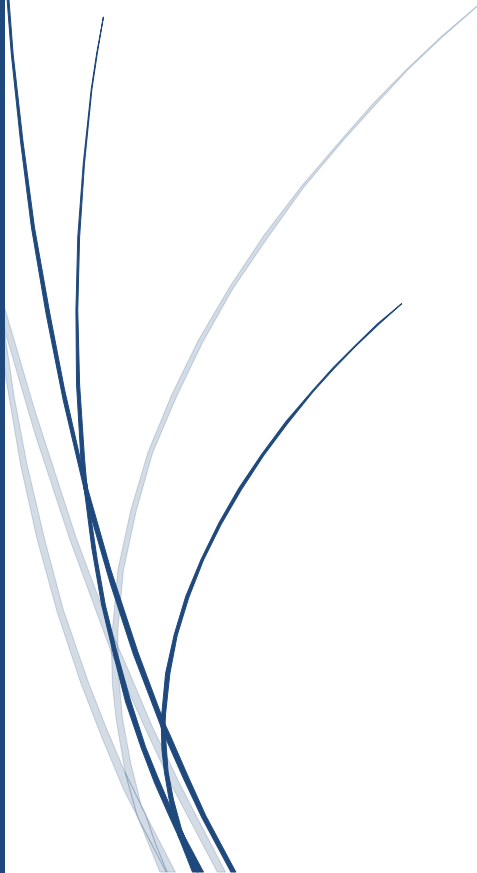


12/2/2021

Charter – Certification User Group



A. Mission / Purpose

Streamline and improve the delivery of certified local public agency federal aid transportation projects for Oregon by:

- Recommending and coordinating training to improve understanding of regulations, requirements, and processes;
- Providing a forum for sharing Information and best practices;
- Facilitating ongoing communication and further development of relationships within and among ODOT, federal agencies, and local public agencies; and
- Providing a means for ODOT and local public agencies (LPA's) to improve coordination and efficient use of resources.

B. User Group Membership

- Local Public Agencies who meet one or more of the following criteria:
 - All agencies within Transportation Management Areas (TMAs).
 - Agencies outside of TMAs that are currently involved in or interested in the Certification Program
- Associations of cities and counties in Oregon whose members meet the above criteria.
- ODOT Representatives in the following capacities:
 - Certification Program / Active Transportation
 - Subject Matter Experts in areas of Certification, including Design, Construction, Procurement, Contracting (Region and Headquarters)
 - Region liaisons, Civil Rights, Legal, and Environmental Advisors
 - Local Technical Assistance Program (LTAP, aka T2)
- Federal Highway Administration, Oregon Division
- Metropolitan Planning Organizations (MPOs) engaged in transportation project planning and delivery involving the use of federal funds
- Representatives of ODOT Leadership Teams

C. Guiding Principles

1. Partner for success

- Increase project ownership, responsibility, and accountability by LPAs and TMAs
- Improve communication/coordination between external and internal stakeholders in delivery of federally funded projects
- Streamline the certification process
- Build trust and provide mutual support and flexibility
- Increase partnership among ODOT, MPOs, and LPAs to increase funding obligations

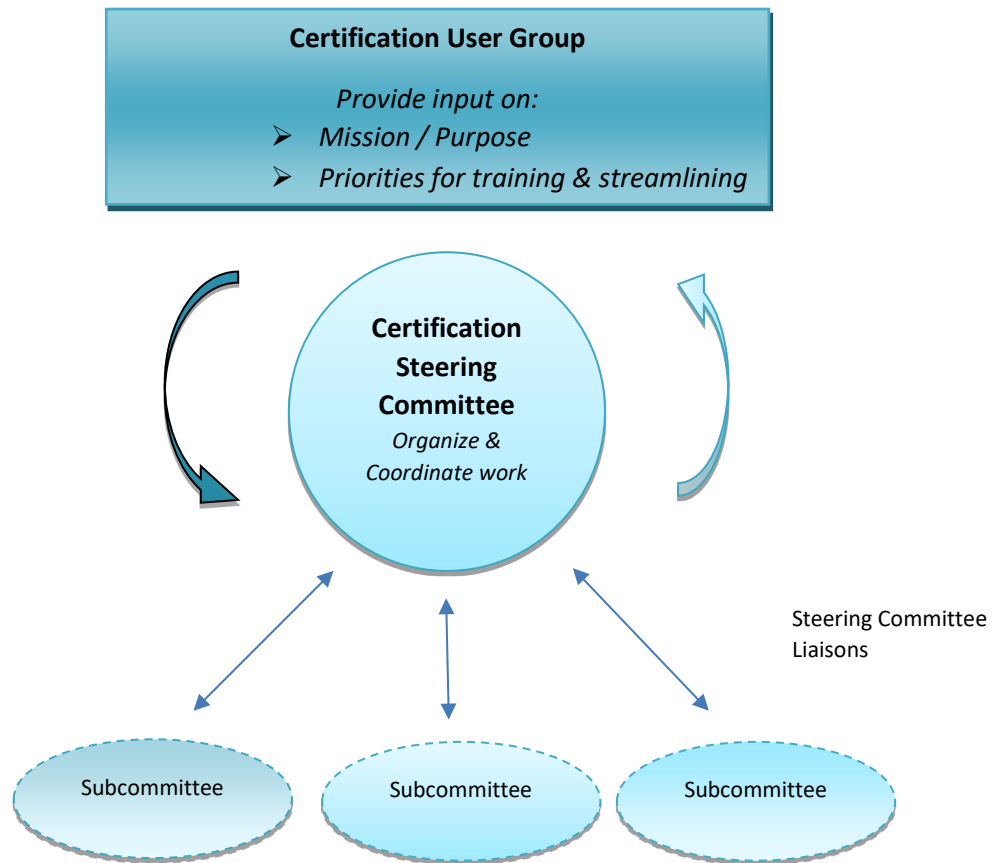
2. Efficient delivery of projects

- o Streamline project delivery
- o Provide project delivery options for LPAs
- o Develop sustainable practices
- o Implement best practices while adhering to Federal laws and regulations

3. Effective oversight

- o Move ODOT towards oversight role; i.e. away from day-to-day project management.
- o Risk-based approach (mirroring FHWA)
- o Coordinate program improvements
- o 'Institute performance reporting'

**Certification User Group
Organizational Model**



D. Structure & Roles

1. Overall User Group

Members: All participants noted above in "**User Group Membership.**"

Roles and responsibilities of members, individually and collectively:

- Provide input on and formulate recommendations to ODOT suggested by the Steering Committee, workgroups, committees, or from the membership at large
- Elect the LPA Steering Committee representatives
- Provide input and feedback to the work plans of the Steering Committee and subcommittees
- Share information about best practices for project delivery with other members of the Certification User Group (CUG) and develop cooperative relationships
- Serve on subcommittees and participate in annual / semi-annual CUG conferences and training sessions

2. Steering Committee

- Standing executive committee of the CUG consisting of 9-12 members nominated by the Overall User Group.
 - 5 LPA representatives (2 cities, 2 counties, 1 MPO)
 - 4 ODOT appointed representatives (1 Certification Program Manager, 1 Executive Management, 1 Regional Manager, 1 Regional LAL)
 - 1 representative from FHWA, non-voting.
- Co-Chaired by ODOT Certification Program Manager and a second non-ODOT Co-Chair selected by the Steering Committee
- Roles:
 - Guide, plan, and coordinate the User Group effort
 - Create subcommittees and work groups as needed to prioritize and accomplish specific tasks or objectives
 - Select a liaison to communicate/coordinate with each subcommittee
 - Establish goals for the User Group, and measures and criteria of success
- Steering committee members may name proxies to attend in their absence with full rights, privileges, and authority of the named member
- Term: three (3) years, staggered (no term limits specified)
- Resources: subject matter experts and resources from ODOT Administration, LTAP, local agencies, and FHWA (consultants, contractors, and ACEC and AGC members resources are available as needed)
- Quorum for Steering Committee meetings: Simple majority of voting members
- Nominations via annual ad hoc Nominating Committees, presented to the User Group for approval
- Mid-term vacancies shall be filled by a vote of the Steering Committee

3. Subcommittees

Subcommittees shall be established by the Steering Committee with following roles and expectations:

- Members:
 - CUG members committed to performing work to accomplish the committee's mission
- Leads: Subject matter resources to lead and convene the subcommittee and organize its work. Each subcommittee will have two co-leads as follows:
 - One (1) ODOT co-lead to be appointed by the agency, and
 - One (1) local agency co-lead to be recruited from the subcommittee members.
 - Term of co-leads: Two (2) years; no term limits specified.
- Roles and Responsibilities:
 - Plan, review and conduct defined areas of responsibility on behalf of the User Group as directed by the Steering Committee
 - Recommend specific courses of action for the User Group, subject to review by the Steering Committee and the CUG membership
- Steering Committee Liaisons to the Subcommittees:
 - Attend meetings of both the Steering Committee and, as needed, the Subcommittee
 - Report progress and recommendations to Steering Committee
 - Communicate direction, work plan, and requests for information from Steering Committee to Subcommittee
- Standing Subcommittees (topics may change depending on need):
 - Project Funding & Obligations
 - Standards
 - Process Improvement and Training (*note-combined Process Improvement and Training Subcommittees*)

4. ODOT

- Manage overall process
- Make decisions on Certification Program administration based on input and recommendations
- Provide guidance/expertise on existing regulations/processes (be a resource)

5. FHWA Roles

- Provide guidance and expertise on Federal regulations and processes, and approvals to recommended process changes.

Nominating Committee

A *Nominating Committee* shall be established annually by the Steering Committee, consisting of two (2) Steering Committee members and 2 members of the User Group. At least one of each shall represent a

Local Public Agency and at least one of each shall represent ODOT. The Nominating Committee shall identify and recommend members of the CUG to fill expiring terms and vacancies of the Steering Committee. Upon selection of said members, the nominating committee shall disband.

E. Operating Guidelines

The following general operating principles are proposed to guide the meetings of the Certification User Group.

- The objectives of the CUG will be best achieved by relationships among members characterized by respect for other viewpoints and active participation in CUG meetings.
- It is the responsibility of all members to work toward the common objectives of the User Group.

The following general operating principles are proposed to guide the meetings of the Steering Committee and Subcommittees.

- Members of CUG Committees will:
 - Make every effort to attend all meetings;
 - Come prepared to discuss topics and convey how the issues are directly affecting their ability to deliver Federal-aid projects. This may involve reaching out to counterparts prior to the meeting;
 - Ask questions and seek clarification to ensure they fully understand other's interests, concerns, and comments;
 - Regard disagreements as problems to be solved;
 - Realize that consensus may not be achievable but be willing to move forward with a clear sense of next steps; and
 - Include potential solutions when identifying areas of concerns or problems.

F. Logistics

Meetings; Minutes; Other Rules and Procedures

- General Certification User's Group Meetings will be held at least annually, and may occur more frequently as established by consensus of the Steering Committee. The location of each meeting will be selected by the Steering Committee; however, every attempt will be made to rotate meeting locations among regions represented on the CUG.
- Steering Committee Meetings will be held at least quarterly, and may occur more frequently as established by consensus of Steering Committee members.
- Ad Hoc and Standing Committee Meetings will be scheduled as needed by the committee members.

- Regular in-person meetings are encouraged. However, meetings may be held through other communication methods such as teleconferences and web-based conferencing.
- Meeting minutes shall be prepared and maintained by Steering Committee co-Chairs or her/his designated appointee.
- The CUG may by consensus establish additional rules and procedures for conducting meetings.

G. Funding

Funding for CUG activities shall be provided by the following sources:

- Trainings - Attendees at CUG training sessions shall each pay their share of the cost of the training provided.
- Conferences - Attendees at conferences shall contribute a conference attendance fee, supplemented by funding from ODOT.
- Administration - ODOT shall provide funding for basic operations of the CUG (meetings of the Steering Committee and subcommittees, support staff)

H. Modifications

This Charter may be modified by a majority vote of the Certification User's Group present at the annual business meeting or any meeting to which the full membership is invited and the discussion item is presented on the agenda.