

ALBANY AREA METROPOLITAN PLANNING ORGANIZATION

**FY 2014-2015**

**UNIFIED PLANNING WORK PROGRAM**

**Adopted by the AAMPO Policy Board on March 26, 2014**

**Amended December 11, 2014**

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# RESOLUTION ADOPTING FY2014-1015 UPWP

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## Resolution Number 2014-1

### FOR THE PURPOSE OF APPROVING THE FY 2014 – 2015 ALBANY AREA METROPOLITAN PLANNING ORGANIZATION'S INTERIM UNIFIED PLANNING WORK PROGRAM (UPWP)

**WHEREAS**, the U.S. Department of Commerce, Bureau of Census has declared that the City of Albany, City of Millersburg, City of Tangent, City of Jefferson and adjoining areas of Linn, Benton, and Marion Counties form an Urbanized Area named the Albany Urbanized Area; and,

**WHEREAS**, the Albany Urbanized Area has been designated by the State of Oregon as the official Metropolitan Planning Organization (MPO) of the urbanized area; and,

**WHEREAS**, federal regulations require that each MPO, in cooperation with state DOT and public transportation operator(s), develop an annual UPWP outlining planning priorities and tasks for the upcoming fiscal year; and,

**WHEREAS**, a Unified Planning Work Program is defined as an annual transportation planning work program which identifies the planning budget and the planning activities to be undertaken by the MPO during the program year; and

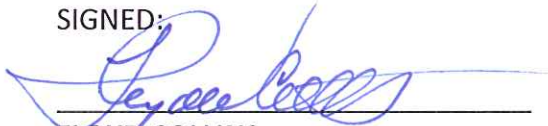
**WHEREAS**, under the direction of the Federal Highway Administration, the Federal Transit Administration and the Oregon Department of Transportation, the Albany Area MPO has developed an Interim Work Program to satisfy this requirement for its first year of planning activities;

### NOW, THEREFORE, BE IT RESOLVED:

That the Policy Board of the Albany Area Metropolitan Planning Organization approves the FY2013-14 AAMPO Interim Work Program and its associated budget.

PASSED AND APPROVED THIS 26<sup>th</sup> DAY OF March 2014 BY THE ALBANY AREA METROPOLITAN PLANNING ORGANIZATION.

SIGNED:



FLOYD COLLINS

Albany Area Metropolitan Planning Organization  
Policy Board Chair

# ALBANY AREA METROPOLITAN PLANNING ORGANIZATION

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## Policy Board

Seaton McLennan	City of Tangent
Darrin Lane	City of Millersburg
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Dave Beyerl	City of Jefferson
Linda Modrell	Benton County
Roger Nyquist (Vice Chair)	Vice Chair, Linn County
Amy Ramsdell	Oregon Department of Transportation

## Technical Advisory Committee

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Mark Shepard	City of Albany
Josh Wheeler	Benton County
Chuck Knoll	Linn County
Darrin Lane (Chair)	City of Millersburg
Greg Gorthy	City of Jefferson
Georgia Edwards	City of Tangent
Ned Conroy	Ex-Officio, Federal Transit Administration, Region 10 (FTA)
Nick Fortey	Ex-Officio, Federal Highway Administration (FHWA)
Mary Camarata	Ex-Officio, Oregon Department of Environmental Quality (DEQ)
John Russell	Ex-Officio, Oregon Department of State Lands (DSL)
Ed Moore	Ex-Officio, Oregon Department of Land Conservation and Development (DLCD)

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## INTRODUCTION

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The Albany Area Metropolitan Planning Organization (AAMPO) was designated by the Oregon Governor on February 6th, 2013 for the purpose of conducting continuing, cooperative and comprehensive (3-C) transportation planning for the Albany Urbanized Area. Federal regulations require that a metropolitan planning organization (MPO) be formed for all Urbanized Areas with a population of 50,000 or more. The 2010 U.S. Census found the population of the Albany Urbanized Area to be 56,997, thus passing this threshold and mandating the formation of an MPO.

As designated, the AAMPO Planning Area covers the Albany Urbanized Area, which is composed of the cities of Albany, Jefferson, Millersburg, and Tangent as well as adjacent parts of Marion, Linn and Benton Counties which are anticipated to become urbanized over the 20 year planning horizon. AAMPO membership includes these jurisdictions except for Marion County, which declined to participate in the MPO. The Oregon Department of Transportation (ODOT) is also a member of the MPO.

A Policy Board composed of representatives from its member jurisdictions oversees the Albany Area MPO. A Technical Advisory Committee (TAC) composed of representatives from AAMPO member jurisdictions as well as ex-officio members from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the Oregon Department of Land Conservation and Development (DLCD), the Oregon Department of Environmental Quality (DEQ) and the Oregon Department of State Lands (DSL) provides technical assistance and support. Staffing is provided by the Oregon Cascades West Council of Governments (OCWCOG), including fiscal and administrative support.

In accordance with federal regulations, the functions and responsibilities of AAMPO include development of: an annual Unified Planning Work Program, an annual list of obligated projects, a bi-annual 4-year Transportation Improvement Program and a long-range Metropolitan Transportation Plan. The MPO must also demonstrate compliance with Title VI and other Non-discrimination requirements and facilitate an effective Public Involvement Plan.

The FY 2014-15 Unified Planning Work Program (UPWP) demonstrates how AAMPO will fulfill these requirements between July 1, 2014 and June 30, 2015. Specifically, this Work Program will describe planning activities to be completed during FY 14-15, estimate the cost and timeline for these planning activities and indicate the lead agency for each activity.

## WORK PROGRAM OVERVIEW

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### **Purpose**

The Unified Planning Work Program (UPWP) is a federally required document outlining transportation planning activities to be performed by an MPO on an annual basis. The UPWP must describe planning

activities and products to be completed during the upcoming fiscal year, cost estimates for each activity and work product, federal funds allocated each item, and also the lead agency for each item.

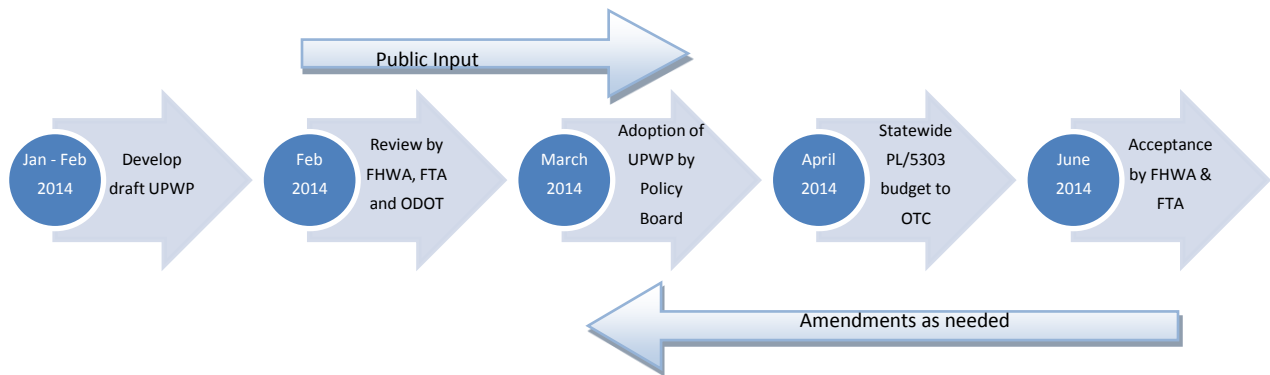
UPWPs are officially adopted and approved by the MPO Board and then by FHWA and FTA, upon recommendation of ODOT. An MPO may not begin a UPWP work activity without prior federal approval of the UPWP and a signed contract.

## Funding Sources

Funding sources for MPO planning activities listed in the UPWP typically include the following. In addition, local in-kind match also helps to complete activities included in the UPWP.

- FHWA PL Planning funds
- Section 5303 FTA Planning Funds
- ODOT match funds

## UPWP Development Process



## Public notification

During the development of the FY 2014-2015 UPWP, the Albany Area MPO will notify and engage the public through the following means:

- Emailing notifications to stakeholders, interested parties and local newspapers
- Holding a 15 day comment period prior to a decision by the Policy Board
- Visitor comments encouraged at public meetings of the AAMPO Policy Board and AAMPO TAC
- Notifications and updates about progress on the UPWP on the AAMPO website

Public notice of amendments to the UPWP will be included in agenda packets for the AAMPO TAC and Policy Board, as well as on the AAMPO website.

## Amendments

The UPWP may be amended to add or remove funds from the UPWP budget, move funds from one task to another, or to alter portions of a task.

Small changes, including changes to project timelines within the current fiscal year or moving \$5,000 or less between sub-tasks within the same task, are considered administrative amendments and can be completed by MPO staff with notification to the Policy Board.

Significant changes to the UPWP are considered full amendments and require Policy Board approval and public notice. Full amendments include the addition or deletion of a task, the addition or removal of any amount of funds from the UPWP, changes to project timelines that will cause the project to not be completed during the fiscal year for which it is programmed, and any other changes to the UPWP not described as an administrative amendment.

## REGIONAL PRIORITIES AND PROGRAM GOALS

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The Albany Area MPO was formed just over one year ago; therefore, key drivers of the prior FY 13-14 Work Program and current FY 14-15 Work Program are completion of formation tasks and development of federally required documents. Upon designation, an MPO needs to develop each of its required documents, establish protocols and ensure that it meets the basic federal requirements. In addition to developing required federal documents, priorities for AAMPO and its member jurisdictions are:

- Regional collaboration, particularly around inter-city travel and public transportation;
- Preservation of existing roadways; and,
- Equity in transportation programming.

### FY13-14 Summary of Activities

#### MPO Development & Administration

- ✓ Established staffing, fiscal agent and office arrangements
- ✓ Formed Policy Board and Technical Advisory Committee
- ✓ Adopted MPO bylaws and operational protocols
- ✓ Adopted MPO / ODOT/ Transit Operator agreement
- ✓ Established communication with the Corvallis Area MPO, Cascades West Area Commission of Transportation, Mid-Willamette Valley Area Commission on Transportation, Benton County Bicycle Advisory Committee, Benton County Roads Advisory Committee, Albany Bicycle & Pedestrian Advisory Commission, Linn County Transportation Advisory Committee, Linn-Benton Loop Commission and Linn County Public Health Department
- ✓ Adopted of Coordination Protocol with Cascades West Area Commission on Transportation
- ✓ Created and maintained AAMPO webpage

#### Program Management & Implementation

- ✓ Adopted and maintained AAMPO Interim TIP

- ✓ Coordinated with ODOT to establish the MPO's Federal Aid Urban Boundary and Federal Functional Classification map (anticipated for completion by June 2014)
- ✓ Published annual listing of obligated projects

#### Long Range Planning

- ✓ Coordinated with ODOT and consultant on development of CALM travel demand model
- ✓ Completed required reports, including Quarterly Reports and Annual List of Obligated Projects
- ✓ Began development of RTP and RTSP
- ✓ Began development of Public Participation Plan and Title VI/Nondiscrimination Plan
- ✓ Coordinated and prepared technical materials for joint meetings with the Corvallis Area MPO

#### Transit Planning

- ✓ Assisted with regional transit coordination efforts, particularly regarding the Linn-Benton Loop commuter service. Collaborated with Corvallis Area MPO to produce draft memorandum outlining governance and funding options for the Linn-Benton Loop (anticipated for completion in May 2014)
- ✓ Ongoing consultation with ATS and other public transportation providers

### FY14-15 Program Goals

Primary goals for FY 14-15 will include:

- Completion of a significant portion of the work on the Regional Transportation Plan / Regional Transportation System Plan (RTP/RTSP)
- Effective implementation of Public Participation Plan and Title VI / Non-discrimination Plan
- Increased collaboration with the Corvallis Area MPO, particularly related to inter-city travel

### Status of Federally Required MPO Documents

Document	Current Status	Next Update
Metropolitan Transportation Improvement Program (MTIP or TIP)	Interim TIP adopted Sept 2013. Currently selecting projects for 2014 & 2015 STP funds	Full TIP anticipated for completion by March 2016
Regional Transportation Plan / Regional Transportation System Plan (RTP/RTSP)	In progress	First RTP/RTSP anticipated for completed by March 2016
Public Participation Plan (PPP)	In progress – anticipated for completion by July 2014	As needed or with update of planning documents
Title VI / Non-discrimination Plan	In progress – anticipated for completion by May 2014	As needed or with update of planning documents
Unified Planning Work Program	FY13-14 UPWP adopted in April 2013	FY 2014-15 UPWP anticipated for adoption in March 2014
Annual List of Obligated Projects	FY13-14 list completed February 2014	FY14-15 list to be approved January 2015

# FY 2014-2015 WORK PROGRAM

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The following work program is organized under four primary 'Tasks' - *MPO Program Management, Transportation Programming, Long Range Planning and Transit Planning & Support*. Each of these 'Tasks' are composed of multiple 'Subtasks'. Within the 'Subtasks' are specific work items and deliverables. The 'Tasks, 'Subtasks' and work items are identified as follows:

- 1. Task
  - 1.1 Subtask
    - 1.1.a. Work item or specific deliverable

**All tasks will be completed by AAMPO staff, with technical assistance from the TAC and approval by the Policy Board, unless otherwise indicated.**

## **Task 1: MPO Program Management**

MPO Management involves the coordination of all MPO activities necessary for daily operations and adherence to applicable state federal and local regulations. This includes program administration, coordination of the MPO Policy Board and Technical Advisory Committee, public involvement efforts, financial management, development of the UPWP, staff travel and training, interagency and inter-jurisdictional coordination and participation in statewide planning efforts.

<b>Task 1 Funding Sources:</b>	FHWA PL Funds 10.27% Local match provided by ODOT
<b>Task 1 Budget:</b>	\$94,974
<b>Percent of Total Budget:</b>	51%

### **1.1 Administrative Tasks**

- 1.1.a. Meeting coordination and logistics for Policy Board, Technical Advisory Committee and other meetings as needed. This includes development of meeting schedules, preparation and distribution of agenda packets, preparation of minutes, responding to public inquiries and attendance at meetings.
- 1.1.b. Website development and maintenance
- 1.1.c. Development and maintenance of intergovernmental agreements and contracts
- 1.1.d. Grant applications as directed by the Policy Board
- 1.1.e. Fiscal management, including invoicing and an annual audit
- 1.1.f. Records management
- 1.1.g. Professional training, including workshops, webinars and conferences directly related to tasks required of the MPO or tasks included in this work program

**Budget:** \$46,507

**Percent of Total Budget:** 25%

**Timeframe:** Ongoing

**Deliverables:** Committee meeting agenda packets and meeting minutes, invoices to ODOT, approved intergovernmental agreements, annual audit and financial report, organized files, updated and maintained website, approved and executed contracts, well trained and knowledgeable staff.

## 1.2 Unified Planning Work Program

The UPWP is a federally required document that describes the transportation planning activities to be undertaken in the Albany Area MPO. The UPWP is updated annually and its implementation is monitored by FHWA, FTA and ODOT. UPWP progress is tracked through quarterly reports submitted to FHWA, FTA and ODOT. The annual Self Certification Statement is prepared concurrently with the UPWP and considers the MPO's effectiveness in fulfilling federal requirements regarding the 3-C (Comprehensive, Continuing and Coordinated) planning process, multimodal urban transportation planning processes, Title VI / Non-discrimination requirements, Environmental Justice provisions and the Americans with Disabilities Act.

1.2.a. FY 2015-16 Operational Budget

1.2.b. Development and adoption of FY 2015 - 16 UPWP

1.2.c. Quarterly reports of the MPO's planning and programming activities , for submission to FTA, FHWA , the Oregon Department of Transportation and the AAMPO Policy Board

1.2.d. Annual Self-Certification

**Budget:** \$11,959

**Percent of Total Budget:** 6%

**Timeframe:** Ongoing tracking of progress, with majority of work to be completed in the 3<sup>rd</sup> Quarter

**Deliverables:** Quarterly reports, FY 2015-16 UPWP document, Self-Certification statement

## 1.3 Public Participation Plan Implementation

Active public involvement is a key component of an 3-C planning effort and should be directed by a Public Participation Plan (PPP) and further directed by a Title VI / Non-discrimination Plan, as described in Task 1.4. Implementation of the PPP should allow for the provision of early, timely and complete notice to the public, full public access to key decisions, and continuing involvement of the public in all MPO planning and program activities. The purpose of this work element is to improve, strengthen and fulfill all these needs. A good public participation program includes public education, public involvement and public relations.

The AAMPO PPP is anticipated for completion by June 30, 2014. This task covers activities related to the implementation of the PPP, which includes but is not limited to:

1.3.a. Public notification for regular meetings (via email, webpage and local media)

1.3.b. Special public notification protocols for specific planning and programming efforts

1.3.c. Established public comment periods

1.3.d. Advertising and announcements in local newspapers

1.3.e. Development and maintenance of an interested parties contact list

- 1.3.f. Responding to public comments
- 1.3.g. Compiling public comments for review by the Policy Board
- 1.3.h. Inclusion of public comment period on all Policy Board meeting agendas

**Budget:** \$5,315

**Percent of Total Budget:** 3%

**Timeframe:** Ongoing

**Deliverables:** Implemented PPP, updated website, responses to public inquiries

#### **1.4 Title VI / Non-Discrimination Plan Implementation**

All MPOs are required to adopt a document outlining how the MPO will comply with federal Title VI and Non-Discrimination requirements, and to produce an annual Title VI Accomplishments Report. While many MPOs adopt a Title VI / Non-discrimination Plan, ODOT guidance indicates that MPOs under 200,000 in population can adopt either ODOT's Title VI Plan or a Non-Discrimination Agreement to comply with Title VI / Non-discrimination requirements. It is anticipated that AAMPO will adopt a Title VI/Non-Discrimination Agreement during the fourth quarter of FY 2013-14, and this task covers activities related to the implementation of this document. Pending approval of the Title VI / Non-Discrimination Plan, it is anticipated that this task will include:

- 1.4.a. Completion of federally required Title VI Accomplishments Report for FY 14-15, outlining compliance activities related to transportation projects as well as any changes that occurred during the State of Oregon's fiscal year ending on June 30.
- 1.4.b. Gathering and maintaining data on race, color, national origin and sex of participants in, and beneficiaries of, MPO planning and programming efforts
- 1.4.c. Attending Title VI / Non-Discrimination and related trainings hosted by ODOT or other agencies, when available
- 1.4.d. Ensuring that required Title VI /Non-Discrimination notices are included in applicable project documents and materials
- 1.4.e. Accepting and processing any Title VI complaints consistent with the Title VI / Non-Discrimination Plan
- 1.4.f. Preparing and submitting Annual Title VI Certifications and Assurances
- 1.4.g. Reviewing effectiveness of Title VI/Non-Discrimination Plan and PPP in eliminating discrimination, and taking action to correct any deficiencies

**Budget:** \$5,979

**Percent of Total Budget:** 3%

**Timeframe:** Ongoing

**Deliverables:** Implemented Title VI / Non-Discrimination Plan, Annual Title VI Accomplishments Report, identification and elimination of discrimination in MPO planning and programming activities

## 1.5 Intergovernmental Coordination

To effectively implement the 3-C planning process, MPO staff, Policy Board members and Technical Advisory Committee members coordinate with other local jurisdictions, statewide agencies, federal agencies and a variety of committee and stakeholder groups.

- 1.5.a. Coordination with the Corvallis Area MPO (CAMPO). This includes facilitation of joint MPO meetings and cooperation with CAMPO regarding regional transportation issues.
- 1.5.b. Participation on the Cascades West Area Commission on Transportation (CWACT). Through an coordination protocol established in 2014, AAMPO staff is a participating member of the Technical Advisory Committee to the CWACT and is an ex-officio member to the ACT. MPO staff will attend monthly meetings of the CWACT TAC and CWACT.
- 1.5.c. Intergovernmental coordination for work not covered elsewhere in this document and necessary to foster the 3-C planning effort for the area's transportation system. This includes but is not limited to coordination with local jurisdictions, associations of peer MPOs and other area stakeholders. This also includes cooperation with local transportation advisory groups, including occasional attendance at meetings.

**Budget:** \$25,214

**Percent of Total Budget:** 14%

**Timeframe:** Ongoing

**Deliverables:** A 3-C (continuing, cooperative and comprehensive) planning process, including active coordination with local stakeholder groups and planning partners.

## Task 2: Long Range Planning

This task includes activities related to the development and maintenance of the Regional Transportation Plan / Regional Transportation System Plan (RTP/RTSP) and other long range planning efforts as directed by the Policy Board. AAMPO began development of its first RTP/RTSP during FY 2013-14 and will continue development during FY 2014-15. The RTP/RTSP is anticipated for completion by March 2016.

<b>Task 2 Funding Sources:</b>	FHWA PL Funds 10.27% Local match provided by ODOT
<b>Task 2 Budget:</b>	\$11,962
<b>Percent of Total Budget:</b>	6%

### 2.1 CALM Travel Demand Model

This task includes AAMPO staff participation in the development of the CALM Travel Demand Model, which covers the Corvallis - Albany - Lebanon area and will be instrumental in the development of the AAMPO RTP/RTSP, local TSPs and regional planning efforts. This task includes reviewing technical memos with the TAC and Policy Board and technical assistance to the ODOT Transportation Analysis Unit (TPAU) and their consultants. The CALM Model

ODOT is the lead agency for this effort, with work completed in partnership with the Albany and Corvallis Area MPOs and local jurisdictions. AAMPO staff will support ODOT through the provision of data, review and other technical assistance as requested.

**Budget:** \$1,329

**Percent of Total Budget:** 1%

**Timeframe:** The AAMPO portion of the CALM model is anticipated for completion in June of 2014. This task would accommodate additional work required after that date.

**Deliverables:** Accurate travel demand model

## 2.2 RTP/RTSP

Continue development of a Regional Transportation Plan (RTP) and Regional Transportation System Plan (RTSP) components, as required by the USDOT and by the state of Oregon (respectively). Work will be completed by AAMPO staff in partnership with ODOT and their consultant team. Modeling used in the RTP will be completed by TPAU and their consultant.

*This work is largely funded with ODOT SPR funds through a contract between ODOT and their consultant and those funds are not shown in this work program. This task only identifies PL funds available to help coordinate the development of AAMPO's RTP. Additional assistance is anticipated from ODOT to allow for greater participation by AAMPO staff. The scope of work for AAMPO's RTP is currently being developed and completion of the Plan is not anticipated in FY 2014-15. Completion is anticipated by the third quarter of FY 2015- 2016.*

AAMPO is the lead agency on this project, which will be completed in close partnership with ODOT and their consultant.

**Budget:** \$6,645

**Percent of Total Budget:** 4%

**Timeframe:** Ongoing

**Deliverables:** Significant progress on the RTP

## 2.3 Performance Measures

This task includes research and technical work related to the development of performance measures for the AAMPO planning and programming processes, in compliance with MAP-21 and ODOT guidance. The MAP-21 surface transportation bill, passed in 2012, stipulates that performance measures be integrated with many federal transportation programs, building on existing highway, transit, bike, and pedestrian programs and policies. It is anticipated that guidance on how to develop and implement the required performance measures will be released in spring 2015. This task includes depends on this guidance from the US DOT and ODOT.

**Budget:** \$2,658

**Percent of Total Budget:** 1%

**Timeframe:** Will be completed once further guidance is provided by ODOT

**Deliverables:** Memorandum outlining concepts for potential performance standards for the MPO area, participation in statewide groups discussing implementation strategies

## 2.4 Federal Functional Classification Map & Federal Aid Urban Boundary

Following each decennial Census, FHWA requires state DOTs to work with local jurisdictions and MPOs to update their functional classification maps. For MPO areas, this includes updates to their Federal Aid Urban Boundary (FAUB) - the dividing line between urban and rural Federal Functional Classifications. The FAUB includes the Urbanized Area and wider MPO Area, with consideration also given to major traffic generators, major bus routes, interchanges, bridges and continuity of roadway classification. AAMPO updated its Federal Functional Classification Map and Federal Aid Urban Boundary during FY 13-14; however, this task allows for additional updates as necessary.

**Budget:** \$1,329

**Percent of Total Budget:** 1%

**Timeframe:** As needed

**Deliverables:** Up-to-date and accurate FFC and FAUB

## Task 3: Transit Planning and Support

The Albany Transit Service is the primary transit provider for the AAMPO area, with designated Special Transportation Fund (STF) agencies providing additional services throughout Linn, Benton and Marion Counties. This task includes efforts to assist and coordinate with these and other public transportation providers as they serve the MPO area.

<b>Task 3 Funding Sources:</b>	FTA 5303 transit planning funds (20% In-kind match provided by the City of Albany)
<b>Task 3 Budget:</b>	\$49,900
<b>Percent of Total Budget:</b>	33%

### 3.1 Coordination with the Albany Transit System (ATS)

- 3.1.a. Provide technical support to ATS as requested, in support of planning and programming for the continuation and/or expansion of services, including the Linn-Benton Loop.
- 3.1.b. Consultation with ATS staff during the development of the MTP, TIP, UPWP, PPP and other MPO area planning efforts.

**Budget:** \$6,000

**Percent of Total Budget:** 3%

**Timeframe:** Ongoing

**Deliverables:** A continuing, cooperative and comprehensive planning process, including active coordination with transit staff at the City of Albany.

### 3.2 Regional transit study

This will be a joint effort between the Corvallis and Albany Area MPOs and a continuation of planning and technical assistance provided in support of the Linn Benton Loop in FY 13-14. The objectives of this study are: 1)To investigate connectivity between trip generators in the CAMPO and AAMPO planning areas; 2)To produce information regarding inter-city travel patterns, potential transit service needs and efficiency improvements; 3)To research and make recommendations regarding viable short and long term governance and funding structures for the Linn-Benton Loop; and 4)To identify reasonable funding mechanisms or administrative support needed to implement any recommendations.

The Corvallis and Albany Area MPOs will share lead roles in this project. Work will be completed in consultation with the City of Albany, the City of Corvallis, ODOT Rail and Public Transit Division, FTA and other local transit stakeholders. This effort may further expand, depending on grant funding, and may extend into FY 14-16.

- 3.2.a. Facilitation of discussions regarding MPO funding for the Linn-Benton Loop.
- 3.2.b. Facilitation of, or assistance with, discussions regarding future governance of the Linn-Benton Loop and involvement of the MPOs.
- 3.2.c. Provision of technical support to in order to complete tasks 3.2.a. and 3.2.b., including GIS mapping, data collection and development of informational materials and report(s) to the MPO Policy Boards, Linn-Benton Loop Commission and other stakeholders.

**Budget:** \$21,000

**Percent of Total Budget:** 11%

**Timeframe:** 1<sup>st</sup> and 2<sup>nd</sup> quarters, with additional work in 3<sup>rd</sup> and 4<sup>th</sup> quarters as directed by the Board

**Deliverables:** Memorandum to the CAMPO & AAMPO Boards identifying: existing conditions, needs, and opportunities related to inter-city travel. Memorandum to the CAMPO & AAMPO Boards recommended short and long term governance and funding structures for the Linn-Benton Loop.

### **3.3 Additional 5303 Funds for Transit Planning**

This task is intended to allow for expansion of the tasks listed above or the implementation of additional transit planning work, as directed by the Policy Board.

**Budget:** \$22,900

**Percent of Total Budget:** 12%

**Timeframe:** As needed

**Deliverables:** TBD

## **Task 4: Transportation Programming**

This task includes near-term activities related to the development and maintenance of the Metropolitan Transportation Improvement Program, including prioritization and programming of projects for federal Surface Transportation Program (STP) funds.

<b>Task 4 Funding Sources:</b>	FHWA PL Funds 10.27% Local match provided by ODOT
<b>Task 4 Budget:</b>	\$29,234
<b>Percent of Total Budget:</b>	16%

**4.1 Metropolitan Transportation Improvement Program**

The Metropolitan Transportation Improvement Program (MTIP or TIP) is a prioritized listing of transportation projects covering a four year period that is developed and formally adopted by an MPO as part of the metropolitan planning process, consistent with a Metropolitan Transportation Plan (MTP or RTP). Projects funded through the MPO must be included in the TIP. During FY 13-14, AAMPO adopted its FY 12-15 Interim TIP. Activities during FY 14-15 will involve maintenance of the FY 12-15 Interim TIP and initiating development of the FY 16-20 TIP. Adoption of AAMPO’s FY 16-20 TIP is anticipated by March 2016.

- 4.1.a. Completion of the project prioritization and selection process for 2014 and 2015 STP funds, as necessary. Allocations for 2014 and 2015 will be based on interim methodology for those calendar years.
- 4.1.b. Development of a methodology for evaluation and selection of projects for STP funding, for implementation beginning in calendar year 2016
- 4.1.c. Prepare for 2016-2020 project selection, including project application and review, public involvement and approval by the Policy Board.
- 4.1.d. Maintenance of the Interim Transportation Improvement Program. Interim TIP amendments are initiated by the sponsoring agencies. Non-administrative amendments are typically reviewed by the TAC and recommendations are forwarded to the Policy Board for approval. TIP amendments are then forwarded to ODOT for inclusion in the Statewide Transportation Improvement Program (STIP).

**Budget:** \$26,576

**Percent of Total Budget:** 14%

**Timeframe:** Interim TIP maintenance is ongoing; however, the majority of work to be completed in the 1<sup>st</sup> and 3<sup>rd</sup> Quarters

**Deliverables:** Prioritized project list for 2014 and 2015 STP funds, methodology for project evaluation and selection in future years, updated and accurate TIP and STIP.

**4.2 STP Funds Management**

Surface Transportation Program (STP) funds are sub-allocated to Oregon’s small MPOs on an annual basis to be used for surface transportation projects within the MPO area. MPOs are required to allocate these funds in accordance with the MPO’s RTP and utilizing a project prioritization process. Projects receiving an MPO’s STP funds must be included in the TIP and STIP.

- 4.2.a. Maintenance of accounting of fund balances
- 4.2.b. Research regarding fund rules and eligibility, as necessary
- 4.2.c. Participation in statewide working groups addressing allocation of funds, as necessary

**Budget:** \$1,329

**Percent of Total Budget:** 1%

**Timeframe:** As needed

**Deliverables:** Accurate record of MPO's STP funds, participation in related statewide working groups

#### **4.3 Annual Listing of Obligated Projects (by Jan 2015)**

On annual basis, the State, public transportation operator(s), and the MPO must develop a listing of projects for which funds under 23 U.S.C. or 49 U.S.C. Chapter 53 were obligated in the preceding program year. The listing must be published or otherwise made available.

**Budget:** \$1,329

**Percent of Total Budget:** 1%

**Timeframe:** 3<sup>rd</sup> Quarter

**Deliverables:** Completed list of projects, posted on the AAMPO website

## ALBANY AREA MPO FY14-15 PLANNING AND PROGRAMMING SCHEDULE

	Personnel Budget	Overhead, Admin and Contracts	Total Budget	Percent of Total Budget	Implementation Schedule			
					1 <sup>st</sup> Qtr	2nd Qtr	3rd Qtr	4th Qtr
<b>Task 1: MPO Program Management</b>	<b>\$71,476</b>	<b>\$23,498</b>	<b>\$94,974</b>	<b>51%</b>				
1.1 Administrative tasks	\$35,000	\$11,506.48	\$46,506.48	25%				
1.2 UPWP	\$9,000	\$2,958.81	\$11,958.81	6%				
1.3 Public Participation	\$4,000	\$1,315.03	\$5,315.03	3%				
1.4 Title VI / Non-discrimination Plan	\$4,500	\$1,479.40	\$5,979.40	3%				
1.5 Intergovernmental Coordination	\$18,976	\$6,238.48	\$25,214.48	14%				
<b>Task 2: Long Range Planning</b>	<b>\$9,000</b>	<b>\$2,962</b>	<b>\$11,962</b>	<b>6%</b>				
2.1 CALM Travel Demand Model	\$1,000	\$329.08	\$1,329.08	1%				
2.2 RTP/RTSP	\$5,000	\$1,645.39	\$6,645.39	4%				
2.3 Performance Measures	\$2,000	\$658.16	\$2,658.16	1%				
2.4 FFC Map & FAUB	\$1,000	\$329.08	\$1,329.08	1%				
<b>Task 3: Transit Planning</b>	<b>\$49,900</b>	<b>\$0</b>	<b>\$49,900</b>	<b>27%</b>				
3.1 Coordination with the ATS	\$6,000	\$0	\$6,000	3%				
3.2 Regional Transit Study	\$21,000	\$0	\$21,000	11%				
3.3 Additional 5303 funds (RTP)	\$22,900	\$0	\$22,900	12%				
<b>Task 4: Transportation Programming</b>	<b>\$22,000</b>	<b>\$7,234</b>	<b>\$29,234</b>	<b>16%</b>				
4.1 TIP	\$20,000	\$6,576.45	\$26,576.45	14%				
4.2 STP Funds Management	\$1,000	\$328.82	\$1,328.82	1%				
4.3 Annual List of Obligated Projects	\$1,000	\$328.82	\$1,328.82	1%				
<b>Total</b>	<b>\$152,376</b>	<b>\$33,694</b>	<b>\$186,070</b>	<b>100%</b>				

Key: *Undetermined Staffing*    *Minimal Staffing*    *Moderate Staffing*    *Significant Staffing*

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## SUMMARY OF EXPENSES

Cost	Amount	Percent of Total Budget
<b>Personnel (MPO staff)*</b>	<b>\$106,014</b>	57.0%
<b>Contracts for Planning Work</b>	<b>\$46,362</b>	24.9%
<b>Budget for Staffing</b>	<b>\$152,376</b>	81.9%
Board/Committees/Meetings	\$500	0.3%
Advertising	\$1,000	0.5%
Contingency	\$0	0.0%
Copying	\$500	0.3%
Dues/Memberships	\$500	0.3%
Bank Charge	\$0	0.0%
Legal Services	\$500	0.3%
Postage	\$200	0.1%
Printing	\$2,380	1.3%
Rent	\$2,789	1.5%
Supplies	\$3,000	1.6%
Telephone	\$0	0.0%
Training	\$2,000	1.1%
Travel	\$2,000	1.1%
Overhead & Administration**	\$18,325	9.8%
<b>Total Overhead &amp; Materials</b>	<b>\$33,694</b>	<b>18.1%</b>
<b>Total</b>	<b>\$186,070</b>	<b>100.0%</b>
<b>Carry-Over***</b>	<b>\$74,455</b>	
<b>Total with Carry-over</b>	<b>\$260,525</b>	

\*Personnel costs include wages (\$70,376), fringe benefits (\$34,038) and paid leave (\$1,600). Additional staffing will be provided through contracts with CED planning staff. Contracts for planning work includes contracted time of other COG staff of consultants.

\*\*Overhead and Administration includes: Indirect expenses, General Administration, CED Administration and Technology Services. CED Administration includes the time of an Administrative Assistant and CED Director. General Administration also includes time of OCWCOG financial staff.

\*\*\*Carryover PL and 5303 funds are amended to the following year's contract, typically in October or November of the following fiscal year.

## FY 14-15 PLANNING & PROGRAMMING FUNDS AND AREAS OF EXPENDITURE

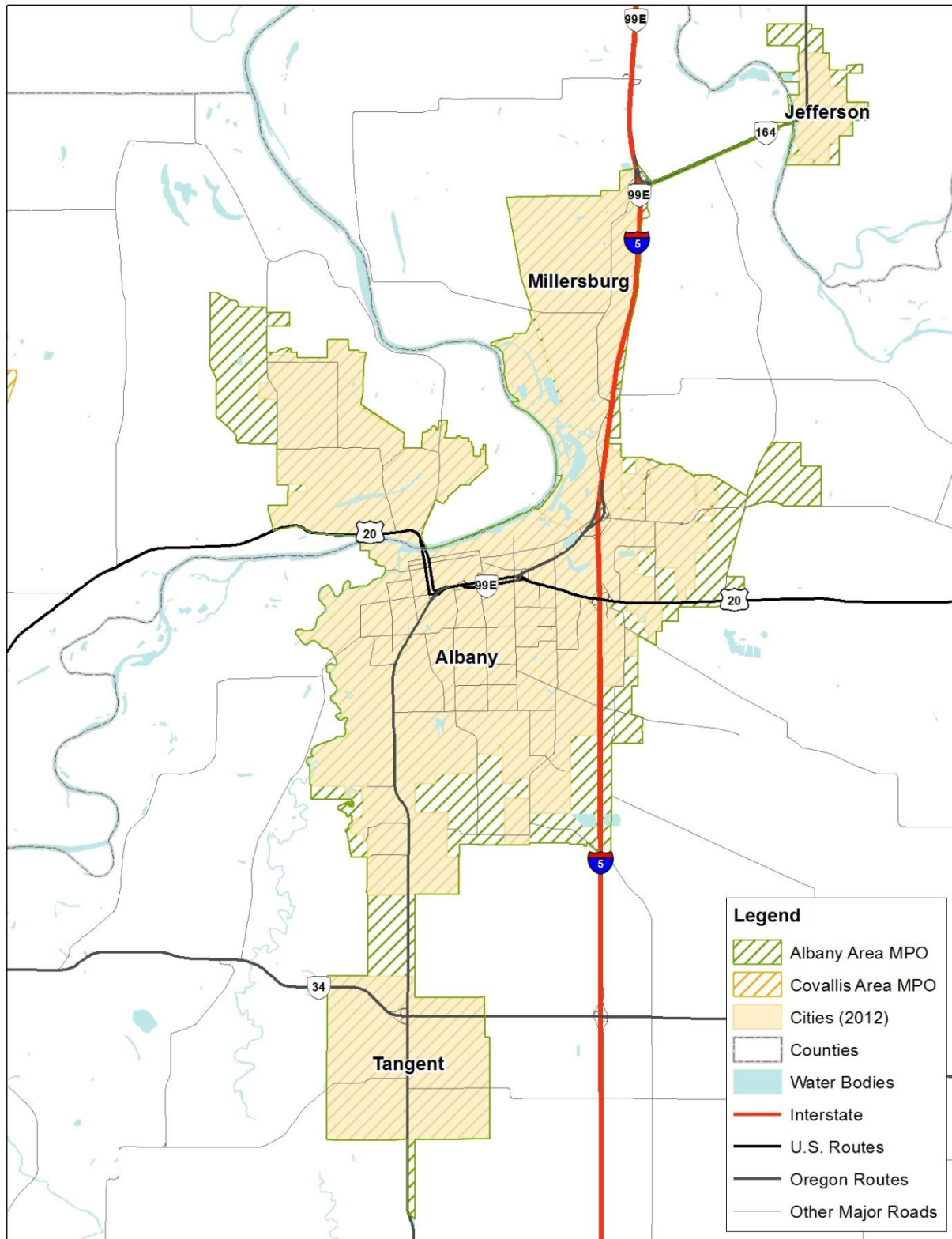
	<b>FHWA PL Funds</b>	<b>ODOT PL Match*</b> <b>Funds</b>	<b>Total PL</b>	<b>FTA 5303 Funds **</b>	<b>5303 In-Kind Match</b>	<b>Total 5303</b>	<b>Total Funds and In-Kind</b>	<b>TOTAL FUNDS</b>
Task 1: MPO Program Management	\$85,220	\$9,754	\$94,974	\$0	\$0	\$0	\$94,974	
Task 2: Long Range Planning***	\$10,733	\$1,228	\$11,962	\$0	\$0	\$0	\$11,962	
Task 3: Transit Planning	\$0	\$0	\$0	\$49,900	\$12,475	\$62,375	\$62,375	
Task 4: Transportation Programming	\$26,232	\$3,002	\$29,234	\$0	\$0	\$0	\$29,234	
<b>TOTAL FY 14-15 BUDGET</b>	<b>\$122,185</b>	<b>\$13,985</b>	<b>\$136,170</b>	<b>\$49,900</b>	<b>\$12,475</b>	<b>\$62,375</b>	<b>\$198,545</b>	<b>\$186,070</b>
FY 14-15 Funds Remaining	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
FY13-14 Carry-over								<b>\$74,455</b>
<b>TOTAL BUDGET</b>								<b>\$260,525</b>

\*ODOT provides 10.27% match for PL funds

\*\* 20% in-kind match provided by City of Albany Public Works (\$9,980)

\*\*\* ODOT assistance for development of Metropolitan Transportation Plan and Travel Demand Model is not part of the MPO planning budget

# APPENDIX A: AAMPO PLANNING AREA MAP



## APPENDIX B: OTHER SIGNIFICANT TRANSPORTATION PLANNING ACTIVITIES IN THE AAMPO AREA

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### **South Jefferson to U.S. 20 Environmental Assessment**

The purpose of this effort is to develop and evaluate ways to address problems and improve accessibility, mobility and safety on a six-mile stretch of I-5 in northern Linn County. The project area is located between the South Jefferson (mile post 239) and U.S. 20 (mile post 233) interchanges. The South Jefferson, View Crest, Murder Creek, Knox Butte, and U.S. 20 interchanges serve Millersburg and Albany.

ODOT has gathered a stakeholder group including Federal Highway Administration (FHWA), Linn County, the cities of Albany and Millersburg, and the Albany Area MPO to assist with this joint effort to improve this section of I-5 and the associated interchanges. A member of the AAMPO Policy Board represents the MPO on the stakeholder group. This project will guide transportation construction within this specific section of I-5 over the next 20 years.

The environmental assessment (EA) is required by the National Environmental Policy Act (NEPA), and completion of the EA will allow ODOT to request federal money to fund construction projects on this section of I-5. Through the National Environmental Policy Act, the federal government requires a detailed evaluation of a federally funded project's potential environmental impacts before any construction can occur. Earlier work, including the Albany and Millersburg I-5 corridor refinement plans, also inform the project's development and evaluation of alternatives.

More information about this project is available at:

[http://www.oregon.gov/ODOT/HWY/REGION2/pages/i-5\\_southjefferson\\_home.aspx](http://www.oregon.gov/ODOT/HWY/REGION2/pages/i-5_southjefferson_home.aspx)

### **Oregon Passenger Rail Project**

The purpose of this ODOT planning effort is to study the Oregon Segment of the Pacific Northwest High Speed Rail Corridor that extends from Eugene to Vancouver, British Columbia. The overarching goal of this planning effort is to improve passenger rail service between Eugene and Portland by decreasing travel times, increasing service frequency and reliability, expanding passenger rail capacity and enhancing connectivity between passenger rail and other travel modes.

This planning project will identify alternatives that provide the benefits above in a safe and cost-effective manner and are compatible with plans for the rest of the Pacific Northwest High Speed Rail Corridor. Alternatives that are identified will maintain or improve existing freight rail capacity, preserve the ability to increase freight rail capacity in the future, and preserve the ability to serve additional freight rail customers in the future.

Several AAMPO jurisdictions have representatives participating on the various stakeholder groups ODOT has organized to guide this effort. Albany Mayor Sharon Konopa serves on the Leadership Council, while

Tangent Mayor Seaton McLennan and Benton County Commissioner Linda Modrell serve on the Corridor Forum.

More information is available at: <http://www.oregonpassengerrail.org/>

### **Corvallis to Albany Multi-Use Path**

Benton County, the City of Corvallis, and the City of Albany are jointly working to develop a multi-use path which would extend the existing multi-use path between Corvallis and Albany. The path would be aligned with the existing Union Pacific Railroad that parallels Highway 20.

This effort began in 2007, when Benton County received a Transportation Enhancement Grant from the ODOT for preliminary design and right-of-way acquisition of the multi-use path. Since then, Benton County has completed topographic surveys, required environmental investigations associated with the project, acquired some right of way and completed final design and construction of the path from Circle Boulevard to Manchester Street just past Cheldelin Middle School.

Current work on this project includes negotiation with local farmers and property owners as well as right of way acquisition. Additionally, the Corvallis to Albany Trail is included in the draft 2015-18 STIP (to be finalized until the Fall of 2014) and Benton County is applying for *Connect Oregon V* grant funding for final design and construction of the trail from the City of Corvallis to Scenic Drive in Albany.

More information is available here: [http://www.co.benton.or.us/pw/multi-use\\_path.php](http://www.co.benton.or.us/pw/multi-use_path.php)

### **Park and Ride Planning**

ODOT is currently developing a statewide Park & Ride Location Master List and Clearinghouse of Park & Ride locations in order to increase access to Park & Ride lots and to better serve commuters and communities across Oregon. The information contained in the master list will be incorporated into a database and an online map that will allow users to search for and locate Park & Ride lots anywhere in the state. The Park & Ride Master List and online map will increase the amount of information available to the public, and allow users to more easily identify which lots best serve their needs.

Staff of the Oregon Cascades West Council of Governments have assisted in this effort as it pertains to the OCWCOG area (Linn, Benton and Lincoln Counties). In a related effort, OCWCOG has also applied for STIP Enhance funds to complete a Park and Ride Plan for the OCWCOG area. The final list of 2015-18 STIP Enhance projects is anticipated in the fall of 2014.

## APPENDIX C: SELF CERTIFICATION

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### **METROPOLITAN TRANSPORTATION PLANNING SELF-CERTIFICATION FOR THE ALBANY AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO) FISCAL YEAR 2013-2014**

The following is to demonstrate and resolve that the Albany Area Metropolitan Planning Organization's transportation planning process meets all applicable requirements of Self Certification Process as specified in 23 CFR 450.334.

**1. Albany Area Metropolitan Planning Organization (AAMPO) (Ref: 23 USC 134(b) and 23 CFR 450.306)**

The Albany Area Metropolitan Planning Organization (AAMPO) was designated by the Oregon Governor on February 6, 2013 for the Albany Urbanized Area. AAMPO membership includes the cities of Albany, Jefferson, Millersburg, and Tangent as well as Linn and Benton Counties and the Oregon Department of Transportation. The Albany Area MPO is overseen by a Policy Board composed of representatives from its member jurisdictions and ODOT. Technical assistance and support is provided by a Technical Advisory Committee also composed of representatives from AAMPO member jurisdictions. Staffing is provided by the Oregon Cascades West Council of Governments, including fiscal and administrative support.

Representatives of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Oregon Department of Land Conservation and Development (DLCD), Oregon Department of Environmental Quality (DEQ), and Oregon Division of State Land (DSL) are Ex-Officio members of the TAC.

**2. Geographic Scope (Ref: 23 USC 134(c) and 23 CFR 450.308)**

As designated, the AAMPO Planning Area covers the Albany Urbanized Area, which is composed of the cities of Albany, Jefferson, Millersburg, and Tangent as well as adjacent parts of Marion, Linn and Benton Counties which are anticipated to become urbanized over the 20 year planning horizon. Marion County declined to participate in the AAMPO, although parts of Marion County consisting of the City of Jefferson urban growth boundary are included within the AAMPO Planning Area.

**3. Agreements (Ref: 23 USC 134(d) and 23 CFR 450.310)**

**a. Agreements among participating agencies relative to the metropolitan transportation planning process**

- Intergovernmental Agreement for the Purpose of Establishing the Albany Area Metropolitan Planning Organization and Specifying MPO Cooperation with the State Department of Transportation signed on January 3, 2013 by ODOT and the parties in the Albany Area MPO

**b. Agreements between the State and MPO**

- Annual agreement between ODOT and AAMPO for FHWA planning funds and FTA Section 5303 funds
- Agreement between ODOT, AAMPO, and the City of Albany (public transit provider) outlining the roles and responsibilities for planning projects.

**c. Agreements between the MPO and other entities**

- Intergovernmental/Interagency Agreement between AAMPO and the Oregon Cascades West Council of Governments (OCWCOG) establishing OCWCOG as the administrative and fiscal agent for AAMPO from July 16, 2013 to June 30, 2015 (agreement to be updated by June 30, 2015).

**4. Responsibilities, Cooperation and Coordination for a Cooperative Planning Process (Ref: 23 CFR 450.312)**

AAMPO works in cooperation with the State and its member jurisdictions to carry out the metropolitan planning process. This includes the Albany Transit Service, which is operated by the City of Albany. Therefore, this cooperative process includes the State and ATS participation in the decision-making processes of AAMPO TAC and Policy Board. Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Oregon Department of Land Conservation and Development (DLCD), Oregon Department of Environmental Quality (DEQ), and Oregon Division of State Land (DSL) designate staff to serve as ex-officio members of the TAC.

ODOT regional planning staff works closely with AAMPO staff on all AAMPO planning efforts. Additionally, ODOT's Transportation Planning Analysis Unit (TPAU) provides Travel Demand Modeling services to the MPO.

The City of Albany provides the required local match for the MPO's Section 5303 Funds in the form of in-kind match.

The metropolitan planning process includes:

- Development and maintenance of the Regional Transportation Plan (RTP)
- Development and Maintenance of a Transportation Improvement Program (TIP)
- Review of specific transportation and development proposals for consistency with the RTP
- Coordination of transportation decisions among local jurisdictions, state agencies, and the City of Albany / ATS
- Development of an annual work plan
- Development of an annual report identifying federal funding obligated within the MPO during the prior fiscal year

**5. Metropolitan Transportation Planning Products**

**a. Unified Planning Work Program (Ref: 23 CFR 450.314)**

- All of the tasks in the FY 2013-14 UPWP for the AAMPO, with the exception of the Metropolitan Transportation Plan (MTP) and organization of an MPO 101 session, are being implemented on schedule. The development of the MTP was delayed in order for ODOT to finalize its consultant contract.

**b. Metropolitan Transportation Plan (Ref: 23 USC 134(g) and 23 CFR 450.322)**

- AAMPO is required to have a MTP by March 2016. AAMPO is coordinating with ODOT on the development of the MTP, for anticipated completion in by that deadline.

**c. Metropolitan Transportation Improvement Program (MTIP) (Ref: 23 USC 134(h) and 23 CFR 450.23 & 26)**

- AAMPO adopted an Interim TIP in September 2013, in corporation with ODOT, local transit providers.
- AAMPO is required to have a full MTIP by March 2016. Work on the MTIP will begin following development of the MTP.
- AAMPO will coordinate its prioritization process and its list of transportation project priorities for ODOT modernization projects with the Cascades West Area Commission on Transportation (CWACT) and Mid-Willamette Valley Area Commission on Transportation (MWACT).

**6. Planning Emphasis Areas**

MPOs are required to address the following FHWA/FTA planning emphasis areas. AAMPO will continue to show growth in each of these areas as the MPO becomes more established, particularly as goals and policies are identified within a Metropolitan Transportation Plan and Metropolitan Transportation Improvement Program.

- Support the Economic Vitality of the Metropolitan Area, Especially by Enabling Global Competitiveness, Productivity, and Efficiency**
- Increase the Safety and Security of the Transportation System for Motorized and Non-Motorized Users**
- Increase the Accessibility and Mobility Options Available to People and Freight**
- Protect and Enhance the Environment, Promote Energy Conservation, and Improve Quality of Life**
- Enhance the Integration and Connectivity of the Transportation System, Across and Between Modes for People and Freight**
- Promote Efficient System Management and Operations**
- Emphasize the Preservation of the Existing Transportation System**

## **7. Public Involvement**

AAMPO is currently developing its Public Participation Plan. Below is a listing of how AAMPO is currently facilitating public involvement in its planning processes.

- All AAMPO meeting agendas and minutes are posted on AAMPO's website, along with membership lists for the Policy Board and Technical Advisory Committee: <http://www.ocwcog.org/AAMPO>.
- Planning documents are posted on the website, which includes at a minimum: the current Interim TIP, Interim Unified Planning Work Program Annual Listing of Obligated Projects.
- An MPO Planning Area map and list of member jurisdictions are included on the website.
- Contact information is provided on the website in order to facilitate direct communication with MPO staff
- The Policy Board meeting agendas include opportunity for the public to directly address the Policy Board members on transportation issues.
- Meetings of the Policy Board are advertised in the local newspaper and on the AAMPO website.
- AAMPO staff has attended meetings of local transportation advisory groups to provide information to local stakeholders about the MPO planning process and the role of AAMPO in regional transportation planning.
- An 'Interested Parties' list has been developed and will be continually updated as stakeholders and members of the public request to be included. Information about public involvement opportunities and major planning processes is emailed to this list of Interested Parties.

## **8. Title VI (Ref: Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by the State of Oregon under 42 USC 2000d-1 and 49 USC part 21)**

AAMPO has contracted with the Oregon Cascades West Council of Governments (OCWCOG) for staffing, administrative and fiscal support. OCWCOG is an affirmative action/equal opportunity employer that does not discriminate on the basis of race, color, age, creed, national origin, religion, gender, or marital status.

AAMPO includes a notice at the bottom of all meeting agendas indicating that OCWCOG facilities are accessible to persons with disabilities. The notice also includes a phone number to call for special accommodations; this includes access to a Spanish-speaking interpreter.

## **9. Disadvantages Business Enterprises (DBE) (Ref: Section 1101(b) of Pub. L. 109-59, 49 CFR part 26)**

AAMPO does not currently have an adopted DBE policy. Given the minimal contracting

undertaken by the MPO, it is not anticipated that a formal DBE policy will be adopted in the next few fiscal years.

**10. Americans with Disabilities ACT (ADA)** (Ref: Americans with Disabilities Act of 1990, Pub. L. 101-366, 104 Stat. 327, as amended, and 49 CFR 27, 37, and 38)

AAMPO public meetings are held in places accessible to people with disabilities. The AAMPO office is located in an accessible building. The AAMPO website is ADA compliant. The Albany Transit system is in full compliance with the requirements of ADA. As AAMPO develops its first TP and TIP, the MPO will work with the city and county to identify opportunities for increasing accessibility throughout the Albany Urbanized Area and to ensure that new transportation facilities within the AAMPO area are constructed to ADA standards.

**11. Air Quality** (Ref: 40 CFR 51; OAR 340-2-710 through 340-20-1080)

**a. Regional Air Quality Status of the MPO Area**

The Albany Urbanized Area is not and has never been in violation of EPA's National Ambient Air Quality Standards (NAAQS). Therefore, the area is not designated nonattainment for any of the Air Quality Criteria Pollutants.

**b. Conformity Status of the MPO Plan and TIP**

According to the Clean Air Act Amendment (CAAA) of 1990, the Albany Urbanized Area is not required to demonstrate Air Quality Conformity of its transportation plans, programs and projects to the State Implementation Plan (SIP).

**12. Lobbying Prohibition** (Ref. 49 CFR 20)

AAMPO's metropolitan transportation planning process is in compliance with the requirements of USC 49 CFR part 20 that prohibits the use of federal transportation dollars on lobbying and influencing certain activities.

**13. Employment & Business Opportunity Discrimination** (Ref. 49 USC 5332); **Older Americans Act** (Ref. 42 USC 6101); **Gender Discrimination** (Ref. Section 324 of title 23 USC); and **Discrimination Against Individuals with Disabilities** (Ref. 29 USC 794 & 49 CFR part 27)

AAMPO has contracted with the Oregon Cascades West Council of Governments (OCWCOG) for staffing, administrative and fiscal support. OCWCOG is an affirmative action / equal opportunity employer that does not discriminate on the basis of race, color, age, creed, national origin, religion, gender, or marital status. AAMPO includes a notice at the bottom of all meeting agendas indicating that OCWCOG facilities are accessible to persons with disabilities. The notice also includes a phone number to call for special accommodations; this includes access to a Spanish-speaking interpreter.

AAMPO does not currently have adopted policies addressing these potential types of discrimination. Below are excerpts from federal code stating the requirements pertaining to each of these types of discrimination.

- **Employment & Business Opportunity Discrimination** (Ref. 49 USC 5332);  
 Federal code states: *A person may not be excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance under this chapter because of race, color, creed, national origin, sex, or age.*
- **Older Americans Act** (Ref. 42 USC 6101)  
 Federal code states: *It is the purpose of this chapter to prohibit discrimination on the basis of age in programs or activities receiving Federal financial assistance.*
- **Gender Discrimination** (Ref. Section 324 of title 23 USC)  
 Federal code states: *No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this title or carried on under this title.*
- **Discrimination Against Individuals with Disabilities** (Ref. 29 USC 794 & 49 CFR part 27)  
 Federal code states: *No otherwise qualified individual with a disability in the United States, as defined in section 705 (20) of this title, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service.*

**IN ACCORDANCE WITH 23 CFR 450.334, THE OREGON DEPARTMENT OF TRANSPORTATION AND THE ALBANY AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO) HEREBY CERTIFY THAT THE METROPOLITAN TRANSPORTATION PLANNING PROCESS IS BEING CARRIED OUT IN ACCORDANCE WITH ALL APPLICABLE REQUIREMENTS INCLUDING:**

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR 450 (c);
- (2) Sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c)and d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.)and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

**Certified by the Policy Board of the Albany Area Metropolitan Planning Organization**

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Floyd Collins, Chair

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Date

## APPENDIX D: ACRONYMS

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**3-C:** Continuing, cooperative and comprehensive planning process. MPOs are established in order to facilitate a 3-C planning process.

**ACT:** Area Commission on Transportation. Regional entities responsible for coordinating transportation planning throughout Oregon; ODOT requires local ACTS to establish a relationship with MPOs in their area and to coordinate in the prioritization of projects in their respective planning efforts.

**CAC:** Citizens Advisory Committee. A recommended but not required committee that can be formed by MPOs to facilitate public participation in MPO planning processes

**FAUB:** Federal Aid Urban Boundary. FAUBs establish the dividing line between urban and rural Federal Functional Classifications. The FAUB includes the Urbanized Area and MPO Area, with consideration also given to major traffic generators, major bus routes, interchanges, bridges and continuity of roadway classification.

**FFC:** Federal Functional Classification. Roadways within the MPO area classified as Collectors and Arterials and considered on the 'federal functional classification map'.

**FHWA:** Federal Highway Administration

**FTA:** Federal Transit Administration

**IGA:** Intergovernmental Agreement. A formally adopted agreement between units of government that articulates the respective roles, duties and responsibilities of the agencies that are party to the agreement.

**ODOT:** Oregon Department of Transportation

**MAP-21:** Moving Ahead for Progress in the 21st Century Act (MAP-21) is the federal transportation act that is currently in effect.

**MPO:** Metropolitan Planning Organization. When cities reach a population of 50,000 and also meet other population density requirements, MPOs are designated for those areas by the governor of the state. The Albany Area Metropolitan Planning Organization (**AAMPO**) includes the Albany Urbanized Area, covering the cities of Albany, Millersburg, Tangent and Jefferson along with neighboring areas of Linn, Benton and Marion Counties.

**MTP (RTP):** Metropolitan Transportation Plan. Also called RTP or Regional Transportation Plan. The 20-year transportation plan for defining transportation improvement strategies and policies for the MPO area. The MTP must be coordinated with State, County and City jurisdictions.

**OTC:** Oregon Transportation Commission. The Board of Directors for the Oregon Department of Transportation (ODOT).

**PL:** FHWA Metropolitan Planning Funds, which comprise the majority of MPO funding.

**PPP:** Public Participation Plan. A federally required plan outlining an MPO's public outreach efforts.

**RTP/RTSP:** A combined Regional Transportation Plan (federally required) and Regional Transportation System Plan (required by the State of Oregon in compliance with TPR)

**SAFETEA-LU:** Safe, Accountable, Flexible, Efficient Transportation Equity Act. A Legacy for Users (SAFETEA-LU) is the federal transportation act that was in effect from 2005 through 2012.

**STIP:** Statewide Transportation Improvement Program. The statewide transportation improvement program (STIP) is a federally-required document that identifies all federally funded projects in the state. The STIP is a staged, multiyear, statewide, intermodal program of transportation projects which is consistent with the statewide transportation plan and planning processes and metropolitan plans, TIPs and processes. Projects must be included in the STIP before applicants can use the federal funds awarded to their projects. In order for an MPO project to be included in the STIP, it must first be included in a metropolitan transportation plan and the TIP.

**STF:** Surface Transportation Funds. An Oregon program intended to benefit seniors and people with disabilities. Primarily formula bases and allocated to STF agencies (counties, tribes or transit districts). STF agencies also coordinate 5310 funds.

**STP:** Surface Transportation Program. One of the major federal funding programs. Funding may be used for planning, roadway construction, transit capital projects, carpool projects, etc.

**TAC:** Technical Advisory Committee

**TIP:** Transportation Improvement Program. More formally called the MTIP, or Metropolitan Transportation Improvement Program. A document prepared by a metropolitan planning organization that lists projects to be funded with FHWA/FTA funds for the next one-to-three-year period. In order to be included in the TIP, a project must first be identified in the MTP.

**TPR:** Transportation Planning Rule. The Administrative Rule that was enacted to implement Statewide Planning Goal 12 (Oregon's statewide transportation planning goal). This rule requires that all cities, counties and MPOs develop a 20-year transportation plan that outlines how investments are to be made to provide an integrated transportation system plan. MPOs are required to prepare an MTP and all local jurisdictions within a MPO are required to prepare TSPs that are consistent with the MTP.

**TPAU:** Transportation Planning and Analysis Unit. TPAU is a division within ODOT that provides transportation modeling services and technical assistance to jurisdictions throughout the state.

**TSP:** Transportation System Plan. A 20-year plan for transportation facilities that are planned, developed, operated and maintained in a coordinated manner to supply continuity of movement between modes, and within and between geographic and jurisdictional areas.

**UPWP:** Unified Planning Work Program. A federally required annual report describing the MPO's transportation work program and budget, and detailing the various local, state and federal funding sources that will be used.

**5303 Federal Transit Administration (FTA) Metropolitan Planning funds:** Federal funding program used for transit planning in an MPO area.

**5339 FTA Formula Capital Program:** Federal funding program for transit capital improvements (e.g. bus purchases).

**5307 FTA Formula Grant Program:** Federal funding program. Funding is available on the basis of a statutory formula to all urbanized areas in the country. The funding can be used for capital projects and operating assistance.

**5310 FTA Competitive Grant Program:** Federal funding program. Funding for transportation services for the elderly and persons with disabilities. Funds can continue to be used for capital costs or for capital costs of contracting for services.

## APPENDIX E: FFY 2015 PLANNING EMPHASIS AREAS

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FHWA, in consultation with FTA, develops Planning Emphasis Areas (PEAs) which outline specific policy, procedural and technical topics that MPOs and State DOTs should consider as they implement their annual Work Programs. PEAs address a mix of planning issues and priority topics identified during on-going reviews of metropolitan and statewide planning processes as requiring additional work.

PEAs should be considered in addition to the eight planning factors outlined in SAFETEA-LU and, subsequently, MAP-21. These eight planning factors are: Economic Vitality, Safety of Transportation System, Security of Transportation System, Accessibility and Mobility for People and Freight, Environmental Protection and Enhancement, Integration & Connectivity of Transportation System, Efficient System Management and Operation, and Preservation of Existing the Transportation System.

PEAs for Federal Fiscal Year 2015 were released in a joint memo from FHWA and FTA on April 23, 2014 and include the following:

**Models of Regional Planning Cooperation:** Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.

This is particularly important where more than one MPO serves an urbanized area or adjacent urbanized areas. This cooperation could occur through the metropolitan planning agreements that identify how the planning process and planning products will be coordinated, through the development of joint planning products, and/or by other locally determined means. Coordination includes the linkages between the transportation plans and programs, corridor studies, projects, data, and system performance measures and targets across MPO and State boundaries. It also includes collaboration between State DOT(s), MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, target setting, and system performance reporting in support of performance based planning.

**Ladders of Opportunity:** Access to Essential Services. As part of the transportation planning process, identify transportation connectivity gaps in access to essential services.

Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.

**MAP-21 Implementation:** Transition to Performance Based Planning and Programming.

The development and implementation of a performance management approach to transportation planning and programming includes the development and use of transportation performance measures, target setting, performance reporting, and transportation investments that support the achievement of performance targets. These components will ensure the achievement of transportation system performance outcomes.

Below is a matrix outlining how the Albany Area MPO's FY14-15 UPWP addresses the FFY2015 PEAs as well as the broader MAP-21 Planning Factors.

**Coordination of FY14-15 UPWP with FHWA Planning Emphasis Areas and MAP-21 Planning Factors**

	Planning Emphasis Areas			MAP-21 Planning Factors							
	MAP-21 Implementation	Models of Regional Planning Cooperation	Ladders of Opportunity	Economic Vitality	Safety of Transportation System	Security of Transportation System	Accessibility and mobility for people and freight	Environmental protection & enhancement	Integration & connectivity of transportation system	Efficient system management and operation	Preservation of existing transportation system
<b>Task 1: MPO Program Management</b>											
1.1 Administrative tasks											
1.2 UPWP											
1.3 Public Participation Plan			X								
1.4 Title VI / Non-discrimination Plan			X								
1.5 Intergovernmental Coordination		X	X	X				X	X		
<b>Task 2: Transportation Programming</b>											
2.1 TIP				X	X	X	X	X	X	X	X
2.2 STP Funds Management											
2.3 Annual List of Obligated Projects											
<b>Task 3: Long Range Planning</b>											
3.1 CALM Travel Demand Model		X									
3.2 RTP/RTSP	X	X	X	X	X	X	X	X	X	X	X
3.3 Performance Measures	X				X	X				X	X
3.4 FFC Map & FAUB	X								X	X	
<b>Task 4: Transit Planning &amp; Support</b>											
4.1 Coordination with the ATS			X				X	X	X		
4.2 Regional Transit Study		X					X	X	X	X	X
4.3 Additional 5303 Funds (RTP)	X	X	X				X		X	X	X