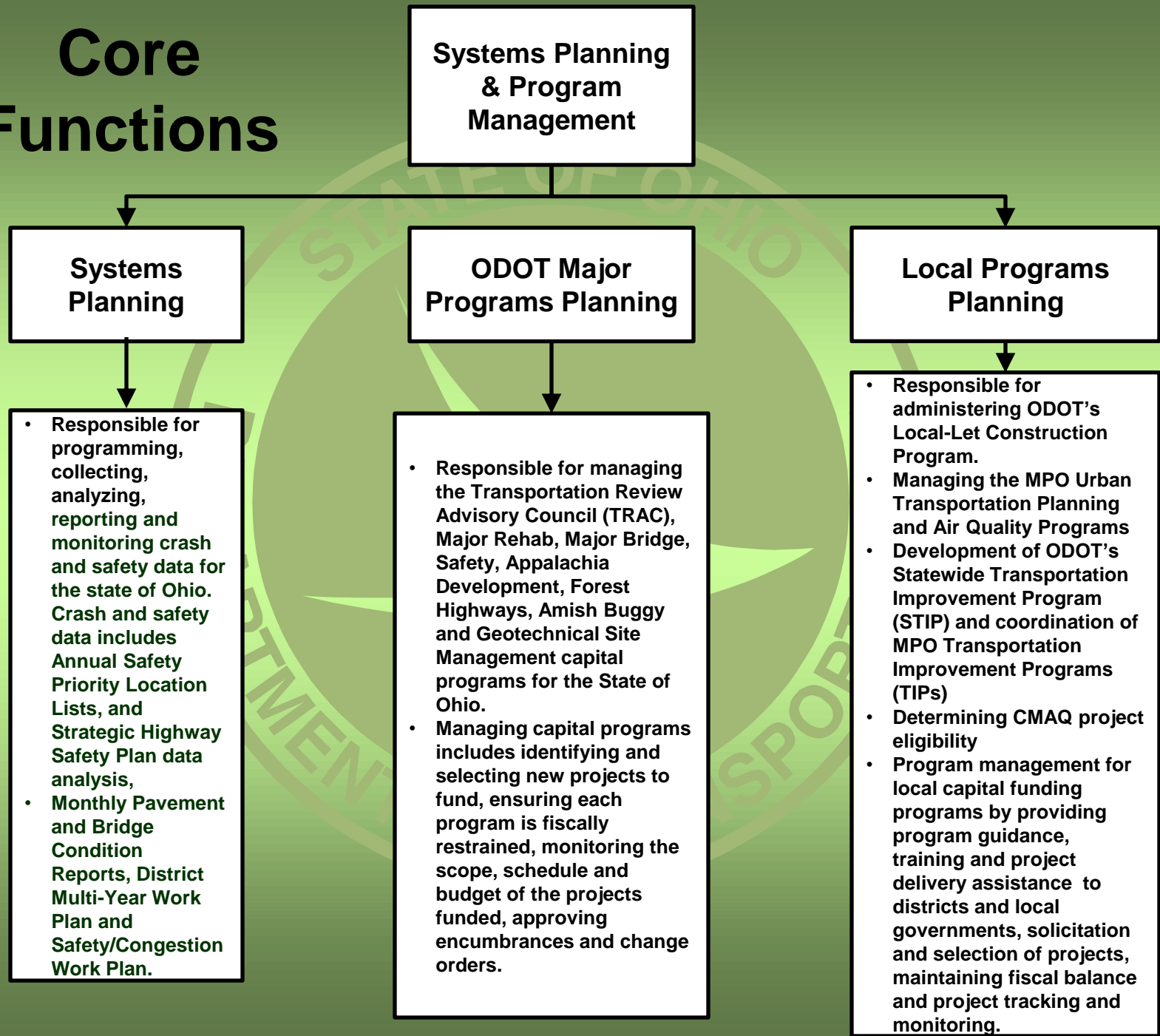
Core Functions



Core Functions



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Core Functions

Transit

Oversight/Reporting/ Safety & Security/Finance Mgmt/Planning

Administers a consultant contract for and participates in the Rail Fixed Guideway State Safety & Security Oversight Program. Also, conducts and administers all regulatory compliance reviews related to ODOT funded local entities. Conducts procurement of personal service consultants, reviews & recommends task orders and monitors consultant work products. Develops specifications and then conducts procurement for term contracts for small transit vehicles used by local entities in the funded programs. Administers the federal process to request reimbursement of FTA funds to ODOT for eligible expenses. Develops and monitors budget for the entire office and then tracks financial information including monthly fiscal reports and budget disbursement reports. Reviews risk data on local entities to recommend for financial audits. Coordinates Federal financial and project management progress reporting. Completes all quarterly financial and project reports to FTA and coordinates all grant closeout process.

Training /Federal Program Compliance & Coordination/ Technical Assistance

Provides technical assistance to ODOT's public transit & specialized transportation agencies. Provides targeted training for all ODOT sub recipients. Reviews all new federal/state regulations and requirements and then formulates & implements program policies associated with new federal/state regulations & requirements. Provides training and technical assistance to affected entities regarding compliance with new regulations & requirements. Develops and publishes annual and other ad hoc reports on transit services funded by ODOT. Administers the follow up and training for all rural transit systems required Drug and Alcohol Testing programs. Monitors training and technical assistance funds from FTA. Provides administrative support to the entire office including coordination of training for office staff, inventory control, human resources liaison, IT liaison, timekeeper and payroll entry.

Funded Programs: Rural Transit /Urban Transit/Human Service Coordination Programs

Responsible for providing operating, preventive maintenance and capital assistance funding via reimbursement of expenses to over 300 local entities for all federal and state funded programs. Follow up on Action Plans for each of these entities developed during regular review processes. Interaction with the Federal Transit Administration to manage various grants that provide the federal funding for passenger transportation projects. The target populations for these programs are the general public, the elderly, persons with disabilities, and low income persons. Process includes all activities relates to implementing and monitoring the funding programs including proposal development, proposal review, contracting, budget review, invoice review & processing for payment, service monitoring and grant close out. Also, coordinates STIP/TIP programming of transit projects, assures eligibility for CMAQ funded projects, and initiates transfers of FHWA funding to FTA,

Core Functions

Environmental Services

Administration

- Responsible for administering environmental consultant contracts/task orders, Research Program, prequalification requirements program for consultants
- ODOT's Green / Sustainability Program and environmental Compliance for Major projects.

Ecological/Permits/ESA

- Providing, reviewing and coordinating ecological impact data and reports as part of the project environmental documentation in accordance NEPA, biological opinions for threatened and endangered species
- Securing waterway permits and stream and wetland mitigation,
- Reviewing NEPA documents for compliance with ecological standards, waterway permits and stormwater permits,
- Developing training and manuals for ODOT staff and pre-qualification
- Reviewing documents to ensure compliance with environmental site assessment requirements/laws/ regulations, conducting environmental site studies, monitoring waste management and tank management processes
- PDP development and Management

Policy & Cultural Resources

- Responsible for preparing, reviewing and coordinating documents that ensure compliance with environmental regulations for the following: National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act, Section 4(f) of the US DOT Act and Section 6(f).
- Develops and manages: ODOT's policy for air and noise compliance (as it pertains to NEPA)
- ODOT's public involvement program (as it pertains to NEPA)

Core Functions

