

**Agenda**  
**Albany Area Metropolitan Planning Organization**  
**Technical Advisory Committee**

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**Date:** Thursday, April 14, 2016  
**Time:** 1:30 – 3:30 pm  
**Location:** OCWCOG Albany Office, Upstairs Conference Room  
1400 Queen Ave SE, Albany OR  
**Contact:** Theresa Conley, AAMPO Coordinator - (541) 924-4548

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- I. 1:30 Call to Order & Agenda Review** **Josh Wheeler, Chair**
- II. 1:35 Public Comment** **Josh Wheeler**
- III. 1:45 Minutes of March 10, 2016 meeting** (Attachment A) **Josh Wheeler**  
*Action Requested: Approval of March 10, 2016 Minutes*
- IV. 1:50 CALM Model Overview** **Sam Ayash, Martin Mann**  
*Action Requested: Discussion only*
- ODOT Transportation Planning and Analysis Unit (TPAU) staff will provide an overview of the Corvallis-Albany-Lebanon-Millersburg travel demand model and how it will be used to support the AAMPO Regional Transportation Plan and other regional transportation planning processes. TPAU staff will discuss what the region could look like in 2040, based on CALM Model projections and how the CALM Model can project vehicular and transit demands through 2040.
- V. 2:20 Draft FY16-17 UPWP** (Attachment B) **Theresa Conley**  
*Action Requested: Review and recommend UPWP for Board approval*

The Unified Planning Work Program (UPWP) is a federally required document outlining transportation planning activities that an MPO will participate in during a given fiscal year. On March 17<sup>th</sup>, representatives from FHWA, FTA and ODOT reviewed and provided comments on a preliminary draft of the FY16-17 Work Program. The attached draft reflects those requested revisions, input from the Policy Board at their March meeting, and adjustments to the budget to align with the adopted OCWCOG budget. A version with track changes will be available at the meeting.

**VI. 2:40 Regional Transportation Plan – Update and Next Steps**

*Action Requested: Discussion only*

Staff will provide a brief progress update on the Regional Transportation Plan process and discuss next steps.

**VII. 2:50 AAMPO Updates**

**Theresa Conley**

*Action Requested: Discussion only*

- i. Highway Safety Improvement Program and Safety Performance Measures Final Rules (Attachment C)
- ii. TGM Pre-Application Next Steps
- iii. COG Staffing Updates
- iv. AAMPO Website Update

**VIII. 3:05 Jurisdictional Updates**

**Josh Wheeler**

*Action Requested: Discussion only*

**IX. 3:20 Next Meeting Date**

**Josh Wheeler**

*Action Requested: Decision on whether to hold May 12 meeting*

**X. 3:25 Adjourn**

**Josh Wheeler**

**ALBANY METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE MEETING  
Thursday, March 10, 2016  
OCWCOG Albany Office, Upstairs Conference Room  
MINUTES**

**Members Attending:** Chuck Knoll, Georgia Edwards, Chris Bailey, Josh Wheeler, and Lissa Davis

**Members Absent:** Darrin Lane

**Guests Present:** Cody Meyer, Dan Fricke, and Garth Appanaitis

**Staff Attending:** Theresa Conley and Emma Chavez

TOPIC	DISCUSSION	DECISION / CONCLUSION
I. Call to Order and Agenda Review	The Chair called the meeting to order at 1:35 pm.	<b>There were no changes to the agenda.</b>
II. Public Comment		<b>There were no comments from the public.</b>
III. Minutes of February 11, 2016 meeting	<p>Chuck Knoll questioned how AAMPO is identifying ADA requirements and if the MPO has an ADA inventory list. Staff advised that the MPO does not have an inventory list. Chuck questioned if the MPO could apply for a TGM grant for ADA deficiencies. The Chair asked for this matter to be added as an agenda items.</p> <p>As far as the minutes are concerned; ADA Inventory will be added to Agenda Item V, bullet two – Support for local ADA transition plans.</p>	<b>Consensus from the TAC to approve the February 11, 2016 meeting minutes with edits.</b>
IV. RTP Framework	<p>Consultant Garth Appanaitis provided information on AAMPO's Regional Transportation Plan framework:</p> <p>AAMPO continues to work on its first RTP and has reached the halfway point. The TAC has reviewed an initial project list and provided feedback. The RTP has been updated based on that feedback</p>	<b>Feedback on the Draft RTP must be submitted to staff no later than noon on Tuesday, March 15<sup>th</sup>.</b>

	<p>Garth briefly reviewed the document with members noting that at this time, AAMPO needs to identify projects in the \$172 million threshold available to the MPO. Of the \$172 million identified, \$140 will go towards specific projects and \$30 million will go towards preservation projects.</p> <p>Feedback from the TAC:</p> <ul style="list-style-type: none"> <li>• Chapter 4; included identified pinched points</li> <li>• Enhance maps for visibility/readability (lot spots)</li> <li>• Clearly discuss safety findings</li> <li>• Lebanon/Hwy 20 projections seem low</li> <li>• Keep regional perspective, including connections with Lebanon and Corvallis areas</li> <li>• Note discussion of region wide transit district that serves everything not currently covered by ATS and CTS</li> <li>• Correction to roadway jurisdiction for various projects</li> <li>• Page 35, add comment on influence from outside jurisdictions</li> </ul> <p>Members were requested to email Theresa any additional comments no later than noon on Tuesday, March 15<sup>th</sup>.</p>	
<p>V. RTP Public Comment Report</p>	<p>Staff presented a summary report of the public input received and asked for TAC members to provide information they have on how comment areas are currently or could be addressed. Staff will provide this summary to the Policy Board. Comments for this appendix need to be submitted to staff no later than Friday, March 22<sup>nd</sup>.</p>	<p><b>Deadline for comments on the public outreach summary need to be submitted to staff no later than Friday, March 22<sup>nd</sup>.</b></p>
<p>VI. Draft FY16-17 UPWP</p>	<p>On March 17<sup>th</sup>, 2016 at the Cascades West Council of Governments, there will be a formal review of AAMPO’s Unified Planning Work Program (UPWP) with FHWA, DLCDC and ODOT. The meeting will take place at 1:30 pm in the downstairs conference rooms. The current draft version has updated numbers, the added the following two projects:</p> <ul style="list-style-type: none"> <li>• Linn-Benton Loop Services</li> </ul>	

	<ul style="list-style-type: none"> <li>• Review of Transit Needs (Demand Responsive).</li> </ul> <p>Staff advised that the document will be updated with recommendations from the March 17<sup>th</sup> meeting and the TAC will review the updated document at its April meeting and a final recommendation will go to the Policy Board for its April 27<sup>th</sup> meeting.</p>	
<p>VII. Highway 20 Safety Study Progress</p>	<p>A Hwy 20 Safety Study community workshop was held on March 2<sup>nd</sup> at the Children’s Farm Home. The goals of the workshop are to share general information about the project as well as finding of the recently completed existing conditions analysis; and to answer questions and gather feedback on specific safety concerns along the corridor.</p> <p>Staff and members who attended noted that the workshop was well attended with much participation and feedback. An additional event will be scheduled for the Fall. For additional information you may visit <a href="http://US20safetystudy.com">US20safetystudy.com</a>.</p>	
<p>VIII. Roundtable Updates on Local Planning Processes</p>	<p><u>ADA Inventory &amp; TGM Grant</u> – Chuck Knoll stated that TGM grant applications are due Friday, March 11<sup>th</sup>. He questioned if AAMPO could apply for a regional ADA inventory and advised that he could assist with the application. The Chair advised that the Policy Board needs to approve such a decision and that if TAC members agreed; the application could be submitted, the Policy Board would be advised at their next meeting and they would determine if to continue with the application or not. Members concurred with this decision.</p> <p><u>ODOT</u> – Hwy 20 Safety Study is the focal point at this time.</p> <p><u>Linn County</u> – Submitted a TGM grant for a Safety Corridor Analysis on Hwy 20 from Albany to Lebanon and another for Hwy 34 at I-5 to Lebanon. Linn County also continues work on its TSP.</p>	<p><b>Chuck Knoll will prepare a TGM grant for a regional ADA inventory. Staff will do a final review and submit by Friday, March 11<sup>th</sup>. The Policy Board will be notified of this work at its next meeting for decision on next steps.</b></p>

	<u>Benton County</u> – The City of Albany is looking at crosswalk improvements on Crocker and Gibson Hill.	
IX. Upcoming Meetings Discussion	Pending a review of RTP schedule, May meetings could be cancelled. TAC members gave their approval to do so.	
X. Adjourn	Next meeting scheduled for Thursday, April 14 <sup>th</sup> .	

# Attachment B

ALBANY AREA METROPOLITAN PLANNING ORGANIZATION

## Draft FY 2016 - 2017 UNIFIED PLANNING WORK PROGRAM

Revised 4/7/2016



Adopted by the AAMPO Policy Board  
April, XX 2016

**Albany Area Metropolitan Planning Organization**

1400 Queen Ave. SE, Suite 205

Albany OR, 97322

<http://www.ocwcog.org/transportation/aampo/>

**ALBANY AREA MPO'S TITLE VI NOTICE TO PUBLIC**  
**ALBANY AREA MPO'S TÍTULO VI COMUNICACIÓN PÚBLICA**

Title VI of the Civil Rights Act of 1964 states:

*“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”*

The Albany Area MPO is committed to complying with the requirements of Title VI in all of its programs and activities. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Albany Area MPO. A complainant may also file a complaint directly with the Federal Transit Administration by addressing the complaint to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor - TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

For more information about the Albany Area MPO's Title VI / Non-Discrimination Program, including procedures for filing a complaint, contact the AAMPO Coordinator at 541 924-4548; by e-mail to [tconley@ocwcog.org](mailto:tconley@ocwcog.org); or by visiting the Albany Area MPO administrative offices at: 1400 Queen Ave SE, Suite 205, Albany OR 97322.

If information is needed in another language, contact 547- 924 -8405. **Si se necesita información en otro idioma de contacto 541-924-8405**

*Development of this document was made possible with funding from the Federal Highway Administration, the Federal Transit Administration, the Oregon Department of Transportation, and the support and involvement of AAMPO jurisdictions and stakeholders.*

**Resolution Number 2016-3**

**FOR THE PURPOSE OF APPROVING THE FY 2016-2017 ALBANY AREA METROPOLITAN PLANNING ORGANIZATION 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 FY2016-2017 AAMPO Interim Work Program and its associated budget.

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, BY THE ALBANY AREA METROPOLITAN PLANNING ORGANIZATION.**

SIGNED:

\_\_\_\_\_  
**ROGER NYQUIST**

Albany Area Metropolitan Planning Organization  
Policy Board Chair

# ALBANY AREA MPO MEMBERSHIP

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## Policy Board

Darrin Lane	City of Millersburg
Floyd Collins	City of Albany
Dave Beyerl	City of Jefferson
Annabelle Jaramillo	Benton County
Roger Nyquist	Linn County
Frannie Brindle	Oregon Department of Transportation
Gary Powell	City of Tangent

## Technical Advisory Committee

Valerie Grigg Devis	Oregon Department of Transportation
Chris Bailey	City of Albany
Josh Wheeler	Benton County
Chuck Knoll	Linn County
Darrin Lane	City of Millersburg
Lissa Davis	City of Jefferson
Georgia Edwards	City of Tangent
Ned Conroy	Ex-Officio, Federal Transit Administration, Region 10
Nick Fortey	Ex-Officio, Federal Highway Administration
Mary Camarata	Ex-Officio, Oregon Department of Environmental Quality
Ed Moore	Ex-Officio, Oregon Department of Land Conservation and Development

## Contact Information

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Oregon Cascades West Council of Governments  
1400 Queen Ave SE, Suite 205, Albany, OR 97322  
<http://www.ocwcog.org/transportation/aampo/>

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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 as the metropolitan planning organization (MPO) for the Albany Urbanized Area. Federal regulations require that MPOs be formed for all Urbanized Areas with a population of 50,000 or more in order to facilitate a 3-C (Comprehensive, Continuing and Coordinated) regional transportation planning process.

AAMPO includes the cities of Albany, Jefferson, Millersburg, and Tangent as well Linn County, Benton County and the Oregon Department of Transportation (ODOT). Elected officials from each of these jurisdictions compose the governing body of the MPO, apart from ODOT which is represented by the Area Manager. A Technical Advisory Committee (TAC) composed of staff from each member entity serves as advisory to MPO's governing body. Staffing, including fiscal and administrative support, is provided by the Oregon Cascades West Council of Governments (OCWCOG).

In accordance with federal regulations, the functions and responsibilities of AAMPO include development of: an annual Unified Planning Work Program (UPWP), an annual list of obligated projects, a 4-year Transportation Improvement Program (TIP) and a long-range Regional Transportation Plan (RTP). AAMPO must also demonstrate compliance with Title VI and other non-discrimination requirements and facilitate an effective Public Participation Plan. The Fiscal Year 2016-2017 Unified Planning Work Program (UPWP) demonstrates how AAMPO will fulfill these requirements between July 1, 2016 and June 30, 2017.

## **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 during a given fiscal year. The UPWP must describe planning activities and products to be completed, cost estimates for each activity and work product, federal funds allocated each item, and the lead agency for each item.

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

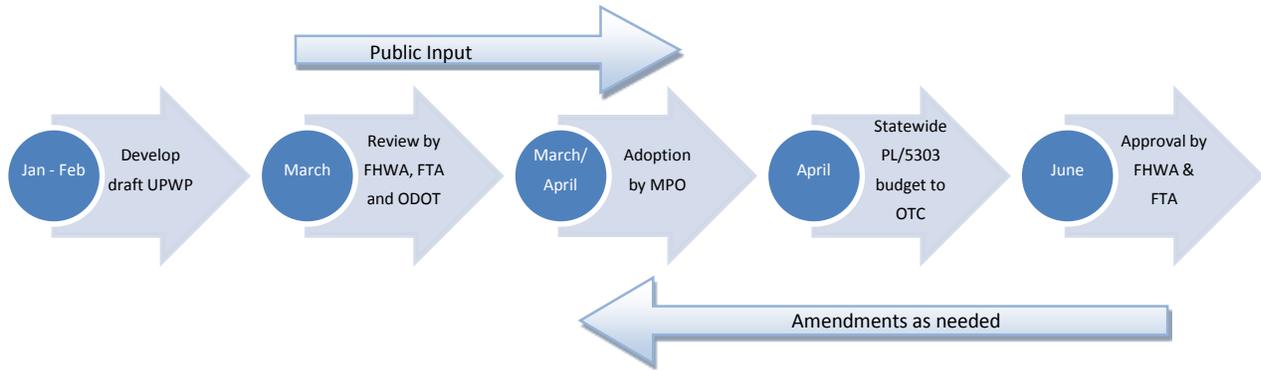
### **Funding Sources**

In Oregon, funding sources for MPO planning activities listed in the UPWP typically include the following. FHWA MPO Planning funds (PL)

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

- Local in-kind match for FTA 5303 Planning Funds
- ODOT State Planning and Research (SPR) funds
- Oregon Transportation Growth Management (TGM) or other grants may also assist with MPO planning tasks, or related tasks conducted by member jurisdictions.

## **UPWP Development Process**



## **Public notification**

As the UPWP is developed, AAMPO 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
- Providing public comment opportunities at Policy Board and TAC meetings
- Providing notifications regarding the UPWP public comment period on the AAMPO website, along with agendas and minutes for all Policy Board and TAC meetings

Public notice of amendments to the UPWP will be included in agenda packets for the AAMPO TAC and Policy Board, which will be posted on the AAMPO website and emailed to stakeholders, interested parties and local newspapers.

## **Amendments**

The UPWP may be amended to add or remove funds from the UPWP budget, move funds from one task to another, to add new tasks, 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 by inclusion in a Policy Board meeting agenda. 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.

# **AAMPO STATUS REPORT**

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During the 2015-2016 fiscal year, AAMPO planning activities focused on development of the federally-required Regional Transportation Plan and Metropolitan Transportation Improvement Program. There was also a continued emphasis on regional collaboration, particularly around inter-city travel and public transportation. Below is a summary of major planning activities and work products for FY15-16 at the time this document was completed.

## **FY15-16 Major Planning Activities and Work Products**

### **MPO Program Management**

- Facilitated meetings of the Policy Board and Technical Advisory Committee
- Continued intergovernmental coordination and communication with local stakeholder groups
- Continued implementation of Public Participation Plan and expanded outreach related to the Regional Transportation Plan (RTP) process
- Completion of Title VI Annual Report and ongoing adherence to Title VI/Non-discrimination Plan
- Developed new AAMPO webpage: <http://www.ocwcog.org/transportation/aampo/>
- Completed quarterly reports and billing

### **Long Range Planning**

- Adopted Regional Transportation Plan Framework (RTP Framework)
- Completed RTP technical memoranda addressing: Plan Goals and Policies, Future Transportation Conditions and Needs, Future Forecasting, Transit Existing Conditions, Future Transit Needs, and Transportation Solution Packages
- Conducted significant public outreach in support of RTP process, including: Transportation Survey available online, in hard-copy, and in Spanish; five initial public open house meetings and one public meeting prior to adoption of the RTP; and, fifteen stakeholder interviews
- Provided technical support to Millersburg Transportation System Plan (TSP), Linn County TSP, Corvallis TSP, and the Highway 20 Safety Study project

### **Transit and Short Range Planning**

- Developed and received preliminary approval of Linn-Benton Loop governance IGA
- Provided support to Albany Transit Service (ATS) and other public transportation providers, including participation in Linn and Benton County Coordinated Public Transit-Human Services Transportation Plans and Salem-Keizer Transit regional transit planning process
- Coordinated with Albany Transit Service staff for Albany Multimodal Transportation Center - Planning and Preliminary Design project

### **Transportation Programming (TIP)**

- Adopted FFY15-18 TIP coincident with the RTP Framework
- Published annual listing of obligated projects

## **Ongoing Planning Efforts**

- Development of the AAMPO Regional Transportation Plan / Transportation System Plan and related Transit Development Plan will continue through FY16-17.
- AAMPO and the Corvallis Area MPO (CAMPO) continue to facilitate efforts to stabilize governance and funding for the Linn-Benton Loop transit service. Next phases will included execution of the governance IGA, research into funding structures, and a Loop service analysis.

## **FY16-17 Program Goals**

Primary goals for FY16-17 will include:

- Prepare draft Regional Transportation Plan
- Prepare draft Transit Development Plan
- Facilitate implementation of Linn-Benton Loop Board and, under the direction of the Board and in coordination with the Corvallis Area MPO, conduct Linn-Benton Loop service analysis or other tasks as directed.

## **Status of MPO Documents**

<b>Federally-Required Documents</b>	<b>Current Status</b>	<b>Next Update</b>
Metropolitan Transportation Improvement Program (MTIP or TIP)	Interim TIP adopted Sept 2013.	FFY15-18 TIP adopted March 2016. FFY18-21 TIP to be completed following adoption of RTP
Regional Transportation Plan / Regional Transportation System Plan (RTP/RTSP)	2040 RTP Framework adopted March 2016.	RTP Framework will be updated in 2017 to establish more robust 2040 RTP and RTSP compliant with Oregon Transportation Planning Rule.
Public Participation Plan (PPP)	Adopted July 2014. Administrative updates in January 2016.	As needed or with update of planning documents
Unified Planning Work Program	FY15-16 UPWP adopted in April 2015	FY16-17 UPWP anticipated for adoption in April 2016
Annual List of Obligated Projects	FFY15 list completed January 2015	FFY16 list to be prepared January 2017
<b>Other Documents</b>	<b>Current Status</b>	<b>Next Update</b>
Title VI / Non-discrimination Plan	Adopted August 2014. Administrative updates November 2016.	As needed or with update of planning documents
Albany Area Transit Development Plan	In progress	Anticipated for completion in 2017.

# FY16-17 WORK PROGRAM

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The following work program is organized under four primary ‘Tasks’ - *MPO Program Management, Long Range Planning, Transit and Short Range Planning, and Transportation Programming*. 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 AAMPO Technical Advisory Committee and approval by the AAMPO Policy Board, unless otherwise indicated.**

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

MPO Program 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 (TAC), public involvement, fiscal 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>	\$79,363
<b>Percent of Total Budget:</b>	48%

### **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. Maintenance and continued development of AAMPO website
- 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 submission of quarterly invoices and an annual audit
- 1.1.f. Records management
- 1.1.g. Professional training, including workshops, webinars and conferences and other technical training directly related to MPO planning or programming responsibilities

**Budget:** \$35,031  
**Percent of Total Budget:** 21.6%  
**Timeframe:** Ongoing

**Deliverables:** Committee meeting agenda packets and meeting minutes, invoices to ODOT, approved intergovernmental agreements, annual audit and financial report, organized files, an improved 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 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 ODOT and a year-end report 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 planning process, multimodal urban transportation planning processes, Title VI / Non-discrimination requirements, Environmental Justice provisions and the Americans with Disabilities Act. The Self Certification should be reviewed and updated at least every year and with the TIP. AAMPO's current and prior UPWPs are available here:

<http://www.ocwcog.org/transportation/aampo/aampo-plans-programs/>.

- 1.2.a. Preparation of FY17-18 Operational Budget
- 1.2.b. Development and adoption of FY17-18 UPWP
- 1.2.c. Preparation of Annual Self-Certification
- 1.2.d. 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

**Budget:** \$6,119  
**Percent of Total Budget:** 3.8%  
**Timeframe:** Ongoing tracking of progress; majority of work on FY 2017-2018 UPWP to be completed in 2<sup>nd</sup> and 3<sup>rd</sup> Quarters  
**Deliverables:** Quarterly reports, FY17-18 UPWP document, Self-Certification

## 1.3 Public Participation Plan Implementation

Active public involvement is a key component of the 3-C planning effort and allows for early, timely and complete notice to the public regarding MPO activities and decisions. AAMPO's public involvement activities are directed by a Public Participation Plan (PPP) and further informed by a Title VI / Non-discrimination Plan as described in Task 1.4. Ongoing public participation efforts by MPO staff are listed below. Activities specific to Regional Transportation Plan (RTP) will be listed under that task. The PPP is available here: <http://www.ocwcog.org/transportation/aampo/aampo-plans-programs/>.

- 1.3.a. Accept and process any complaints regarding MPO planning or programming activities
- 1.3.b. Hold AAMPO Policy Board, TAC and other meetings at convenient and accessible times and locations

- 1.3.c. Provide opportunity for accommodations and interpretive services, with advanced notice, for individuals interested in attending AAMPO meetings
- 1.3.d. Post AAMPO Policy Board and TAC meeting minutes on the AAMPO website in a timely manner
- 1.3.e. Provide public notice of all AAMPO Policy Board, TAC and other special meetings in local newspapers, email notification to an Interested Parties list, and on the AAMPO website.
- 1.3.f. Accept and respond to public comments received at AAMPO Policy Board and TAC meetings, via email, or by phone or mail communication. Public comments will be provided to the AAMPO Policy Board for consideration
- 1.3.g. Maintain interested parties list
- 1.3.h. Provide key documents on the AAMPO website, including: the Regional Transportation Plan and related documents, Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), Public Participation Plan (PPP), Title VI Plan and program, Annual List of Obligated Projects, Albany Area MPO Citizen's Handbook, AAMPO Fact Sheet, and AAMPO maps
- 1.3.i. Conduct special outreach activities during development of the Regional Transportation Plan (RTP) and Transit Development Plan (TDP), as identified under those tasks

**Budget:** \$4,559  
**Percent of Total Budget:** 1.9%  
**Timeframe:** Ongoing  
**Deliverables:** Implemented PPP, informed and involved public, timely responses to public inquiries

#### 1.4 Title VI / Non-Discrimination Activities

AAMPO has adopted a Title VI / Non-discrimination Plan outlining how AAMPO will comply with federal Title VI and Non-discrimination requirements. The Plan and related information is available here: <http://www.ocwcog.org/transportation/aampo/aampo-title-vi-program/>. As required by the plan, the following tasks comprise the AAMPO Annual Title VI Work Plan for FY16-17:

- 1.4.a. Complete Title VI Accomplishments Report for FY15-16, 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. To be completed in July 2016
- 1.4.b. Review and update AAMPO Demographic Profile as data becomes available, including demographic data regarding participants in, and beneficiaries of, MPO planning and programming efforts
- 1.4.c. Attend Title VI / Non-Discrimination and related trainings hosted by ODOT or other agencies, when available
- 1.4.d. Include Title VI /Non-Discrimination notices in applicable documents and on the AAMPO website
- 1.4.e. Accept and process any Title VI complaints in coordination with ODOT and consistent with the Title VI / Non-Discrimination Plan

- 1.4.f. Prepare Annual Title VI Certifications and Assurances coincident with the UPWP
- 1.4.g. Establish process to monitor effectiveness of Title VI/Non-Discrimination Plan and PPP in eliminating discrimination, including actions to take to correct any deficiencies.

**Budget:** \$1,836  
**Percent of Total Budget:** 1.1%  
**Timeframe:** Ongoing, unless otherwise noted under specific tasks.  
**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 members and staff coordinate with other jurisdictions, statewide agencies, federal agencies and a variety of stakeholder groups.

- 1.5.a. Coordinate with the Corvallis Area MPO (CAMPO), including facilitation of joint MPO meetings and cooperation with CAMPO regarding regional transportation issues. AAMPO strives to participate in joint meetings with CAMPO at least on an annual basis.
- 1.5.b. Facilitate meetings of Linn-Benton Loop governing body as needed. This may include development of meeting schedules, preparation and distribution of agenda packets, preparation of minutes, responding to public inquiries and attendance at meetings
- 1.5.c. Participate on the Cascades West Area Commission on Transportation (CWACT)
- 1.5.d. Attend meetings of the Mid-Willamette Area Commission on Transportation (MWACT)
- 1.5.e. Intergovernmental coordination 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 ODOT, FHWA, FTA, local jurisdictions, local and state tourism entities, local and state emergency management agencies, associations of peer MPOs and other area stakeholders. This also includes communication with local transportation advisory groups, including occasional attendance at meetings.

**Budget:** \$31,818  
**Percent of Total Budget:** 19.6%  
**Timeframe:** Ongoing  
**Deliverables:** A continuing, cooperative and comprehensive planning process

## **Task 2: Long Range Planning**

This task includes activities related to the development of the Regional Transportation Plan and other long range planning efforts as directed by the Policy Board.

<b>Task 2 Funding Sources:</b>	FHWA PL Funds 10.27% Local match provided by ODOT
<b>Task 2 Budget:</b>	\$30,626
<b>Percent of Total Budget:</b>	18%

### **2.1 Regional Transportation Plan**

The Regional Transportation Plan is a federally-required document that identifies a preferred future transportation system for the MPO area and drives MPO decision-making. The RTP will also serve as the Regional Transportation System Plan (RTSP) to establish compliance with Oregon Transportation Planning Rule (TPR). The RTP will identify transportation system needs through 2040, including financially-constrained and illustrative project lists. An Albany Area Transit Development Plan (TDP) will also be developed as part of this process, as detailed in Task 3.1.

This task is a continuance of work begun during the prior fiscal year, with completion of a Regional Transportation Plan Framework in March 2016 and completion of the full RTP/RTSP anticipated in late summer 2017 (FY17-18). The RTP Framework will meet basic federal requirements and include a 20-year constrained project list, while the RTP/RTSP will also comply with Oregon TPR requirements and include an illustrative project list informed by use of the Mosaic tool for least cost planning.

AAMPO is the lead agency on this project; however, much of the work will be completed with ODOT SPR funds via a contract between ODOT and a consultant team. The tasks outlined below are limited to work completed by AAMPO staff to contribute to the development of the RTP/RTSP. In addition to AAMPO staff time spent on the RTP, two AAMPO TAC representatives will serve on the Project Management Team (PMT) and will assist in completing each of the tasks listed below.

- 2.1.a. Review of Technical Memo #15 Transportation Recommendations
- 2.1.b. Review of Technical Memo #17 Regional Performance Metrics
- 2.1.c. Prepare RTP Draft Outline and Template
- 2.1.d. Coordinate with consultant to facilitate three Policy Board briefings and four RTP TAC meetings
- 2.1.e. Attend bi-weekly Project Management Team phone calls and one PMT Work session
- 2.1.f. Coordinate with consultant to facilitate public and stakeholder outreach, including two project briefings for the Cascades West Area Commission on Transportation (CWACTION), one Community Meeting Series with up to four locations throughout the MPO, direct outreach, notices of public input opportunities to the Interested Parties email list and in local news media, and upkeep of a Project website (<http://albanyareatransportationplan.org/>)

- 2.1.g. Prepare draft Regional Transportation Plan
- 2.1.h. Conduct local agency briefings on draft RTP/RTSP and TDP
- 2.1.i. Provide technical assistance to the ODOT Transportation and Data Analysis Unit (TPAU) and local jurisdictions regarding upkeep and usage of the CALM Model (Corvallis Albany Lebanon Millersburg Model).
- 2.1.j. Work related to the development of performance measures, as necessary

**Budget:** \$13,738  
**Percent of Total Budget:** 7.6%  
**Timeframe:** Ongoing  
**Deliverables:** Preparation of draft RTP/RTSP and TDP. See Task 3.1 for shared deliverables.  
**Total Project Cost:** \$770,284

The total project cost will be reimbursed over three years through a three funding sources. First, a three-year Consultant Contract for \$692,065 in ODOT Region 2 SPR funds will cover the bulk of the planning effort, as well as data collection for Millersburg and Linn TSPs and a region-wide transit onboard survey and related analysis. Second, \$48,219 of ODOT Region 2 SPR funds will support MPO staff time spent on this task, \$22,000 of which is anticipated to be spent during FY16-17. Third, at least \$30,000 of MPO PL/5303 funds will be spent over three years; a portion of which is shown across Task 2.1 and 3.1. A majority of the \$30,000 of MPO PL/5303 funds were spent during FY15-16.

**2.2 Mosaic Analysis**

ODOT’s Mosaic least-cost planning tool will be used to help develop the AAMPO RTP preferred long-range investment strategy through the 2040 planning horizon. The goal of the Mosaic evaluation is to provide a quantitative basis for comparing aspirational scenarios across a wide range of metrics (e.g., transportation, economic, and environmental metrics), and to help select a preferred long-range investment strategy that goes beyond the financially constrained project list. The Mosaic evaluation will utilize travel projections from the CALM regional travel demand model, as well as GIS and other data developed by the consultant. This task covers work of ODOT’s Mosaic consultant team to develop Mosaic inputs, apply the evaluation tool, and interpret results.

**Budget:** \$9,790  
**Percent of Total Budget:** 6%  
**Timeframe:** Ongoing during FY16-17  
**Deliverables:** Analysis and final report on preferred illustrative project list for RTP, facilitated conversations of RTP TAC and AAMPO Policy Board  
**Total Project Cost:** ODOT Region 2 SPR funds will support all consultant time on this effort, which comprises the majority of this work; time of AAMPO staff will be covered with PL funds as shown above.

### 2.3 US 20 Safety Study

ODOT Region 2 is investigating the safety performance of the US 20 corridor between the Corvallis city limits and Springhill Road in Albany. The goal of the study is to identify low cost/high benefit safety countermeasures for specific hot spot locations as well as the entire study corridor. The primary objectives of this study are to:

- Analyze the US 20 corridor (within the study area) for hot spot and corridor wide crash trends and recommend solutions that make US 20 safer with a focus on short-term actions;
- Conduct field observations focused on specific locations identified in safety analysis;
- Confirm safety solutions, and identify additional safety improvements;
- Conduct Highway Safety Manual Predictive analysis and identify low cost safety countermeasures;
- Prioritize improvements based on ODOT benefit/cost calculations; and,
- Obtain feedback from the public, stakeholders, and the ODOT staff in the development of the recommended safety improvements and strategies.

ODOT is the lead on this project, occurring from FY15-16 through early FY16-17. AAMPO staff will provide technical assistance and serve as a liaison to AAMPO on the Stakeholder Advisory Committee. Project information is available here: <http://us20safetystudy.com/>.

<b>Budget:</b>	\$612
<b>Percent of Total Budget:</b>	0.4%
<b>Timeframe:</b>	1 <sup>st</sup> Quarter
<b>Deliverables:</b>	Review and input on technical documents and attendance at meetings
<b>Total Project Cost:</b>	\$99,994 ODOT Region 2 SPR Funds

### 2.4 Benton County Transportation System Plan

Benton County will conduct a Transportation System Plan (TSP) update, with completion anticipated by July 2016. MPO staff will support the effort in a technical capacity which may include serving on a technical advisory committee, facilitating coordination between the MPO and County's planning processes or reviewing technical documents to ensure consistency with the AAMPO RTP and TDP. Benton County is the lead agency on this effort. Time of AAMPO staff on this effort will be funded with AAMPO PL funds. Project information is available here:

<https://www.co.benton.or.us/publicworks/project/benton-county-transportation-system-plan-tsp>.

- 2.4.a. Provide technical support, including review of draft documents or serving on technical advisory committee
- 2.4.b. Assist project management team in providing updates to and gathering input from the MPO
- 2.4.c. Coordination of Benton County TSP and AAMPO RTP

<b>Budget:</b>	\$1,224
<b>Percent of Total Budget:</b>	0.8%

**Timeframe:** Ongoing  
**Deliverables:** Review and input on technical documents and attendance at meetings  
**Total Project Cost:** \$200,000 TGM Funds and Benton County local match

**2.5 City of Millersburg Transportation System Plan**

The City of Millersburg is developing a Transportation System Plan (TSP) in coordination with the AAMPO Regional Transportation Plan. Completion is anticipated by July 2016. MPO staff will serve in a technical advisory role and will help facilitate coordination between the MPO and City’s planning processes and help ensure consistency between the final documents. The City of Millersburg is the lead agency on this effort, and the TSP will be funded with ODOT SPR funds. Time of AAMPO staff on this effort will be funded with AAMPO PL funds. Project information is available here: <http://millersburgtsp.com>.

- 2.5.a. Serve on a Technical Advisory Committee and review draft documents
- 2.5.b. Assist project management team in providing updates to and gathering input from the MPO
- 2.5.c. Incorporate project lists from Millersburg TSP into the AAMPO RTP

**Budget:** \$612  
**Percent of Total Budget:** 0.4%  
**Timeframe:** 1<sup>st</sup> Quarter  
**Deliverables:** Attendance at Technical Advisory Committee meetings, review of draft documents, consistency of RTP and Millersburg TSP  
**Total Project Cost:** \$150,000 ODOT Region 2 SPR Funds.

**2.6 Linn County Transportation System Plan**

Linn County will be developing a TSP in coordination with the AAMPO Regional Transportation Plan. MPO staff will serve in a technical advisory role and will help facilitate coordination between the MPO and County’s planning processes and help ensure consistency between the final documents. The project is anticipated for completion in 2017. Linn County is the lead agency on this effort, and the TSP will be funded with ODOT SPR funds. Time of AAMPO staff on this effort will be funded with AAMPO PL funds. Project information is available here: <http://linncountytsp.org/>.

- 2.6.a. Serve on a Technical Advisory Committee and review draft documents
- 2.6.b. Assist project management team in providing updates and gathering input from the MPO
- 2.6.c. Incorporate project lists from Linn County TSP into the AAMPO RTP

**Budget:** \$979  
**Percent of Total Budget:** 0.6%  
**Timeframe:** Ongoing  
**Deliverables:** Attendance at Technical Advisory Committee meetings, review of draft documents, consistency of RTP and Linn County TSP  
**Total Project Cost:** \$175,000 ODOT Region 2 SPR Funds.

## 2.7 Albany Multimodal Transportation Center - Planning and Preliminary Design

This is continuation of a task identified in the FY15-16 UPWP to complete preliminary layout and design of a transit vehicle storage facility (bus barn) at the Albany Multimodal Station or other suitable location. This FY16-17 task will cover any necessary project oversight by AAMPO staff, including review of invoices and deliverables.

<b>Budget:</b>	\$3,671
<b>Percent of Total Budget:</b>	2.3%
<b>Timeframe:</b>	1 <sup>st</sup> and 2 <sup>nd</sup> Quarters
<b>Deliverables:</b>	Preliminary layout and design of a transit vehicle storage facility

## **Task 3: Transit and Short Range Planning**

The Albany Transit Service is the primary transit provider for the AAMPO area, with designated Special Transportation Fund (STF) agencies supporting 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>	\$65,280
<b>Percent of Total Budget:</b>	27.9%

### 3.1 Albany Transit Development Plan

In conjunction with the RTP (Task 2.1), AAMPO will facilitate the development of a Transit Development Plan for Albany Transit Service, planning for transit needs through 2040. The TDP will address regional fixed route and demand responsive transit needs in greater detail than the RTP. The TDP will include an assessment of existing services, a summary of ridership trends, and a discussion of future transit needs. Based on this information and public input, goals and policies will be identified that direct short-term, medium-term, and long-term operational and capital investment strategies.

This task is a continuance of work in FY15-16, with completion of the TDP anticipated by 2017. AAMPO is the lead agency on this project, however, much of the work will be completed with ODOT SPR funds via a contract between ODOT and a consultant team. The tasks outlined below are limited to work completed by AAMPO staff to contribute to the development of the TDP component of the AAMPO RTP/RTSP. Information about the TDP is available here: <http://albanyareatransportationplan.org/project-information/albany-area-transit-development-plan/>.

- 3.1.a. Review Technical Memo #16 Transit Recommendations
- 3.1.b. Develop TDP Outline and Template

- 3.1.c. Transit Development Plan – Review draft document
- 3.1.d. Facilitate RTP TAC Transit Subgroup meetings as needed

**Budget:** \$6,119 (See Task 2.1 for accompanying RTP budget)  
**Percent of Total Budget:** 3.8%  
**Timeframe:** Ongoing  
**Deliverables:** Preparation of draft RTP/RTSP and TDP. See Task 2.1 for shared deliverables.  
**Total Project Cost:** See Task 2.1

### 3.2 Albany Transit System Planning Support

The City of Albany is the primary transit provider in the AAMPO area, operating the Albany Transit Service (ATS) fixed route, Call-A-Ride complementary paratransit, and the Linn-Benton Loop regional service connecting Albany and Corvallis. This task covers general coordination work and technical support for the City of Albany as the operator, and coordination with ATS partners in support of all transit services within the AAMPO area.

- 3.2.a. Provide technical support to ATS as requested, in support of planning and programming for the continuation, expansion, or enhancement of services. This can include support for travel training, coordination with non-emergent medical transportation providers, coordination with regional carpool/vanpool programs, preparation of grant applications, data analysis, or other efforts.
- 3.2.b. Consultation with ATS staff during the development of the RTP and TDP, TIP, UPWP, PPP and other MPO area planning efforts.
- 3.2.c. Assistance with programming transit projects into the MPO’s TIP and state’s STIP

**Budget:** \$2,448  
**Percent of Total Budget:** 1.5%  
**Timeframe:** Ongoing  
**Deliverables:** A continuing, cooperative and comprehensive planning process, including active coordination with transit staff at the City of Albany.

### 3.3 Regional Transit Coordination

The provision of effective and coordinated regional transit service is a priority for AAMPO. This task covers activities to improve regional and inter-city transit services. These services include the Linn-Benton Loop, Linn Shuttle, North-by-Northwest Connector, Coast-to-Valley Express, Valley Retriever, Benton County Dial-A-Bus, Amtrak, and potentially other private services such as Bolt Bus and Greyhound and broader regional services such as those provided by Salem-Keizer Transit.

The identified first priority in regional transit coordination is establishing a stable governance and funding structure for the Linn-Benton Loop (Loop). The Loop is a fixed-route transit service providing public transportation between the cities of Albany and Corvallis. AAMPO and the Corvallis Area MPO (CAMPO) have jointly facilitated this work since 2013. A governance IGA is anticipated

for execution by the end of FY15-16, establishing the primary funding partners as four voting members: AAMPO, CAMPO, the Linn-Benton Community College and Oregon State University. Tasks for FY16-17 include:

- 3.3.a. Following execution of the governance IGA, facilitate meetings of the Loop Board
- 3.3.b. Facilitate discussions regarding long-term funding options for the Loop
- 3.3.c. At the direction of the Loop Board, complete technical tasks that may include GIS mapping, data collection and development of informational materials and report(s). These tasks would be in addition to Task 3.4.

**Budget:** \$11,014  
**Percent of Total Budget:** 6.8%  
**Timeframe:** Ongoing  
**Deliverables:** Meetings of the Loop Board, research on Loop funding options, and other deliverables identified by the Loop Board.

### 3.4 Linn-Benton Loop Service Analysis

AAMPO, in collaboration with CAMPO and under the guidance of the Linn-Benton Loop Board, will conduct a review of the current Loop service. This service analysis may consider routes, frequency, stop locations, span of service, bicycle accessibility, and other factors in order to assess the current service and opportunities for improved service to key rider groups. The analysis will build upon data and findings from the Albany and Corvallis Transit Development Plans currently being developed. The analysis may also include policy recommendations and funding structure recommendations.

**Budget:** \$28,357  
**Percent of Total Budget:** 11.3%  
**Timeframe:** Third and fourth quarters  
**Deliverables:** Service analysis of Linn-Benton Loop

### 3.5 Albany Area Public Transportation Needs Analysis

To augment work being done on the Albany Area Transit Development Plan, AAMPO staff will conduct additional analysis of public transportation needs throughout the MPO area. The analysis will build upon findings of the AAMPO RTP and TDP findings to develop a more robust needs analysis. The analysis will include additional public and stakeholder outreach in Jefferson, Tangent, and Millersburg, a review of commute and travel flow data for each of those cities, a review of activity centers and key destinations for AAMPO residents, a summary of public transportation services currently provided to residents of those cities, and consideration of additional data as available. Findings of this effort will point toward potential geographic or temporal needs and potential solutions.

**Budget:** \$16,119  
**Percent of Total Budget:** 3.8%

**Timeframe:** First, second, and third quarters  
**Deliverables:** A more robust analysis of AAMPO’s public transportation needs

**3.6 Linn and Benton County Coordinated Public Transit-Human Services Transportation Plans**

Agencies receiving “Enhanced Mobility of Seniors and Individuals with Disabilities” funds under 49 U.S.C. 5310 are required to develop a Coordinated Public Transit-Human Services Transportation Plan. This plan should identify the transportation needs of individuals with disabilities, seniors and people with low incomes, provide strategies for meeting those needs, and prioritize transportation services for funding and implementation. The Linn, Benton, and Lincoln STF agencies lead these efforts, with assistance from the Association of Oregon Counties and ODOT. AAMPO staff will serve in a technical advisory role in order to facilitate consistency between the Coordinated Plan and AAMPO’s RTP and TDP. The plan is anticipated to be completed by Fall 2016.

**Budget:** \$1,224  
**Percent of Total Budget:** 0.8%  
**Timeframe:** FY15-16 and FY16-17, with completion expected in mid-2016  
**Deliverables:** Technical assistance and regional coordination to support development of the Linn and Benton County Coordinated Plans  
**Total Project Cost:** \$30,000 FTA 5311 Rural Transit Assistance Program funds

**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>	\$9,790
<b>Percent of Total Budget:</b>	6%

**4.1 Transportation Improvement Program**

The Transportation Improvement Program (TIP) is a prioritized listing of federally-funded transportation projects within the MPO area. The TIP covers a four-year period and must be consistent with the MPO’s Regional Transportation Plan (RTP) as well as the State Transportation Improvement Program (STIP). AAMPO adopted its first TIP in March 2016, covering FFY15-18. The FFY15-18 TIP, including its prioritized list of STP-funded projects, was developed in cooperation with the state and transit operators and in accordance with AAMPO’s adopted policies and procedures. These include the IGA establishing the Albany Area MPO, the Policy on Allocation of Surface Transportation Program (STP) Funds, and the AAMPO Public Participation Plan (PPP). The TIP was also developed in compliance with federal requirements for the FTA-required Program of Projects

(POP). This task covers ongoing management of the FFY15-18 TIP, which is available here: <http://www.ocwcog.org/transportation/aampo/aampo-plans-programs/>. A FFY18-21 TIP is anticipated for development following adoption of the RTP/RTSP in 2017.

- 4.1.a. Maintenance of the TIP, including amendments initiated by sponsoring agencies
- 4.1.b. Coordination of the TIP with the STIP
- 4.1.c. Reports to the AAMPO Board as necessary
- 4.1.d. Research and technical work related to the development of performance measures
- 4.1.e. Participation in statewide working groups or meetings related to TIP and STIP development

**Budget:** \$6,119  
**Percent of Total Budget:** 3.8%  
**Timeframe:** Ongoing  
**Deliverables:** Maintained TIP, consistent with 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. Coordination of the TIP and STIP
- 4.2.c. Research regarding fund rules and eligibility, as necessary
- 4.2.d. Participation in statewide working groups addressing allocation of funds, as necessary

**Budget:** \$2,448  
**Percent of Total Budget:** 1.5%  
**Timeframe:** As needed  
**Deliverables:** Accurate record of MPO’s STP funds

#### 4.3 Annual Listing of Obligated Projects

MPOs are required to develop an Annual Obligation Report outlining all projects and programs within the MPO for which federal transportation funds were obligated during the Federal Fiscal Year. This report will cover FFY2016 (October 1, 2015 – September 30, 2016).

**Budget:** \$1,224  
**Percent of Total Budget:** 0.8%  
**Timeframe:** This task will be completed by January 2017 (3<sup>rd</sup> Quarter)  
**Deliverables:** List of projects, posted on the AAMPO website:  
<http://www.ocwcog.org/transportation/aampo/aampo-plans-programs>

**TABLE 1: AAMPO FY16-17 EXPENSES**

	Personnel Costs	Percent of Total Budget	Administrative Costs	Additional Contracts	Total Budget	Non-AAMPO Managed Contracts
<b>Task 1: MPO Program Management</b>	<b>\$63,625</b>	<b>48.0%</b>	<b>\$14,238</b>	<b>\$1,500</b>	<b>\$79,363</b>	
1.1 Administrative tasks	\$28,625	21.6%	\$6,406		\$35,031	
1.2 UPWP	\$5,000	3.8%	\$1,119		\$6,119	
1.3 Public Participation	\$2,500	1.9%	\$559	\$1,500	\$4,559	
1.4 Title VI / Non-discrimination	\$1,500	1.1%	\$336		\$1,836	
1.5 Intergovernmental Coordination	\$26,000	19.6%	\$5,818		\$31,818	
<b>Task 2: Long Range Planning</b>	<b>\$23,800</b>	<b>18.0%</b>	<b>\$5,326</b>	<b>\$1,500</b>	<b>\$30,626</b>	<b>\$1,395,278</b>
2.1 RTP/RTSP <sup>1</sup>	\$10,000	7.6%	\$2,238	\$1,500	\$13,738	\$770,284
2.2 Mosaic Analysis <sup>1</sup>	\$8,000	6.0%	\$1,790		\$9,790	
2.3 US 20 Safety Study <sup>1</sup>	\$500	0.4%	\$112		\$612	\$99,994
2.4 Benton County TSP <sup>2</sup>	\$1,000	0.8%	\$224		\$1,224	\$200,000
2.5 City of Millersburg TSP <sup>1</sup>	\$500	0.4%	\$112		\$612	\$150,000
2.6 Linn County TSP <sup>1</sup>	\$800	0.6%	\$179		\$979	\$175,000
2.7 Albany Multimodal Transportation Center	\$3,000	2.3%	\$671		\$3,671	
<b>Task 3: Transit &amp; Short Range Planning (5303)</b>	<b>\$37,000</b>	<b>27.9%</b>	<b>\$8,280</b>	<b>\$20,000</b>	<b>\$65,280</b>	<b>\$30,000</b>
3.1 TDP	\$5,000	3.8%	\$1,119		\$6,119	
3.2 ATS Planning Support	\$2,000	1.5%	\$448		\$2,448	
3.3 Regional Transit Coordination	\$9,000	6.8%	\$2,014		\$11,014	
3.4 Linn-Benton Loop Service Analysis	\$15,000	11.3%	\$3,357	\$10,000	\$28,357	
3.5 Albany Area Transit Needs Analysis	\$5,000	3.8%	\$1,119	\$10,000	\$16,119	
3.6 Linn and Benton Coordinated Plans <sup>3</sup>	\$1,000	0.8%	\$224		\$1,224	\$30,000
<b>Task 4: Transportation Programming (TIP)</b>	<b>\$8,000</b>	<b>6.0%</b>	<b>\$1,790</b>	<b>\$0</b>	<b>\$9,790</b>	
4.1 TIP	\$5,000	3.8%	\$1,119		\$6,119	
4.2 STP Funds Management	\$2,000	1.5%	\$448		\$2,448	
4.3 Annual List of Obligated Projects	\$1,000	0.8%	\$224		\$1,224	
	<b>\$132,425</b>	<b>100.0%</b>	<b>\$29,635</b>	<b>\$23,000</b>	<b>\$185,060</b>	<b>\$1,425,278</b>
<sup>1</sup> ODOT Region 2 SPR Funds. Multi-year contract managed by ODOT.					<b>Total FY16-17 Anticipated Expenses</b>	<b>\$185,060</b>
<sup>2</sup> Primarily funded through Transportation Growth Management Grant					<b>Anticipated Revenue</b>	<b>\$308,741</b>
<sup>3</sup> Primarily funded through 5311 Rural Transit Assistance Program Funds. Managed by Association of Oregon Counties and ODOT.					PL/5303	\$167,230
<sup>4</sup> FY14-15 and prior years' carryover. FY15-16 carryover will be amended late in FY16-17 or FY17-18.					Prior Year Carryover <sup>4</sup>	\$124,511
					Additional Contracts	\$17,000
					<b>Anticipated Remaining</b>	<b>\$123,681</b>

**TABLE 2: FY16-17 SUMMARY OF EXPENSES**

<b>Cost</b>	<b>Amount</b>	<b>Percent of Total Budget</b>
<b>AAMPO Personnel<sup>1</sup></b>	<b>\$132,425</b>	<b>71.6%</b>
<b>Contracts (Additional COG Staff)</b>	<b>\$23,000</b>	<b>12.4%</b>
<b>Overhead and Materials</b>	<b>\$29,635</b>	<b>16.0%</b>
<i>Board/Committees/Meetings</i>	<i>\$1,000</i>	<i>0.5%</i>
<i>Advertising</i>	<i>\$1,000</i>	<i>0.5%</i>
<i>Contingency</i>	<i>\$0</i>	<i>0.0%</i>
<i>Copying</i>	<i>\$2,000</i>	<i>1.1%</i>
<i>Dues/Memberships</i>	<i>\$200</i>	<i>0.1%</i>
<i>Licenses and Fees</i>	<i>\$200</i>	<i>0.1%</i>
<i>Bank Charge</i>	<i>\$0</i>	<i>0.0%</i>
<i>Legal Services</i>	<i>\$1,000</i>	<i>0.5%</i>
<i>Postage</i>	<i>\$100</i>	<i>0.1%</i>
<i>Printing</i>	<i>\$1,500</i>	<i>0.8%</i>
<i>Rent</i>	<i>\$2,336</i>	<i>1.3%</i>
<i>Supplies</i>	<i>\$1,200</i>	<i>0.6%</i>
<i>Telephone</i>	<i>\$1,000</i>	<i>0.5%</i>
<i>Training</i>	<i>\$4,000</i>	<i>2.2%</i>
<i>Travel</i>	<i>\$2,000</i>	<i>1.1%</i>
<i>Overhead and Administration<sup>2</sup></i>	<i>\$12,099</i>	<i>6.5%</i>
<b>Total FY16-17 Costs</b>	<b>\$185,060</b>	
<b>FY16-17 Revenue</b>	<b>\$308,741</b>	
<i>PL/5303</i>	<i>\$167,230</i>	
<i>Carryover<sup>3</sup></i>	<i>\$124,511</i>	
<i>Additional Contracts</i>	<i>\$17,000</i>	
<b>Balance</b>	<b>\$123,681</b>	

<sup>1</sup> Includes 1 FTE Planner II, .045 FTE Executive Administrative Assistant, and .045 FTE of a CED Director

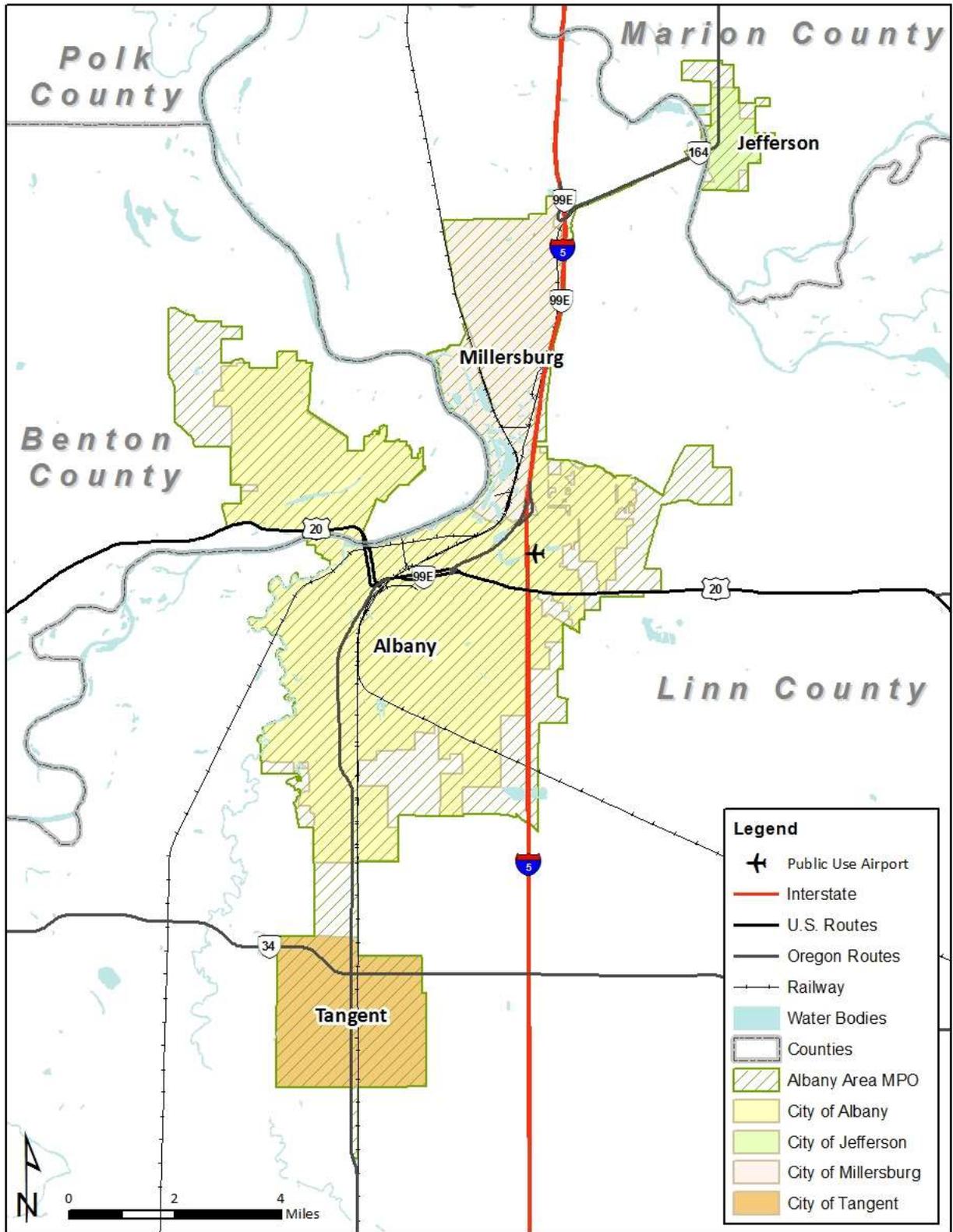
<sup>2</sup> Includes General Administration, Finance, and Technology Services

<sup>3</sup> FY14-15 and prior years' carryover. FY15-16 carryover will be amended late in FY16-17 or FY17-18.

**TABLE 3: FY16-17 BUDGET BY FUNDING TYPE**

	FHWA PL Funds	PL Match <sup>1</sup> Funds	Total PL	FTA 5303 Funds	5303 Match <sup>2</sup> (In-kind)	Total 5303 (Funds and In-kind)	Total Funds and In-Kind	TOTAL FUNDS
<b>Task 1: MPO Program Management</b>	\$71,213	\$8,151	<b>\$79,363</b>	\$0	\$0	\$0	\$79,363	<b>\$79,363</b>
<b>Task 2: Long Range Planning</b>	\$27,481	\$3,145	<b>\$30,626</b>	\$0	\$0	\$0	\$30,626	<b>\$30,626</b>
<b>Task 3: Transit Planning &amp; Short Range Planning</b>	\$0	\$0	<b>\$0</b>	<b>\$65,280</b>	\$6,704	\$71,984	\$71,984	<b>\$65,280</b>
<b>Task 4: Transportation Programming</b>	\$8,785	\$1,005	<b>\$9,790</b>	\$0	\$0	\$0	\$9,790	<b>\$9,790</b>
<b>Total FY16-17 Expenses</b>	<b>\$107,478</b>	<b>\$12,301</b>	<b>\$119,780</b>	<b>\$65,280</b>	<b>\$6,704</b>	<b>\$71,984</b>	\$191,764	<b>\$185,060</b>
							<b>FY16-17 Revenue</b>	<b>\$308,741</b>
							PL/5303	\$167,230
							Additional Contracts	\$17,000
							Carryover <sup>3</sup>	\$124,511
							<b>Balance</b>	<b>\$123,681</b>
<sup>1</sup> ODOT provides 10.27% matching funds <sup>2</sup> City of Albany provides 20% in-kind match. 5303 funds must be matched at the time of expenditure. <sup>3</sup> Includes carryover from FY14-15. FY15-16 carryover will be amended to contract in late 2016 or subsequent fiscal year.								

# APPENDIX A: AAMPO PLANNING AREA MAP



## APPENDIX B: UNFUNDED PLANNING PROJECTS

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The Albany Area MPO recognizes that the planning needs in the AAMPO area exceed what could be supported by the funds available. The following are currently unfunded significant planning needs in the MPO area:

- **Highway Corridor Refinement and Safety Plan - Hwy 20 (Albany to Lebanon):** Significant accidents (property damage, injuries and fatalities) have occurred on Highway 20 between the City of Albany to the City of Lebanon during the past 5 years. This is due to the increase in traffic from I-5 and Albany to the City of Lebanon due to growth in the City of Lebanon due to its new convention center, new Veterans Center, new medical college and new Hospital improvements. Traffic volumes and accident rates are expected to continue to grow, and a Corridor Refinement and Safety Plan is needed to determine improvements that can reduce crashes and accommodate an expected increase in traffic and commerce.
- **Highway Corridor Refinement and Safety Plan - Highway 34 (I-5 to Lebanon):** Significant accidents have also occurred on Highway 34 between I-5 and the City of Albany to the City of Lebanon during the past 5 years. A noted increase in traffic volume and accidents occurred in 2015. This is due to increased travel to Lebanon, as described above. Traffic volumes and accident rates are expected to continue to grow, and a Corridor Refinement and Safety Plan is needed. The study area can be expanded to include Hwy 34 between Corvallis and I-5, which sees a similarly high rate of traffic and crashes.
- **Albany Bypass Conversation:** Preliminary conversation and research into the feasibility of an Albany bypass from Millersburg to North Albany. This could include modeling or other planning not conducted under the AAMPO RTP process.
- **Planning for Regional Connectivity:** Increased collaboration and planning in support of regional public transportation connectivity, particularly along the I-5 corridor between the AAMPO planning area and the Salem-Keizer MPO planning area.
- **Development of ADA Transition Plans:** When a public agency provides a pedestrian facility, it must be accessible to persons with disabilities to the extent technically feasible. The Americans with Disabilities Act requires public agencies with more than 50 employees to make a transition plan (28 CFR §35.150(d)). This task would assist MPO member jurisdictions with development of those plans. The transition plan must include a schedule for providing access features, including curb ramps for walkways. The schedule should first provide for pedestrian access upgrades to local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.

- **City of Jefferson TSP Update:** The State of Oregon requires cities and counties to develop transportation plans that identify transportation system needs and system improvements over a 20-year period. The City of Jefferson's current TSP was adopted in 2001 and projected transportation system needs and deficiencies through 2020. The City would like to update their plan coincident with development of the AAMPO regional plan.
- **Additional Planning for Albany Multimodal Station:** The Albany train/multimodal station supports intercity and interstate passenger rail service, local and regional bus service, park and ride needs, and also bicycle and pedestrian needs. The demand on this station has grown and is anticipated to continue to grow in upcoming years. There is a long-identified need to plan for expansion of this facility, and potentially co-locate with an Albany Transit Station bus barn.
- **OR 34 Scenic Byway Project:** Linn County, the City of Tangent, and Benton County are participating in an effort to establish a Scenic Byway along OR 34 from I-5 to Waldport. Members of the Corvallis Area MPO and cities in Lincoln County are also participating. AAMPO could support staff time to develop planning documents for this effort, on behalf of the participating AAMPO jurisdictions.
- **Regional Bicycle System Map:** This effort would build upon the excellent bike maps for Albany/Linn County and Corvallis/Benton County to create a regional bike map. In coordination with regional partners, AAMPO can support the creation of a regional bike map. This effort can emphasize the Willamette Scenic Bikeway which runs through the AAMPO area
- **Transportation Options Outreach:** Public outreach, marketing, and education in support of Albany Transit System (ATS) and Linn-Benton Loop programs. This includes support for travel training programs, outreach to local employers regarding the ATS Employer Pass Program, and maintenance of Google transit data.
- **Linking Transportation Planning with Economic Development:** Development strategy for Goldfish Farm Road, including conceptual planning and design for bicycle and pedestrian access, roadway widening and flood hazard mitigation. This is a growing commercial center that will see increased impact on surrounding residential areas as growth continues.
- **Inquiry into Mitigation Planning:** Research about the possibility of programmatic mitigation planning as described in 23 U.S.C. 169(a)). MAP-21 provides that a State or Metropolitan Planning Organization may develop one or more programmatic plans to address the potential environmental impacts of future transportation projects. The plan(s) would not be binding and could encompass multiple environmental resources within a defined geographic area or focus on a specific resource, such as aquatic resources, parkland, or wildlife habitat.

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

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### **Oregon Passenger Rail Environmental Impact Assessment**

ODOT is conducting the Oregon Passenger Rail project as the next step in improving passenger rail service in the Oregon segment of the federally designated Pacific Northwest Rail Corridor. The current phase of this effort consists of a Tier 1 Environmental Impact Statement of selected route alternatives, in accordance with the National Environmental Policy Act. The Federal Railroad Administration requires this study to be eligible to apply for future federal funding for design and construction of improvements. More information is available at: <http://www.oregonpassengerrail.org/>

### **Park and Ride Planning**

The Oregon Cascades West Council of Governments (OCWCOG) will be receiving STIP Enhance funds during FY15-16 and FY 16-17 to complete a Park and Ride Plan for the OCWCOG area (Linn, Benton and Lincoln Counties). This planning effort will support and advance TDM with the goal of fostering a multi-modal transportation system; connecting communities and local/regional transit. The effort will consider official vs. unofficial lots, capacity at those lots, inter-modal connections. Specifically, the Plan will: determine improvements needed at existing lots; estimate cost of improvements; identify barriers to making improvements; identify priority for improvements; identify steps for getting official recognition of informal lots; and will identify potential locations for new P&R lots. The OCWCOG park and ride planning effort will build upon previous efforts, including ODOT's statewide Park & Ride Location Master List and Clearinghouse of Park & Ride locations.

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

Benton County, is considering development of a multi-use path between Corvallis and Albany along 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 completion of a segment within in North Albany, with tentative funding through the 2016-2017 STIP Enhance program for a total project costs of \$2,434,000. For the other sections between Corvallis and Albany, the Benton County Board of Commissioners have directed Benton County Public Works to contract with a consultant to reevaluate all possible alignments between Corvallis and Albany and build community consensus. The public process is slated to start in Fall 2015 and take approximately 12-15 months. More information is available at: [http://www.co.benton.or.us/pw/multi-use\\_path.php](http://www.co.benton.or.us/pw/multi-use_path.php)

## APPENDIX D: SELF CERTIFICATION

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### Metropolitan Transportation Planning Self-Certification For the Albany Area Metropolitan Planning Organization (AAMPO) Fiscal Year 2016 - 2017

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 as the MPO for the Albany Urbanized Area. Documents of designation are available upon request. 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 AAMPO is overseen by a Policy Board composed of representatives from each member jurisdiction. Technical assistance and support is provided by a Technical Advisory Committee also composed of representatives from member jurisdictions. Staffing, including fiscal and administrative support, is provided through a contract with the Oregon Cascades West Council of Governments.

Representatives of the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Oregon Department of Land Conservation and Development (DLCD), and the Oregon Department of Environmental Quality (DEQ) are Ex-Officio members of the AAMPO 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 along with adjacent areas anticipated to become urbanized over the 20 year planning horizon. Geographically, this includes the cities of Albany, Jefferson, Millersburg, and Tangent as well as adjacent parts of Marion, Linn, and Benton Counties. 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.
- *Pending as of writing of this document* - Agreement to provide funding for planning work for Albany Multimodal Station, per the FY15-16 UPWP. Funds will be transferred by ODOT to the City of Albany for completion of the work. (Agreement anticipated for implementation in late FY15-16.)

**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 through June 30, 2020.
- *Pending as of writing of this document* - Agreement with the Corvallis Area MPO, Oregon State University, Linn-Benton Community College, and the City of Albany establishing governance of the Linn-Benton Loop transit service (Anticipated for implementation in late FY15-16.)

**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. The Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Oregon Department of Land Conservation and Development (DLCD), and Oregon Department of Environmental Quality (DEQ) 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
- Additional planning tasks as directed by the AAMPO Policy Board and outlined in the annual work plan

## **5. Metropolitan Transportation Planning Products**

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

- All of the tasks in the FY15-16 UPWP, with the exception of two tasks. The Albany Multimodal Transportation Center task is behind schedule, with development of contracts to provide the funds to the City of Albany underway. Limitations of staff capacity delayed this task. The Regional Transit Coordination task is slightly delayed, with discussions of a long-term funding structure for the Loop only in the beginning phases. This is the result of the Loop governance IGA taking longer than anticipated to complete.

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

- AAMPO adopted a Regional Transportation Plan Framework on March 23, 2016. AAMPO will continue to develop a more robust RTP through FY16-17 and into early FY17-18. Completion of the more robust plan will constitute an RTP update and will establish a Regional Transportation System Plan (RTSP) in compliance with Oregon Transportation Planning Rule. The RTP/RTSP is anticipated for adoption in late summer 2017.

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

- AAMPO adopted its first TIP (or MTIP) on March 23 2016, covering FFY15-18. The FFY15-18 TIP was developed in coordination with ODOT, local transit providers, and the regional transportation demand management program. Prior to that, AAMPO maintained an Interim TIP.
- AAMPO engages the Cascades West Area Commission on Transportation (CWACT) during AAMPO project prioritization processes. AAMPO also coordinates with CWACT to submit the MPO's project priorities for ODOT project prioritization processes facilitated through CWACT.

## **6. Planning Emphasis Areas**

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 were released in a joint memo from FHWA and FTA in 2014 and the same PEAS were reiterated in 2015. No additional guidance has been received by AAMPO since that time. A matrix outlining how the AAMPO work program addresses the current PEAs and the broader MAP-21 Planning Factors are included as an Appendix to this document.

## 7. **Public Involvement**

The AAMPO Public Plan was adopted on July 23, 2014 after a 45-day public comment period, and received administrative updates most recently in January 2016. This plan directs public outreach during all MPO planning and programming activities, and helps to ensure that outreach activities allow for early, timely and complete information public notice, as well as full public access to key decisions and continuing involvement of the public in all MPO planning and program activities. The plan also lists specific actions the MPO shall take during the development of specific planning and programming documents. Key actions that AAMPO takes to ensure effective public outreach include:

- All AAMPO Policy Board and Technical Advisory Committee meeting dates, meeting agendas and minutes are posted on AAMPO's website, along with membership lists for those bodies: <http://www.ocwcog.org/transportation/aampo/aampo-policy-board/> and <http://www.ocwcog.org/transportation/aampo/tac/>.
- 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.
- Planning documents are posted on the website, including: a map of the AAMPO Planning Area, the Public Participation Plan, the Title VI/Non-Discrimination Plan, the Transportation Improvement Program, the Unified Planning Work Program, and the Annual Listing of Obligated Projects.
- Contact information for MPO staff is provided on the website
- AAMPO staff regularly attends meetings of local transportation advisory groups and stakeholders to provide information to local stakeholders about the MPO planning process and the role of AAMPO in regional transportation planning.
- The MPO maintains an 'Interested Parties' email list, which receives all meeting agendas and announcements regarding 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)

The AAMPO Title VI/ Non-Discrimination Plan was adopted on August 27, 2014 following a 45-day public comment period and review by the Oregon Department of Transportation. The plan is available here: <http://www.ocwcog.org/transportation/aampo/aampo-title-vi-program/>. The plan will be updated and provided to ODOT for review as needed or as AAMPO staffing capacity allows. In accordance with Title VI of the Civil Rights Act of 1964, this Title VI / Non-Discrimination Plan reflects AAMPO's commitment to ensuring that no person shall - on the ground of race, color, national origin, age, or disability - be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any of the MPO's programs or activities. To ensure this, AAMPO is implementing the following actions:

- Adoption of a policy statement
- Designate a Title VI Coordinator
- Comply with the USDOT Standard Assurances
- Maintain and implement a Public Participation Plan

- Demonstrate consideration of Limited English Proficiency, including completion of a Language Assistance Plan and Four Factor Analysis.
- Demonstrate consideration of Environmental Justice during all MPO funded activities
- Gather and maintain statistical data to ensure ongoing efficacy of outreach efforts to underserved or minority communities. This data is included in the Language Assistance Plan and is posted on the AAMPO website.
- Provide Title VI notice to the public in planning documents. AAMPO also 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.
- Establish a public complaint process which complaint forms posted publicly on the AAMPO website with several options for submittal. The MPO also has a process for maintaining a record of Title VI complaints, although no complaints have been received to date.
- Complete employee trainings regarding Title VI and Non-Discrimination best practices
- Complete required Title VI reporting and compliance documentation

Additionally, AAMPO has contracted with 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.

**9. Disadvantages Business Enterprises (DBE) (Ref: Section 1101(b) of the FAST Act, 49 CFR part 26)**

Given the minimal contracting undertaken by the MPO, AAMPO does not currently have an adopted DBE policy and is it is not anticipated to adopt one 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 RTP (or MTP) and TIP (or MTIP), the MPO will work with the member jurisdictions 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 340-2-1080)**

**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 has adopted a Title VI/Non-Discrimination Plan which, in accordance with Title VI of the Civil Rights Act of 1964, reflects AAMPO's commitment to ensuring that no person shall - on the ground of race, color, national origin, age, or disability - be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any of the MPO's programs or activities. This plan is described in more detail under the above description of Title VI.

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 FAST Act (Pub. L. 114-94) 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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Roger Nyquist, Chair

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Date

## APPENDIX E: 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 subsequent federal transportation bills including the Fixing America's Surface Transportation (FAST) Act. 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 were released in a joint memo from FHWA and FTA in 2014 and the same PEAS were reiterated in [March 2015](#). No additional guidance has been received by AAMPO since that time. These PEAs include the following:

### **Models of Regional Planning Cooperation:**

This Emphasis area seeks to promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning. Cooperative efforts can consider linkages between the transportation plans and programs, corridor studies, projects, data, and system performance measures and targets across MPO and State boundaries. Efforts may include coordinated planning process and products, especially among neighboring urbanized areas.

### **Ladders of Opportunity:**

This Emphasis Area seeks to improve access to essential services by addressing transportation connectivity gaps. Essential services include housing, employment, health care, schools/education, and recreation.

### **MAP-21 Implementation:**

The third emphasis area promotes a transition to Performance Based Planning and Programming. This 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 FY15-16 UPWP addresses the FFY2015 PEAs as well as the broader MAP-21 Planning Factors.

**Coordination of FY16-17 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		X									
1.2 UPWP	X										
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: Long Range Planning</b>											
2.1 RTP/RTSP	X	X	X	X	X	X	X	X	X	X	X
2.2 Mosaic Analysis									X	X	
2.3 US 20 Safety Study		X			X	X			X	X	
2.4 Benton County TSP	X	X	X	X	X	X	X	X	X	X	X
2.5 City of Millersburg TSP	X	X	X	X	X	X	X	X	X	X	X
2.6 Linn County TSP	X	X	X	X	X	X	X	X	X	X	X
2.7 Albany Multimodal Center			X				X		X		
<b>Task 3: Transit &amp; Short Range Planning</b>											
3.1 Transit Development Plan	X	X	X	X	X	X	X	X	X	X	X
3.2 ATS & Loop Planning Support			X				X	X	X		
3.3 Regional Transit Coordination		X					X	X	X	X	X
3.4 Linn-Benton Loop Service Analysis		X	X				X		X	X	
3.5 Albany Area Transit Needs Analysis		X	X			X	X		X		
3.6 Linn and Benton Coordinated Plans		X	X			X	X		X		
<b>Task 4: Transportation Programming</b>											
4.1 TIP	X			X	X	X	X	X	X	X	X
4.2 STP Fund Management											
4.3 Annual List of Obligated Projects											

## APPENDIX F: ACRONYMS

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**3-C:** Continuing, cooperative and comprehensive planning process that is required of MPOs

**5303:** FTA Metropolitan Planning funds used for planning in an MPO area.

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

**5307:** FTA Formula Grant 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. 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.

**AAMPO:** Albany Area Metropolitan Planning Organization.

**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.

**ATS:** Albany Transit System

**CAMPO:** Corvallis Area Metropolitan Planning Organization, including the cities of Corvallis, Philomath and Adair Village as well as Benton County.

**CWACT:** Cascades West Area Commission on Transportation. Area Commissions on Transportation are advisory bodies chartered by the Oregon Transportation Commission. CWACT covers Linn, Lincoln and Benton Counties.

**DLCD:** Oregon Department of Land Conservation and Development

**DEQ:** Oregon Department of Environmental Quality

**FAST Act:** Fixing America's Surface Transportation Act. Five year transportation funding and authorization bill to govern federal surface transportation spending. Pass in December 2014, this is the federal transportation act currently in effect.

**FAUB:** Federal Aid Urban Boundary. FAUBs establish the dividing line between urban and rural Federal Functional Classifications. The FAUB includes the Urbanized 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 party to the agreement.

**ODOT:** Oregon Department of Transportation

**MAP-21:** Moving Ahead for Progress in the 21st Century Act (MAP-21) is a federal transportation act that was superseded by the FAST Act in December 2015.

**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.

**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.

**MWACT:** Mid-Willamette Valley Area Commission on Transportation. Area Commissions on Transportation are advisory bodies chartered by the Oregon Transportation Commission. MWACT covers Marion, Polk and Yamhill Counties.

**NAAQS:** National Ambient Air Quality Standards. The Clean Air Act, which was last amended in 1990, requires EPA to set National Ambient Air Quality Standards (40 CFR part 50) for pollutants considered harmful to public health and the environment.

**OCWCOG:** Oregon Cascades West Council of Governments. Created under ORS 190.010, OCWCOG provides a variety of services to 25 member governments within Linn, Benton and Lincoln Counties.

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

**PEA:** Planning Emphasis Area. FHWA, in consultation with FTA, develops Planning Emphasis Areas outlining specific policy, procedural and technical topics that MPOs should consider as they implement their annual Work Programs.

**PMT:** Project Management Team. This group will provide direct oversight of the AAMPO RTP process, and will consist of staff from AAMPO, ODOT, AAMPO member jurisdictions, and the Consultant team.

**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.

**SPR:** State Planning and Research Funds. Primary source of funding for statewide long-range transportation planning.

**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

**TDP:** Transit Development Plan

**TIP (MTIP):** Transportation Improvement Program or Metropolitan Transportation Improvement Program. A document prepared by an MPO listing federally-funded surface transportation projects programmed in the MPO area over a 4-year period. Projects in the TIP should 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

# Attachment C

## Highway Safety Improvement Program and Safety Performance Management Measures Final Rules Overview

### Background

The Federal Highway Administration (FHWA) published the Highway Safety Improvement Program (HSIP) and Safety Performance Management Measures (Safety PM) Final Rules in the Federal Register on March 15, 2016, with an effective date of April 14, 2016. The HSIP Final Rule updates the HSIP regulation under 23 CFR Part 924 to be consistent with MAP-21 and the FAST Act, and clarifies existing program requirements. The Safety PM Final Rule adds Part 490 to title 23 of the Code of Federal Regulations to implement the performance management requirements in 23 U.S.C. 150. The Safety PM rule supports the HSIP, as it establishes safety performance measures to carry out the HSIP and to assess serious injuries and fatalities on all public roads. Together, these regulations will improve data; foster transparency and accountability; and allow safety progress to be tracked at the national level. They will inform State DOT and MPO planning, programming, and decision-making for the greatest possible reduction in fatalities and serious injuries.

### HSIP Final Rule

The HSIP is a core Federal-aid program with the purpose to achieve a significant reduction in fatalities and serious injuries on all public roads. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads that focuses on performance. The HSIP regulation under 23 CFR 924 establishes FHWA's HSIP policy, as well as program structure, planning, implementation, evaluation and reporting requirements for States to successfully administer the HSIP. The HSIP Final Rule contains three major policy changes related to: (1) the HSIP report content and schedule, (2) the Strategic Highway Safety Plan update cycle, and (3) the subset of the model inventory of roadway elements (MIRE), also known as the MIRE fundamental data elements.

#### Content and Schedule of the HSIP Report

The HSIP report schedule remains the same; the HSIP and Railway-Highway Crossing Program reports are due on August 31<sup>st</sup> each year. All States must now use FHWA's online reporting tool to submit their annual reports. In addition to the existing reporting requirements, the HSIP Final Rule also requires States to describe in their annual reports the progress toward achieving safety outcomes and performance targets, including:

- An overview of general highway safety trends;
- The safety performance targets established in accordance with 23 U.S.C. 150;
- A discussion of the basis of each established target and how the established target supports SHSP goals; and
- In future years, a discussion of any reasons for differences in the actual outcomes and targets.

#### Strategic Highway Safety Plan Update Cycle

The HSIP Final Rule requires States to update their SHSP at least once every 5 years, consistent with the current state of the practice. The first SHSP update is due no later than August 1, 2017.

#### Model Inventory of Roadway Elements (MIRE)

States must collect and use the MIRE fundamental data elements on all public roads to support enhanced safety analysis and safety investment decision-making. The HSIP Final Rule establishes three categories of MIRE fundamental data



## ***Highway Safety Improvement Program and Safety Performance Management Measures Final Rules Overview***

elements based on functional classification and surface type, as shown in the table. States must incorporate specific quantifiable and measurable anticipated improvements for the collection of MIRE fundamental data elements into their Traffic Records Strategic Plan by July 1, 2017, and have access to the complete collection of the MIRE fundamental data elements by September 30, 2026.

<b>Roadway Category</b>	<b>Number of MIRE Fundamental Data Elements</b>
Non-local paved roads	37
Local paved roads	9
Unpaved roads	5

### **Safety PM Final Rule**

The Safety PM Final Rule supports the data-driven performance focus of the HSIP. The Safety PM Final Rule establishes five performance measures to carry out the HSIP: the five-year rolling averages for: (1) Number of Fatalities, (2) Rate of Fatalities per 100 million VMT, (3) Number of Serious Injuries, (4) Rate of Serious Injuries per 100 million VMT, and (5) Number of Non-motorized Fatalities and Non-motorized Serious Injuries. These safety performance measures are applicable to all public roads regardless of ownership or functional classification. The Safety PM Final Rule also establishes a common national definition for serious injuries.

### **State Targets**

States will establish statewide targets for each of the safety performance measures. States also have the option to establish any number of urbanized area targets and one non-urbanized area target for any or all of the measures. Targets will be established annually, beginning in August 2017 for calendar year 2018. For common performance measures (number of fatalities, rate of fatalities and number of serious injuries), targets must be identical to the targets established for the NHTSA Highway Safety Grants program. The State DOT must also coordinate with the MPOs in the State on establishment of targets, to the maximum extent practicable. States will report targets to the FHWA in the HSIP report due in August of each year.

### **MPO Targets**

MPOs will establish targets for the same five safety performance measures for all public roads in the MPO planning area within 180 days after the State establishes each target. The targets will be established in coordination with the State, to the maximum extent practicable. The MPO can either agree to support the State DOT target or establish a numerical target specific to the MPO planning area. MPOs' targets are reported to the State DOT, which must be able to provide the targets to FHWA, upon request.

### **Met or Made Significant Progress Determination**

A State is considered to have met or made significant progress toward meeting its safety targets when at least 4 of the 5 targets are met or the outcome for the performance measure is better than the baseline performance the year prior to the target year. Optional urbanized area or non-urbanized area targets will not be evaluated. Each year that FHWA determines a State has not met or made significant progress toward meeting its performance targets, the State will be required to use obligation authority equal to the baseline year HSIP apportionment only for safety projects. States must also develop a HSIP Implementation Plan.

### **Additional Information**

The HSIP and Safety PM Final Rules are available at [www.regulations.gov](http://www.regulations.gov) (Dockets: FHWA-2013-0019 and FHWA-2013-0020). FHWA will issue supplemental guidance to support implementation of the HSIP and Safety PM Final Rules. Additional information related to the HSIP and Safety PM Final Rules can be found at <http://safety.fhwa.dot.gov/hsip/tpm/>.