

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

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**Date:** Thursday, March 8, 2018  
**Time:** 1:30 to 3:30 pm  
**Location:** OCWCOG Albany Office, Upstairs Conference Room  
1400 Queen Ave SE, Albany OR  
**Contact:** Tarah Campi, Planner II, (541) 924-8480  
**Teleconference Number:** 541-497-7312, Passcode 838

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1. **1:30 Call to Order and Agenda Review Georgia Edwards**
2. **1:35 Public Comment Georgia Edwards**
3. **1:40 Minutes from January 11th Meeting (Attachment A) Georgia Edwards**  
*Action Requested: Approve Minutes*
4. **1:45 Unified Planning Work Program (UPWP) (Attachment B) Tarah Campi**  
*Action Requested: Review Work Program*  
*The initial Federal Review was conducted in February. TAC comments are requested and the Work Program is expected to be adopted by the AAMPO Policy Board this spring.*
5. **2:15 Demographic Information (Attachment C and Handout) Tarah Campi**  
*Action Requested: Review Form*  
*As a requirement of AAMPO's Title VI compliance Audit conducted by ODOT in 2017, AAMPO is to begin gathering demographic information about the composition of its TAC and Policy Board. Staff has developed an information sheet for this purpose, for the TAC's review and subsequent review and implementation by the Policy Board.*
6. **2:30 Obligated Projects List (Attachment D) Tarah Campi**  
*Action Requested: Review List of Federally Obligated Projects for FY17, to be published on the AAMPO website.*
7. **2:45 STP Prioritization Forms (Attachment E1-E7) Georgia Edwards**  
*Action Requested: Consider edits to forms and process-update*  
*Work session on Surface Transportation Program (STP) project-ranking forms.*
8. **3:15 Jurisdictional Updates All**  
*Action Requested: Discussion*
9. **3:30 Adjourn**

**ALBANY AREA METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE (TAC) AND  
REGIONAL TRANSPORTATION PLAN TAC  
MINUTES  
January 11, 2018**

**Members Present:** Chuck Knoll, Dan Fricke, Don Miller, Georgia Edwards, James Feldmann, Ken Bronson (RTP TAC), Laurel Byer, Lissa Davis, and Mark Volmert (RTP TAC) by phone.

**Staff Present:** Phil Warnock, and Emma Chavez

**1. Call to Order and Agenda Review**

The Chair, Georgia Edwards called the meeting to order at 1:31 pm. There were no changes to the agenda.

**2. Public Comment**

No public comment.

**3. Review Minutes from December 14, 2017 Meeting**

Consensus to approve the December 14th meeting minutes as written.

**4. RTP and TDP Final Recommendation**

Staff, Phil Warnock advised that both the RTP and TDP have been heavily reviewed by the AAMPO TAC and RTP TAC. The TAC made two recommendation to the Board at its December 2017 meeting, and the Board accepted both. Those were to:

- 1) Create a new Goal (Goal #11) specifically addressing transit, including serving low-income communities.
- 2) Include transit-related references throughout the *Policies and Actions* of the existing Goals.

The TAC is tasked with a final review of the documents and recommendation of adoption of the RTP and approval of the TDP. The RTP is expected to be adopted in February or March 2018, while the TDP is expected to be approved, but not formally adopted, on the same timeline. The public comment period will open at the end of January.

Mark Volmert who attended the meeting via teleconference noted that he was very pleased with the final documents.

Chuck Knoll moved to recommend the RTP for adoption by the Policy Board. Don Miller seconded. Consensus met to approve the recommendation.

Chuck Knoll moved to recommend the approval of the TDP by the Policy Board. Don Miller seconded. Consensus met to approve the recommendation.

**5. STP Prioritization Forms**

It was noted that former Benton County Public Works Director, and AAMPO TAC Chair, Josh Wheeler had brought this agenda item to attention. With Josh no longer with the

County or a member of the TAC, and the Vice Chair, Chris Bailey absent from the meeting, staff requested for the agenda item to be continued at a future meeting. Members agreed.

Chuck Knoll advised that this task would include a review of AAMPO application forms, and changes as needed. He stated that members need to be clear on what they want the application to look like, and its purpose and content. Additionally, he noted that application form should complement other projects.

In comparing forms from other jurisdictions, Laurel Byer indicated that the SKATS form is too long and it her preference is that they would be shorter.

Edwards reminded members that in the past it had been discussed that the process of analyzing certain areas/categories meant different things to different people. To this, Byer stated that members would need to be more objective rather than subjective.

Knoll requested for staff to email members the documents provided for this meeting and any others related documents to the STP applications for review prior to the next TAC meeting in order to prepare.

## **6. Jurisdictional Updates**

Linn County – Asked ODOT to change Tangent Drive to a collector. Waiting for agreement on Old Salem Road project for sidewalk improvements. The TSP will be presented to the Linn County Board of Commissioners and the Planning Commission in February. Hwy 34 Safety Improvements are starting. Five applications were submitted for the Mid-Willamette Valley Intermodal Facility. Hwy 20 Safety Improvements funds have now increased with HB 2017.

Benton County – Working on its TSP. First Open House will be held in March. There will be three scattered throughout Benton County. Looking into a mini corridor study for Springhill Corridor due to speeding issues. Has officially put an ad out for their Public Works Director position.

City of Sweet Home – Ken Bronson reported that the City is working through budget cuts and is looking forward to HB 2017.

OCWCOG – is recruiting for a Transportation Manager. First application consideration will take place in early February.

## **7. Adjourn**

The meeting was adjourned at 2:30 pm.

ALBANY AREA METROPOLITAN PLANNING ORGANIZATION

FY 2018 - 2019

UNIFIED PLANNING WORK PROGRAM

July 1, 2018 – June 30, 2019



Adopted by the AAMPO Policy Board

XXXXX, 2018

**Albany Area Metropolitan Planning Organization**

1400 Queen Ave. SE, Suite 205

Albany OR, 97322

[www.ocwcog.org/transportation/aampo](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 AAMPO staff:

Phone: 541-924-8405

Email: [echavez@ocwcog.org](mailto:echavez@ocwcog.org)

Visiting: 1400 Queen Ave SE, Suite 205, Albany OR 97322

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

The preparation of this report has been financed in part by funds from the U.S. Department of Transportation Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), and the Oregon Department of Transportation (ODOT). AAMPO staff, the AAMPO Policy Board, and the AAMPO Technical Advisory Committee are solely responsible for the material contained herein.

Please contact AAMPO staff at 541-924-8480 for assistance with this document.

**Resolution Number 2018-1**

**FOR THE PURPOSE OF APPROVING THE FY 2018 - 2019 ALBANY AREA METROPOLITAN PLANNING ORGANIZATION UNIFIED PLANNING WORK PROGRAM**

**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 the state DOT and public transportation operator(s), develop an annual Unified Planning Work Program 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 a 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 a Unified Planning Work Program to satisfy this requirement for planning activities during the 2018-2019 fiscal year;

**NOW, THEREFORE, BE IT RESOLVED:**

That the Policy Board of the Albany Area Metropolitan Planning Organization approves the FY 2018-2019 AAMPO Work Program and its associated budget.

**PASSED AND APPROVED THIS \_\_\_ DAY OF \_\_\_, 2018, BY THE ALBANY AREA METROPOLITAN PLANNING ORGANIZATION.**

SIGNED:

\_\_\_\_\_  
**Dave Beyerl**

Albany Area Metropolitan Planning Organization  
Policy Board Chair  
City Council Member, City of Jefferson

## ALBANY AREA MPO MEMBERSHIP

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### Policy Board

Dave Beyerl	City of Jefferson
Frannie Brindle	Oregon Department of Transportation
Annabelle Jaramillo	Benton County
Ray Kopczynski	City of Albany
Darrin Lane	Citizen Representative
Don Miller	City of Millersburg
Roger Nyquist	Linn County
Gary Powell	City of Tangent

### Technical Advisory Committee

Chris Bailey	City of Albany
Lissa Davis	City of Jefferson
Georgia Edwards	City of Tangent
James Feldmann	Oregon Department of Transportation
Chuck Knoll	Linn County
Darrin Lane	Citizen Representative
Don Miller	City of Millersburg
Laurel Byer	Benton County
Jeremy Borrego	Ex-Officio, Federal Transit Administration, Region 10
Chris Bucher	Ex-Officio, Federal Highway Administration
Jasmine Harris	Ex-Officio, Federal Highway Administration
Mary Camarata	Ex-Officio, Oregon Department of Environmental Quality
Patrick Wingard	Ex-Officio, Oregon Department of Land Conservation and Development

### Contact Information

Tarah Campi, Planner II, Oregon Cascades West Council of Governments

541-924-8480 / [tcampi@ocwcog.org](mailto:tcampi@ocwcog.org)

Oregon Cascades West Council of Governments

1400 Queen Ave SE, Suite 205, Albany, OR 97322

[www.ocwcog.org/transportation/aampo](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. As of 2016, Albany's population is 53,200.

AAMPO membership 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 comprise the governing body of the MPO, and ODOT 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. A Citizen Representative also is currently present on both the TAC and Policy Board by directive of the Policy Board and as permitted by the AAMPO Bylaws. The Oregon Cascades West Council of Governments (OCWCOG) provides staffing, including fiscal and administrative support for AAMPO.

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), a long-range Regional Transportation Plan (RTP), and a Public Participation Plan (PPP). AAMPO must also demonstrate compliance with Title VI and other non-discrimination requirements. The Fiscal Year 2018-2019 UPWP demonstrates how AAMPO will fulfill these requirements between July 1, 2018 and June 30, 2019.

## WORK PROGRAM OVERVIEW

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### Purpose

Pursuant to Fixing America's Surface Transportation (FAST) Act guidelines and the code of federal regulations, the UPWP is the document identifying all transportation planning activities that to be undertaken within the metropolitan area during the fiscal year. It identifies work proposed by major activity and task, outlines funding sources, and includes summary details about expected products. The UPWP guides the work of MPO staff and provides a framework for the coordination of transportation planning efforts for and within the region.

The UPWP is organized under four primary tasks: *MPO Program Management; Long Range Planning; Transit and Short Range Planning; and Transportation Programming*. Each of these tasks is composed of multiple subtasks, which describe specific work items and deliverables. All tasks will be completed by AAMPO staff, with technical assistance from the AAMPO TAC and approval by the AAMPO Policy Board, unless otherwise indicated. Private consultants also assist with specific planning tasks such as development of the Regional Transportation Plan (RTP), corridor studies, transit planning, and other technical analyses. UPWP progress is tracked through quarterly reports submitted to ODOT, the Federal

Highway Administration (FHWA), and the Federal Transit Administration (FTA). Report titles follow this format: “Albany Area MPO 2nd Quarter Report / October 1 – December 31, 2017 / Fiscal Year 2017-2018 / PL/5303 IGA #32273.”

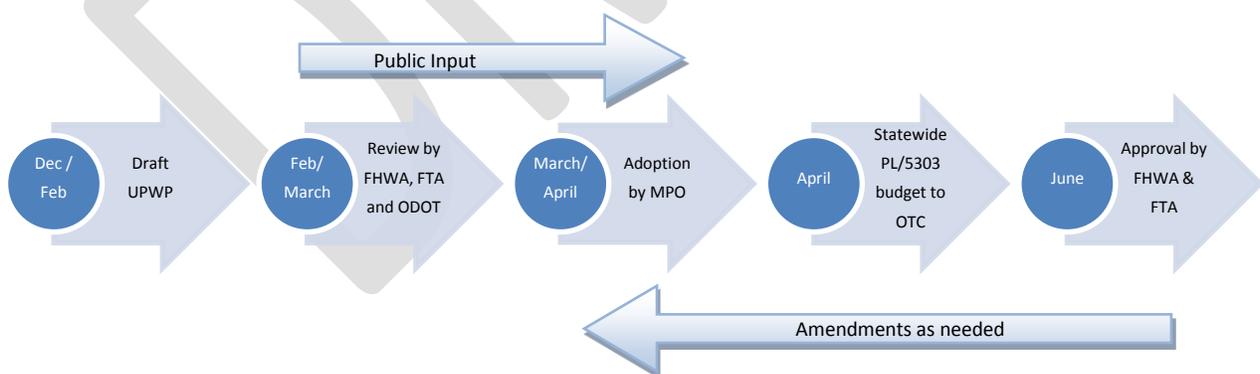
### **Funding Sources**

Funding from FHWA, FTA, and ODOT supports the AAMPO planning program. FHWA allocates Metropolitan Planning funds through ODOT to AAMPO by a formula that consists of 89.73% federal funds and 10.27% local required match. ODOT has traditionally met the local match requirement (10.27%) with State planning funds. Additional AAMPO support comes from FTA 5303 planning funds with a local match requirement (10.27%) which is met through in-kind support by the City of Albany. **Further clarification on Match policies is expected from ODOT during FY18.** The City of Albany provides a quarterly Project Accounting Report of transportation project staff time and other AAMPO work, in order for AAMPO staff to monitor the City’s contributions.

Support for specific planning tasks, including development of the Regional Transportation Plan (RTP), is often provided through ODOT State Planning and Research (SPR) or Oregon Transportation Growth Management (TGM) funds.

### **Work Program Development**

The UPWP is developed in coordination with FHWA, FTA, ODOT, and AAMPO member agencies through their representatives on the TAC and Policy Board. In addition to in-progress and anticipated work items, activities are solicited from the TAC and Policy Board via email and during meeting discussions during the December – February time period, including unfunded planning activities. The UPWP is approved by the AAMPO Policy Board and subsequently approved by FHWA and FTA. The UPWP development process generally follows the timeframe illustrated below.



AAMPO engages stakeholders and the public during the development of the UPWP by:

- Emailing stakeholders, interested parties, and local newspapers regarding public meetings when the draft UPWP was discussed and regarding public comment opportunities
- Holding a 15-day comment period prior to a decision by the Policy Board to adopt the UPWP
- Providing public comment opportunities at all 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

### **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 more than \$5,000, 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. Full amendments require notification to ODOT, FHWA, and FTA.

Public notice will be provided regarding any full amendments proposed for this document. Proposed full amendments will be included on MPO meeting agendas. All agendas are posted on the AAMPO website and are emailed to stakeholders, interested parties, and local newspapers.

## **AAMPO STATUS REPORT**

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Below is a summary of major planning activities underway or anticipated for completion in FY18-19. During the 2017-2018 fiscal year, AAMPO planning activities were focused on development of the MPO's first RTP and the related Transit Development Plan (TDP) for the Albany area, in conjunction with the City of Albany. AAMPO also programmed projects for funding over the short term in a FY18-21 TIP. As in previous years, AAMPO maintained a focus on collaboration with regional partners, particularly regarding regional and inter-city transit through its work with the Linn Benton Loop Board of Directors.

### **Recap of FY17-18 Major Planning Activities and Work Products**

#### **MPO Program Management**

- Facilitated monthly meetings of the Policy Board and TAC
- Continued intergovernmental coordination and communication with local stakeholder groups
- Continued implementation of PPP, including enhanced outreach related to the RTP process
- Continued implementation of Title VI Non-Discrimination Plan, including a Title VI Audit conducted by ODOT's Office of Civil Rights in July 2017. AAMPO met or exceeded requirements in all areas per the Audit, except for the need to gather demographic data about Board and TAC members. AAMPO staff have conferred with managers of other MPOs regarding their policies and procedures for gathering this demographic data, and will implement procedures to gather

demographic data in 2018, including a response sheet to be distributed via email and at meeting(s).

- Completed Quarterly Reports and billing
- Participation in the Benton County Transportation System Plan (TSP) stakeholder committee

### **Long Range Planning**

- Developed draft RTP in compliance with federal requirements, which is expected to be adopted by the AAMPO Policy Board in March 2018, with the Albany-area TDP to be approved on a similar timeline (but not formally adopted)
- Conducted public outreach in support of RTP process, including direct outreach to elected bodies of member jurisdictions, outreach to community organizations, public open house meetings, and direct outreach to transit riders, including onboard surveys.
  - Presentations and outreach interviews included: Tangent Fire District lunch meeting; Jefferson Fire Station lunch meeting; North Albany Neighborhood Association meeting; Millersburg City Council meeting; Linn Benton Community College Student Leadership meeting; Albany Bicycle and Pedestrian Advisory Committee meeting; Helping Hands Emergency Shelter conversations with attendees; interviews with two members of the Linn County Hispanic Advisory Committee and a maternity services staffer of Samaritan Health Services in Albany; interview with Strengthening Rural Families director.

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

- Participated in meetings of the governing body for the Linn Benton Loop transit service, and TAC, including helping craft the Scope of Work for a Service Analysis that is expected to be completed in FY18-19, and related ODOT contract amendment language. This includes RFP / procurement discussions with ODOT Region 2 staff. The project will include collaboration with ODOT's Transit Planning and Analysis Unit (TPAU).
- Provided support to Albany Transit Service (ATS), including participating in the Transit Development Plan (TDP) finalization.
- Funded work on the Albany Multimodal Transportation Center, Planning and Preliminary Design project for bus barn development.

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

- Developed FY18-21 TIP with ODOT, including amendments related to House Bill 2017 transportation funding projects.
- Published Annual Listing of Obligated Projects.

### **Ongoing Planning Efforts**

- The AAMPO RTP and TDP are anticipated to be adopted in March or April 2018. FHWA and FTA are expected to complete their review in March 2018. Project lists in the RTP will be evaluated in the short and long term with regard to leveraging alignment with other planning priorities in the region.

- AAMPO and the Corvallis Area Metropolitan Planning Organization (CAMPO) will continue to provide staffing support for the Linn-Benton Loop Board and will provide staffing for basic efforts to enhance operations and funding for the transit service, including service-analysis work (specifically, contract procurement for service-analysis completion). AAMPO staff are currently working with the other members of the Linn Benton Loop TAC to develop a scope of work to procure a contractor for completion of the service analysis, with a goal for the project to be complete in calendar year 2019.
- Staff will continue to monitor the rulemaking processes for House Bill 2017 funding related to transit, Safe Routes to School, ConnectOregon, and other areas.

### **FY18-19 Program Goals**

Primary goals for FY18-19 will include:

- Adopt RTP (expected in March 2018 after Public Comment period concludes)
- Approve TDP (expected in March 2018)
- Support the newly-formed Linn-Benton Loop Board; support Service Analysis work and contracting and overseeing operational work provided by ATS
- Facilitate jurisdictional information-sharing and planning regarding House Bill 2017 funding
- Further develop AAMPO's GIS and data management capacity
- Continued performance measure development and reporting, including collaboration with Albany Transit on transit asset management performance measures
- Continued training for MPO members and staff, including participation in quarterly MPO managers' meetings and MPO Consortium; participation in the Oregon Active Transportation Summit, Northwest Transportation Conference, and Public Transportation Conference; webinars through ODOT, FTA, FHWA.

### **Status of MPO Documents**

<b>Federally-Required Documents</b>	<b>Current Status</b>	<b>Next Update</b>
Metropolitan Transportation Improvement Program (TIP)	FY18-21 TIP adopted May 2017; FY21-24 TIP to be adopted in May 2020 (initial project list due Oct. 2019)	FY18-21 TIP currently being updated as needed in collaboration with ODOT and local jurisdictions
Regional Transportation Plan (RTP)	In progress	RTP anticipated to be adopted in spring 2018
Public Participation Plan (PPP)	Adopted July 2014; administrative updates in January 2016	As needed or with update of planning documents
Unified Planning Work Program	FY17-18 UPWP adopted in April 2017	FY18-19 UPWP expected to be adopted in spring 2018

Annual List of Obligated Projects	FY16 list completed spring 2017	FY17 list to be completed in spring 2018
<b>Other Documents</b>	<b>Current Status</b>	<b>Next Update</b>
Intelligent Transportation System (ITS) Plan	Initial conversations in progress to update regional plan; last updated in 2010	AAMPO will collaborate with CAMPO and OCWCOG regarding ITS Plan update options for FY19-20
Americans with Disabilities Act (ADA) Transition Plan	Seeking grant funding	Linn County has expressed interest in pursuing an ADA Plan in collaboration with AAMPO and will submit a funding pre-application to the Oregon Transportation and Growth Management (TGM) program in spring 2018. This project would prepare an <i>ADA Transition Plan for Accessibility in Public Rights-of-Way</i> for Linn County within the Urban Growth Boundary of the AAMPO and the cities of Millersburg, Tangent and Jefferson.
Title VI / Non-discrimination Plan	Adopted August 2014; administrative updates November 2016	Audit by ODOT Civil Rights Office completed July 2017; plan update due in November 2018
Albany Area Transit Development Plan	In progress	Anticipated to be approved in spring 2018

## FY18-19 WORK PROGRAM

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 TAC 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 TAC, public involvement, fiscal management, development of the UPWP, staff 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>	\$91,768 (Personnel \$78,748.50)
<b>Percent of Total Budget:</b>	44.5%

### **1.1 Administrative Tasks**

- 1.1.a. Meeting facilitation for Policy Board, TAC, 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, conferences, and other technical training directly related to MPO planning or programming responsibilities. This includes participation in quarterly MPO managers' meetings and MPO Consortium; participation in the Northwest Transportation Conference, Oregon Active Transportation Summit, and Public Transportation Conference; and webinars through ODOT, FTA, FHWA.
- 1.1.h. Ongoing training for Policy Board and TAC members

**Budget:** \$59,537

**Timeframe:** Ongoing

**Deliverables:** Meeting agenda packets and minutes, invoices to ODOT, approved intergovernmental agreements, Quarterly Reports and Invoices, 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 is tracked through quarterly reports submitted to ODOT, FHWA, and FTA. AAMPO's current and prior UPWPs are available here:

[www.ocwcog.org/transportation/aampo/aampo-plans-programs/](http://www.ocwcog.org/transportation/aampo/aampo-plans-programs/).

- 1.2.a. Preparation of FY18-19 Operational Budget

- 1.2.b. Development and adoption of FY18-19 UPWP
- 1.2.c. Quarterly reports of the MPO's planning and programming activities for submission to FTA, FHWA, ODOT, and the AAMPO Policy Board

**Budget:** \$4,651

**Timeframe:** Development of FY18-19 UPWP largely completed in 2<sup>nd</sup> and 3<sup>rd</sup> Quarters

**Deliverables:** Quarterly reports, FY18-19 UPWP document.

### 1.3 Public Participation Plan Implementation

Active public engagement 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 PPP and further informed by a Title VI / Non-discrimination Plan. Ongoing public participation efforts by MPO staff are listed below. Activities specific to RTP are listed under that task. The PPP is available here: [www.ocwcog.org/transportation/aampo/aampo-plans-programs](http://www.ocwcog.org/transportation/aampo/aampo-plans-programs).

The PPP specifies that AAMPO will consult with agencies and officials responsible for planning activities in the AAMPO area that will be affected by transportation in the development AAMPO plans and programs. This includes Tribal governments and Federal land management agencies, as applicable. The ODOT Office of Civil Rights conducted a Sub-Recipient Title VI Program Review of AAMPO in November 2017 which noted that no Tribal governments are located in the AAMPO area. However, per direction from ODOT, FHWA, and FTA, AAMPO staff will communicate with ODOT regarding the ongoing development of statewide procedures and best-practices for engaging with Tribes. This is particular to gathering input from any Tribal members who may be living in the AAMPO area, as well as any historical Tribal ties to lands in the AAMPO area.

- 1.3.a. Accept and process any public input regarding MPO planning or programming activities
- 1.3.b. Hold AAMPO 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 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 and on the AAMPO website. Email notification to an Interested Parties list.
- 1.3.f. Accept and respond to public comments received during meetings, via email, by phone, or by mail. Public comments will be provided to the AAMPO Policy Board for consideration.
- 1.3.g. Maintain interested parties list including local jurisdictions, transportation options advocates and committees, public health organizations, disability services organizations, social service organizations, recreational advocates, immigrant services organizations, public safety groups, and others
- 1.3.h. Provide key documents on the AAMPO website, including: the RTP, TIP, UPWP, 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 RTP and TDP as identified under those tasks; ensure PPP is addressed in the context of all planning activities.

**Budget:** \$2,618

**Timeframe:** Title VI Plan update is due in November 2018; goal is to update PPP on same timeline

**Deliverables:** Implemented PPP, informed and involved public, timely responses to public inquiries.

A robust outreach process was conducted in spring 2017 during development of the RTP, which is an example of AAMPO's tactics. Neighborhoods groups, bicycle / pedestrian advocacy groups, fire departments, and others were involved in over a dozen meetings, interviews, and presentations; furthermore, an on-board transit survey was conducted.

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

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: [www.ocwcog.org/transportation/aampo/aampo-title-vi-program](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 FY18-19:

- 1.4.a. Prepare updated Title VI Plan for submission to ODOT Civil Rights Management staff by November 2018, following up on July 2017 Title VI Audit. AAMPO met or exceeded requirements in all areas per the Audit, except for the need to gather demographic data about Board and TAC members. AAMPO staff have conferred with managers of other MPOs regarding their policies and procedures for gathering this demographic data, and will implement procedures to gather demographic data in 2018, including a response sheet to be distributed via email and at meeting(s).
- 1.4.b. Complete Title VI Accomplishments Report for FY17-18, 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 2018.
- 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 MPO documents and on the AAMPO website
- 1.4.e. Include ADA accessibility information on all meeting announcements / agendas
- 1.4.f. Accept and process any Title VI complaints in coordination with ODOT and consistent with the Title VI / Non-Discrimination Plan
- 1.4.g. Maintain Title VI Certifications and Assurances
- 1.4.h. Monitor effectiveness of Title VI/Non-Discrimination Plan and PPP in eliminating discrimination, including actions to take to correct any deficiencies.
- 1.4.i. Identify an ADA Coordinator for AAMPO (in collaboration with CAMPO and OCWCOG because staff are shared). OCWCOG is gathering information through its Mobility Management program regarding staff training and certification options for ADA efforts.
- 1.4.j. Identify ADA grievance procedure (can use Title VI process)
- 1.4.k. Development of ADA Transition Plan: 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 (ADA) 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. Linn County has expressed interest in pursuing an ADA Plan in collaboration with AAMPO, and funding could be shared between the two entities. Linn County will submit a funding pre-application to the Oregon Transportation and Growth Management (TGM) program in spring 2018. ADA requires that public entities make public services and public transportation accessible to those with disabilities, including pedestrian facilities within the public right of way. This project will prepare an *ADA Transition Plan for Accessibility in Public Rights-of-Way* for Linn County within the Urban Growth Boundary of the AAMPO and the cities of Millersburg, Tangent and Jefferson. The City of Albany is presently completing an ADA Transition Plan, and this project would leverage those findings.

**Budget:** \$10,738

**Timeframe:** Title VI Plan update due Nov. 2018; establish ADA Coordinator and grievance procedure by summer 2018; ADA Transition Plan pre-application due March 9, 2018; other tasks ongoing

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

### 1.5 Intergovernmental Coordination

To effectively implement the 3-C planning process, MPO members and staff coordinate with other jurisdictions, statewide agencies, federal agencies and a variety of stakeholder groups.

- 1.5.a. Coordinate with CAMPO including facilitation of joint MPO meetings and cooperation with CAMPO regarding regional transportation issues
- 1.5.b. Participate as an Ex-officio to the Cascades West Area Commission on Transportation (CWACT) and as a member of the CWACT TAC
- 1.5.c. Attend meetings of the Mid-Willamette Area Commission on Transportation (MWACT)
- 1.5.d. Participate on local advisory committees as needed, for example, Benton County TSP Stakeholder Committee
- 1.5.e. Intergovernmental coordination not covered elsewhere in this document in support of a 3-C planning process. 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 transportation advisory groups, including occasional meetings.

**Budget:** \$18,890

**Timeframe:** Attend MWACT and CWACT meetings quarterly or as available; coordinate joint AAMPO-CAMPO meeting annually with CAMPO; other attendance as time permits

**Deliverables:** A continuing, cooperative, and comprehensive planning process

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

This task includes activities related to the development of the RTP 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>	\$30,028 (Personnel \$25,542.84)
<b>Percent of Total Budget:</b>	14.5%

### **2.1 Regional Transportation Plan**

The RTP is a federally required document that identifies a preferred future transportation system for an MPO area and drives MPO decision-making. The RTP identifies transportation system needs through 2040, including financially constrained and illustrative project lists. The RTP is expected to be adopted by the AAMPO Policy Board in March 2018, so significant work is not anticipated in FY18. A TDP for the Albany areas has also been developed as part of this process, as detailed in Task 3.1, and will be approved (but not formally adopted) on a similar timeline, as recommended by the AAMPO TAC. This task is a continuance of work begun during prior fiscal years. AAMPO is the lead agency on this project; however, much of the work has been 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.

- 2.1.a. Development and adoption of performance measures in coordination with ODOT
- 2.1.b. Coordinate with TSP work in AAMPO jurisdictions as needed, to ensure consistency with RTP
- 2.1.c. Evaluate options for compliance with the TRP
- 2.1.d. Unanticipated state work as needed, for example, related to House Bill 2017 (Highway 20 safety funding, intermodal projects, or other priorities).

**Budget:** \$16,262

**Timeframe:** RTP is expected to be updated in March 2018; public comment period concludes March 28, 2018.

**Deliverables:** Ongoing updates as needed

### **2.2 Benton County Transportation System Plan**

Benton County has initiated its TSP and MPO staff will support the effort as part of the Stakeholder Advisory Committee. Additional project information is available here:

[www.co.benton.or.us/publicworks/project/benton-county-transportation-system-plan-tsp](http://www.co.benton.or.us/publicworks/project/benton-county-transportation-system-plan-tsp).

- 2.2.a. Provide technical support, including review of draft documents and serving on Stakeholder Advisory Committee
- 2.2.b. Assist project management team in providing updates to and gathering input from the MPO

**Budget:** \$2,032

**Timeframe:** Participation in bimonthly committee meetings through summer 2018

**Deliverables:** Review and input on technical documents and attendance at meetings

### 2.3 Linn County Transportation System Plan and other planning efforts as needed in Linn County

Linn County is the lead agency on the TSP effort. Time of AAMPO staff on this effort is funded with AAMPO PL funds. Additional project information is available here: <http://linncountytsp.org/>. Additional planning efforts after the TSP is adopted may be needed by Linn County staff, for example, completing an ADA Transition Plan for the AAMPO area in collaboration with Linn County.

2.3.a. Assist project management team in providing updates and gathering input from the MPO

2.3.b. Support other planning projects as needed as a technical advisor

**Budget:** \$6,098

**Timeframe:** Will coordinate with Linn County staff about needs in spring 2018

**Deliverables:** Attendance at meetings, review of draft documents, consistency with RTP; completion of other tasks as assigned.

### 2.4 Performance-Based Planning Program, FHWA

Moving Ahead for Progress in the 21st Century (MAP-21) established requirements for state DOTs and MPOs to implement a performance-based approach to planning and programming. These requirements were carried forward with the Fixing America's Surface Transportation (FAST) Act and MPOs must have compliant RTPs and TIPs by May 2018. This task supports coordination with ODOT and MPO partners on the development of performance targets. It also supports research, data collection, technical work related to the development and monitoring of AAMPO targets.

The AAMPO Policy Board adopted Safety guidelines in December 2017, ahead of the March 2018 deadline. AAMPO chose to align with ODOT's targets as identified in the state's 2016 Transportation Safety Action Plan. AAMPO staff will stay informed about upcoming deadlines. For example, by October 2018, state DOTs must submit MPO CMAQ performance plans, as applicable. By May 2018, ODOT must set Bridge and Pavement performance measures; in summer 2018 AAMPO will consider whether to adopt ODOT's targets or set its own. By March 2019, MPOs must establish 4-year targets for GHGs. Regarding Transit Asset Management performance measures, Albany Transit has chosen to participate in ODOT's Group Transit Asset Management (TAM) Plan rather than writing its own plan, and is participating in quarterly TAM check-ins.

2.5.a. Coordination with ODOT and MPO partners in compliance with requirements of FTA and FHWA to develop targets

2.5.b. Research and development of recommended performance targets for AAMPO with TAC

2.5.c. Data collection, data management, and tracking of performance

2.5.d. Amendments to RTP and TIP as needed to ensure compliance with targets; ensure performance measures are integrated into AAMPO's planning work

**Budget:** \$5,236

**Timeframe:** By October 2018, state DOTs must submit MPO CMAQ performance plans, as applicable. By March 2019, MPOs must establish 4-year targets for GHGs. AAMPO will continue to participate actively in statewide conversations with other MPO managers regarding this process and potential amendments to RTP and TIP.

**Deliverables:** Recommended performance targets and consistency with ODOT performance targets

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

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 (10.27% In-kind match provided by the City of Albany)
<b>Task 3 Budget:</b>	\$41,720 (Personnel \$34,929)
<b>Percent of Total Budget:</b>	20%

#### **3.1 Albany Transit Development Plan**

In conjunction with the RTP (Task 2.1), AAMPO oversaw development of a TDP for Albany Transit Service (ATS), planning for transit needs through 2040. The TDP is expected to be approved by the AAMPO Policy Board in spring 2018 and addresses 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. It includes short-term, medium-term, and long-term operational and capital investment strategies. This task is a continuance of work that began in prior fiscal years.

- 3.1.a. Final reporting on TDP project, as needed
- 3.1.b. Ensure consistency between TDP and other planning documents in the region, including a projected Linn Benton Loop service analysis

**Budget:** \$6,117

**Timeframe:** TDP expected to be approved by AAMPO Policy Board in March 2018.

**Deliverables:** TDP consistent with other local plans

#### **3.2 Albany Transit System Planning Support**

The City of Albany is the primary transit provider in the AAMPO area, operating ATS fixed route service, Call-A-Ride complementary paratransit service, and the Linn-Benton Loop regional service connecting Albany and Corvallis. This task covers technical support for the City of Albany as the operator of these services as well as coordination with regional partners to enhance inter-city and regional services in the AAMPO planning 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. In coordination with ATS staff, facilitate activities to improve regional and inter-city transit services. These services may include the Linn-Benton Loop, Linn Shuttle, North-by-Northwest Connector, Coast-to-Valley Express, Benton County Dial-A-Bus, or services provided by Salem-Keizer Transit. This may include strategic planning, grant writing, or other technical tasks as directed by the AAMPO Policy Board.
- 3.2.c. Consultation with ATS staff during the development of the RTP and TDP, TIP, UPWP, PPP and other MPO area planning efforts.
- 3.2.d. Assistance with programming transit projects into the MPO's TIP and state's STIP

**Budget:** \$6,098

**Timeframe:** Ongoing

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

### 3.3 Linn-Benton Loop Board

A governing board was established for the Linn-Benton Loop transit service in 2016, comprised of representatives from AAMPO, CAMPO, and the Linn-Benton Community College. Ex-officio members and other key stakeholders include OCWCOG, Oregon State University, the City of Albany, the City of Corvallis, Linn County, and Benton County. Staff with CAMPO and AAMPO staff and OCWCOG were asked to provide a base level of support for the Board, and this task covers those duties as assigned by the Board. The creation of the Board was the culmination of years of work by local transit providers and partners to provide sustainable governance for the system. The Loop is also supported by CAMPO and OCWCOG, and the tasks below are not the sole responsibility of AAMPO.

- 3.3.a. Coordination with the City of Albany on Board operating procedures, website development, agenda development, technical analyses, and other work as required
- 3.3.b. Meeting facilitation and logistics for Linn-Benton Loop Board and TAC. This includes development of meeting schedules, preparation and distribution of agenda packets, preparation of minutes, responding to public inquiries, and attendance at meetings.
- 3.3.c. Support public engagement efforts for the Loop Board, which may include webpage development and maintenance, public meetings, surveys, or direct stakeholder outreach
- 3.3.d. Prepare technical reports, which may include analyses of Loop funding and operations
- 3.3.e. At the direction of the Loop Board, complete other technical tasks that may include GIS mapping, data collection and development of informational materials and report(s).
- 3.3.f. Continued work on the Linn-Benton Loop Service Analysis, as originally programmed in the FY16-17 UPWP (i.e., hire and manage consultant). This project will study ridership needs and opportunities in the Corvallis and Albany area that could be addressed by increased

Loop service; review service schedule strengths and deficiencies, including alignment with other complementary local services; and develop a recommended transit service delivery plan.

- 3.3.g. Facilitate jurisdictional conversations and planning regarding funding and other implementation related to House Bill 2017.

**Budget:** \$26,862

**Timeframe:** Meetings of the TAC and Linn Benton Loop Board held bimonthly; Service Analysis expected to be contracted in Quarter 4 and completed by end of FY18.

**Deliverables:** Meeting agendas and minutes, maintained website, and completion of specific planning tasks as directed by the Board.

**3.4 Geographic Information Systems (GIS) Development**

This task will allow for development of consistent GIS files and data for AAMPO planning, programming, and performance management. This may include development of MPO files or databases for roadways, place types, sidewalks and other ADA infrastructure, crash or safety data, or other data related to compliance with federal performance measure requirements. A primary goal of this effort is leverage other data sources and create new datasets as needed to ‘fill the gaps’ for areas or jurisdictions where data is not available. This task may include coordination with ODOT’s Transportation Planning and Analysis Unit (TPAU), the Oregon MPO Consortium (OMPOC), and other state or local agencies. This task may include other GIS work as directed by the Board.

**Budget:** \$3,490

**Timeframe:** AAMPO staff will consult with OCWCOG GIS staff by Quarter 2 for scoping

**Deliverables:** Development of consistent GIS files and data for AAMPO planning

**Task 4: Transportation Programming**

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

<b>Task 4 Funding Sources:</b>	FHWA PL Funds 10.27% Local match provided by ODOT
<b>Task 4 Budget:</b>	\$11,722 (Personnel \$10,019.04)
<b>Percent of Total Budget:</b>	5%

**4.1 Transportation Improvement Program**

The TIP is a short-term prioritized listing of federally funded transportation projects within the MPO area. The TIP is developed based on an adopted RTP, in cooperation with the state and transit operators, and in accordance with AAMPO’s adopted policies and procedures. The TIP serves as the

FTA-required Program of Projects. This task covers ongoing management of the TIP, which is available here: [www.ocwcog.org/transportation/aampo/aampo-plans-programs/](http://www.ocwcog.org/transportation/aampo/aampo-plans-programs/).

A Self Certification Statement is prepared concurrent with the TIP 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.

Currently, AAMPO is staying informed via ODOT and in collaboration with other MPOs across the state regarding the STIP adoption timeline and project selection processes. The 2021-2024 TIP will be developed in line with the adopted Transportation Performance Measures and Targets. The MPO will work with the Cascades West Area Commission on Transportation regarding project selection.

Staff will develop the FY20 Self Certification Process Document, will approve it by the Policy Board and will submit it to ODOT along with FY2021-2024 TIP.

- 4.1.a. Maintenance of the TIP, including full and administrative amendments
- 4.1.b. Coordination of the TIP with the STIP
- 4.1.c. Research, technical work, and TIP amendments that would conform with federal performance-based planning requirements as outlined in Titles 23 and 49.
- 4.1.d. Participation in statewide working groups or meetings related to TIP and STIP development
- 4.1.e. Self Certification Statement

**Budget:** \$5,522

**Timeframe:** TIP is largely developed in Quarter 1; projects to be entered in STIP by October 2019.

**Deliverables:** Maintained TIP, consistent with STIP and federal requirements

#### 4.2 STBGP Funds Management reviewing allocation process

Surface Transportation Block Grant Program (STBGP) funds are sub-allocated to Oregon's small MPOs on an annual basis to be used for surface transportation projects within the MPO area. (The FAST Act renamed the long-standing Surface Transportation Program as the STBG, acknowledging that this program has the most flexible eligibilities among all Federal-aid highway programs and aligning the program's name with how FHWA has historically administered it.) Projects programmed for these funds should be consistent with the RTP and included in the TIP, and project selection should reflect consideration of Performance Measure targets.

- 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

- 4.2.e. Review of AAMPO's allocation and prioritization process, including forms, as compared with other MPOs and federal guidance (as requested by TAC). Forms should include information about how selected projects will enhance the goals and priorities of the RTP through the TIP.

**Budget:** \$4,067

**Timeframe:** TAC evaluation of STGB project ranking forms expected to be completed by June 2018 for Policy Board approval; this work item was requested by the TAC to streamline and review the process, including reviewing evaluation forms from other MPOs to ensure AAMPO's process provides clear and objective project rankings. Other project ranking forms are deemed sufficient by the TAC.

**Deliverables:** Accurate record of MPO's STBGP funds and allocation process

### 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 October 1, 2016 – September 30, 2017 and is due no later than 90 calendar days following the end of the program year.

**Budget:** \$2,032

**Timeframe:** This task will be completed by spring 2018

**Deliverables:** List of projects, posted on the AAMPO website:

[www.ocwcog.org/transportation/aampo/aampo-plans-programs](http://www.ocwcog.org/transportation/aampo/aampo-plans-programs)

### Note about Carryover:

The highlighted Carryover information on the budget tables on Pages 18-20 refers to AAMPO balances carried forwarded from past fiscal years. A full accounting is needed from ODOT including amounts, sources, and tasks. AAMPO's financial records show \$50,055 unexpended at the end of the 2014-15 fiscal year, an additional \$106,566 unexpended at the end of the 2015-2016 fiscal year, and an additional \$68,004 unexpended at the end of the 2016-2017 fiscal year.

**TABLE 1: AAMPO FY18-19 EXPENSES**

	Personnel Costs	Percent of Total Budget (Rounded)	Non-Payroll Costs	Contracted Staff	Total Budget
<b>Task 1: MPO Program Management</b>	<b>\$78,748.50</b>	<b>44.5%</b>	<b>\$12,599</b>	<b>\$421</b>	<b>\$91,768</b>
1.1 Administrative tasks	\$46,938.00	26.5%	\$7,510		\$59,537
1.2 UPWP	\$4,009.52	2.25%	\$642		\$4,651
1.3 Public Participation	\$2,257.14	1.3%	\$361		\$2,618
1.4 Title VI / Non-discrimination	\$9,257.14	5.2%	\$1,481		\$10,738
1.5 Intergovernmental Coordination	\$16,285.70	9.2%	\$2,605		\$18,890
<b>Task 2: Long Range Planning</b>	<b>\$25,542.84</b>	<b>14.5%</b>	<b>\$4,086</b>	<b>\$400</b>	<b>\$30,028</b>
2.1 RTP/RTSP	\$14,019.04	8%	\$2,243		\$16,262
2.2 Benton County TSP	\$1,752.38	1%	\$280		\$2,032
2.3 Linn TSP	\$5,257.14	3%	\$841		\$6,098
2.4 Performance-Based Planning	\$4,514.28	2.5%	\$722		\$5,236
<b>Task 3: Short Range &amp; Transit Planning (5303)</b>	<b>\$34,928.88</b>	<b>20%</b>	<b>\$5,587</b>	<b>\$1,204</b>	<b>\$41,720</b>
3.1 TDP	\$3,504.76	2%	\$560		\$6,117
3.2 ATS & Planning Support	\$5,257.14	3%	\$841		\$6,098
3.3 Linn-Benton Loop Board	\$23,157.60	13.2%	\$3,705p		\$26,862
3.4 GIS Development	\$3,009.52	1.7%	\$481		\$3,490
<b>Task 4: Transportation Programming (TIP)</b>	<b>\$10,019.04</b>	<b>5%</b>	<b>\$1,603</b>	<b>\$100</b>	<b>\$11,722</b>
4.1 TIP	\$4,761.90	2.7%	\$761		\$5,522
4.2 STBGP Funds Management	\$3,504.76	2%	\$560		\$4,067
4.3 Annual List of Obligated Projects	\$1,752.38	1%	\$280		\$2,032
	<b>\$149,238</b>	<b>85.15%</b>	<b>\$23,875</b>	<b>\$2,125</b>	<b>\$175,238</b>
<b>Total FY18-19 Anticipated Expenses \$175,238</b>					
<b>Anticipated Revenue \$175,238</b>					
<b>= PL \$133,518 + 5303 \$41,720</b>					
<b>+ Carryover</b>					

Note numbers in all tables are rounded (percent column not exact)

**TABLE 2: FY18-19 SUMMARY OF EXPENSES**

Cost	Amount	Percent of Total Budget
<b>AAMPO Personnel<sup>1</sup></b>	<b>\$149,238</b>	<b>85.15%</b>
<b>Contracted Time</b>	<b>\$2,125</b>	<b>1.21%</b>
<b>Non-Payroll Costs</b>	<b>\$23,875</b>	<b>13.54%</b>
<i>Board/Committees/Meetings</i>	<i>\$1,000</i>	<i>0.57%</i>
<i>Advertising</i>	<i>\$1,938</i>	<i>1.10%</i>
<i>Contingency</i>	<i>\$0</i>	<i>0.00%</i>
<i>Copying</i>	<i>\$801</i>	<i>0.45%</i>
<i>Dues/Memberships</i>	<i>\$350</i>	<i>0.20%</i>
<i>Licenses and Fees</i>	<i>\$250</i>	<i>0.14%</i>
<i>Bank Charge</i>	<i>\$0</i>	<i>0.00%</i>
<i>Legal Expenses</i>	<i>\$500</i>	<i>0.28%</i>
<i>Postage</i>	<i>\$150</i>	<i>0.08%</i>
<i>Printing</i>	<i>\$2,000</i>	<i>1.12%</i>
<i>Rent</i>	<i>\$2,691</i>	<i>1.53%</i>
<i>Supplies</i>	<i>\$500</i>	<i>0.28%</i>
<i>Telephone</i>	<i>\$700</i>	<i>0.40%</i>
<i>Training</i>	<i>\$1,000</i>	<i>0.57%</i>
<i>Travel</i>	<i>\$1,400</i>	<i>0.79%</i>
<i>Overhead and Administration<sup>2</sup></i>	<i>\$10,595</i>	<i>6.03%</i>
<b>Total FY18-19 Costs</b>	<b>\$175,238</b>	
<b>FY18-19 Revenue</b>	<b>\$175,238</b>	
<i>PL/5303</i>	<i>\$175,238</i>	
<b>+Carryover</b>		

<sup>1</sup> 0.75 FTE Planner, 0.25 FTE Section Manager, 0.10 FTE Administrative Assistant

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

**Note numbers are rounded** ("percent of total budget" column = 99.9% not 100%)

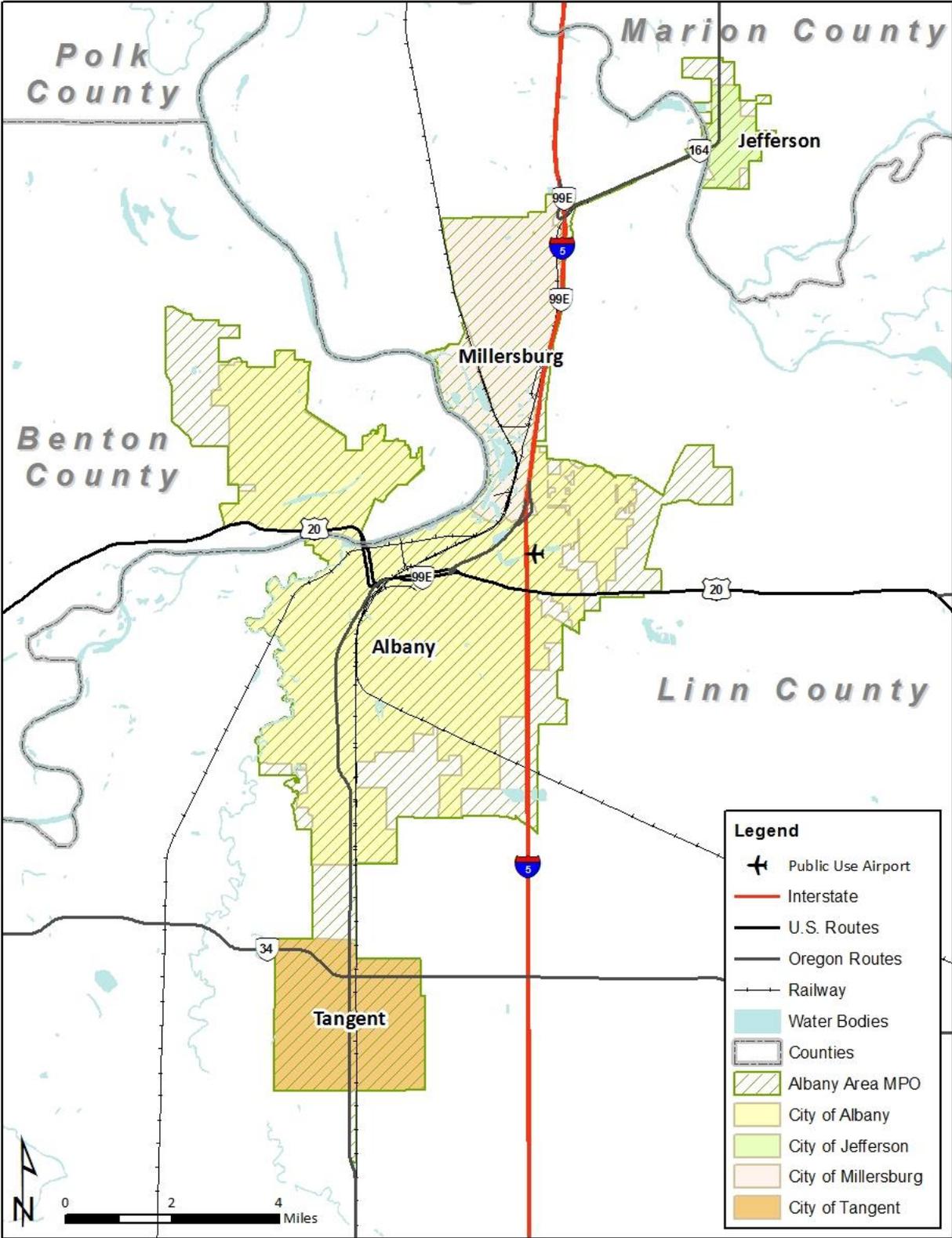
**TABLE 3: FY18-19 BUDGET BY FUNDING TYPE**

	FHWA PL Funds (Personnel + Non-Payroll + Contracted staff)	PL Match Funds (10.27%, from ODOT)	Total PL	FTA 5303 Funds	5303 Match (In-kind, 10.27%, from City of Albany)	Total 5303 (Funds and In-kind)	Carryover: Balance needed from ODOT	TOTAL EXPENSES (without Carryover)
Task 1: MPO Program Management	\$82,343	\$9,425	\$91,768	\$0	\$0	\$0		\$91,768
Task 2: Long Range Planning	\$26,953	\$3,084	\$30,028	\$0	\$0	\$0		\$30,028
Task 3: Transit Planning & Short Range Planning	\$0	\$0	\$0	\$37,435	\$4,284	\$41,720	\$28,357 originally programmed in the FY16-17 UPWP for the Linn Benton Loop Service Analysis will be a portion of total carryover	\$41,720
Task 4: Transportation Programming	\$10,510	\$1,203	\$11,722	\$0	\$0	\$0		\$11,722
<b>Total FY18-19 Expenses</b>	\$119,806	\$13,712	\$133,518	\$37,435	\$4,284	\$41,720		\$175,238
<i>Note numbers in all tables are rounded</i>						FY18-19 Revenue = \$175,238 + Carryover		
						PL/5303 = \$175,238		

Note: Further clarification on Match policies is expected from ODOT during FY18.

Note: ODOT **Statewide Planning and Research (SPR)** funds from Region 2: \$5,000 is anticipated for AAMPO Regional RTP adoption work in FY18; \$75,000 is anticipated for Benton County TSP. These projects do not affect AAMPO-specific funding.

**APPENDIX A: AAMPO PLANNING AREA MAP**



## APPENDIX B: UNFUNDED PLANNING PROJECTS

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The planning needs in the AAMPO area exceed what could be supported by the funds available. Unfunded planning projects are listed here to track unmet needs, prepare for new funding opportunities, and to present opportunities for coordination with other projects. AAMPO or its member jurisdictions have been able to address some of the unfunded needs addressed in prior UPWPs. These include:

- Facilitating high-level conversations about the possibility of an ‘Albany Bypass’ that would link Millersburg to North Albany. Using ODOT’s Mosaic tool, the MPO was able to consider a wide range of potential costs and benefits of such a project and how those costs and benefits would compare with a different set of projects. This analysis was considered during development of the RTP’s long-range aspirational project list. More information is available on the project website: [albanyareatransportationplan.org](http://albanyareatransportationplan.org)
- AAMPO funded a project to conduct planning and preliminary design for an Albany Transit Service bus barn at the Albany Multimodal Station or another location. 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. There is a long-identified need to plan for expansion of this facility, and potentially co-locate with an Albany Transit Station bus barn.
- The OCWCOG completed an application to establish an OR 34 Scenic Byway. AAMPO staff was unable to be involved due to staffing capacity.

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. Growth in the City of Lebanon, including a new convention center, Veteran’s Center, new medical college, and hospital expansions, have increased traffic from I-5 and Albany to the City of Lebanon. 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. Growth of Oregon State University in Corvallis has also increased traffic in the opposite direction. 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.

- **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 (ADA) 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. Linn County has expressed interest in pursuing an ADA Plan in collaboration with AAMPO; Linn County will submit a funding pre-application to the Oregon Transportation and Growth Management (TGM) program in spring 2018. Projected cost of the project is \$100,000. ADA requires that public entities make public services and public transportation accessible to those with disabilities, including pedestrian facilities within the public right of way. This project will prepare an *ADA Transition Plan for Accessibility in Public Rights-of-Way* for Linn County within the Urban Growth Boundary of the AAMPO and the cities of Millersburg, Tangent and Jefferson. The City of Albany is presently completing an ADA Transition Plan, and this project would leverage those findings.
- **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 TSP was adopted in 2001 and projected transportation system needs and deficiencies through 2020. The planning horizon is approaching and the City is eager to update its plan.
- **Regional Bicycle System Map:** This effort would build upon 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. There is a specific need for additional outreach to Oregon State University and Linn-Benton Community College students, faculty, and staff.
- **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.

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

### **Safe Routes to School, ODOT Transportation Safety Division (TSD): \$133,446 current funding**

The Oregon Cascades West Council of Governments (OCWCOG) received funding from the ODOT Transportation Safety Division for Safe Routes to School programming in Albany, Jefferson, Sweet Home, Harrisburg and Lebanon. The funding supports activities from October 2016 through October 2019. The activities will focus on bicycle and pedestrian safety education, coalition building, and strategic planning. Work in the Albany School District likely will focus on Sunrise Elementary School. Work in Jefferson has included development of an Action Plan and bike safety education and encouragement.

### **Park and Ride Planning: ODOT Multimodal Transportation Enhance Program (MTEP): \$76,270 current funding**

OCWCOG has received STIP Enhance funds to complete a Regional Park and Ride Plan for the OCWCOG area (Linn, Benton and Lincoln Counties). This planning effort will advance transportation demand management efforts and foster an effective multi-modal transportation system. The need for new and expanded Regional Park and Ride sites — for commuters, commerce, tourists, and others — has been identified in many local transportation planning documents in the region. This effort will consider capacity and inter-modal connections at existing park and ride lots and develop recommendations for improvements, including cost estimates and potential locations for new lots. This effort is expected to conclude in calendar year 2019. More information is at: [www.ocwcog.org/transportation/park-and-ride](http://www.ocwcog.org/transportation/park-and-ride)

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

Benton County is considering development of a multi-use path between Corvallis and Albany generally in the Highway 20 corridor. It would potentially connect with segments already constructed in Albany and Corvallis. The Benton County Board of Commissioners has directed Benton County Public Works to contract with a consultant to reevaluate all possible alignments between Corvallis and Albany and build community consensus regarding any future phases of the effort. More information is available at: [www.co.benton.or.us/pw/multi-use\\_path.php](http://www.co.benton.or.us/pw/multi-use_path.php)

### **Oregon Passenger Rail Environmental Impact Statement (EIS)**

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: [www.oregonpassengerrail.org](http://www.oregonpassengerrail.org)

### **Transportation System Plans (TSPs)**

Benton County's TSP is expected to be completed in Spring 2019 at a cost of \$332,900 in ODOT funds and \$45,395 in County match. Linn County's TSP is expected to be completed in Spring 2018 at a cost of \$296,673 in ODOT funds.

## APPENDIX D: 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 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.

The most recent PEAs, as shown below, were released in a joint memo from FHWA and FTA in 2014 and were reiterated in March 2015. No additional guidance has been received by AAMPO since that time.

### **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 UPWP addresses the PEAs as well as the broader MPO planning factors outlined in federal legislation.

**Coordination of UPWP with FHWA Planning Emphasis Areas and MPO Planning Factors**

	Planning Emphasis Areas			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 Benton County TSP	X	X	X	X	X	X	X	X	X	X	X
2.3 Linn County TSP	X	X	X	X	X	X	X	X	X	X	X
2.4 Albany Multimodal Center			X				X		X		
2.5 Benton County Visioning		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	X		
3.3 Linn-Benton Loop Board		X					X	X	X	X	X
3.4 GIS Development	X	X			X				X		
3.5 Placeholder											
<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											
<i>Note: Future iterations of this matrix will include Performance Measures</i>											

## APPENDIX E: 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. Passed 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 / STBGP:** Surface Transportation Program / Surface Transportation Block Grant Program. The FAST Act converted the long-standing Surface Transportation Program into the Surface Transportation Block Grant Program, acknowledging that this program has the most flexible eligibilities among all Federal-aid highway programs and aligning the program's name with how FHWA has historically administered it. This program is one of the major federal funding programs for MPOs. 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

## APPENDIX F: SUMMARY OF COMMENTS

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### AAMPO Technical Advisory Committee Comments:

### Public Comments:

#### ODOT Comments (January 31, 2018):

- **Resolved** Page 2 – The bullet under the Work Program Development recommend too include “Policy Board” instead of just “Board.”
- **Resolved** Page 5 – What about involvement in the 2021-24 STIP Development?
- **Resolved** Page 6 – The self-certification is required to be submitted with the TIP it is not required annually under the UPWP.
- **Resolved** Page 7 – Recommend moving the 1.2.c to the TIP Section.
- **Resolved** Page 7 – How are Tribal Government connected with the PPP implementation?
- **Resolved** Page 14 – Under 4.1 Transportation Improvement Program, first and second paragraphs are confusing.
- **Resolved** Page 18 – Please check your budget totals
- **Resolved** Throughout the document please define acronyms once and then rely on them.
- **Resolved** Page 22 – Request to add dollar amounts for ODOT-funded Safe Routes to School and Park and Ride projects

#### FTA Comments (February 2, 2018):

- **Resolved** Page 4 – What is the status of the Linn Benton Loop project?
- **Resolved** Page 4 – What is the status of the Regional Transportation Plan?
- **Resolved** Page 7 – Is “complaints” referring to public input? Or are you referring to official complaints, e.g. Civil Rights?
- **Resolved** Page 10 – Do you know where the MPO and the transit agency are with the implementation of the transit asset management performance measures?
- **Resolved** Page 18 – Is Linn Benton Loop Service Analysis item in budget the only carryover being included in the FY18-19 UPWP?
- Page 24 – This table is very informative

#### FHWA Comments (February 8, 2018):

- **Resolved** Summary budget table has incorrect numbers, needs updated. Ensure funding and eligibility has been reviewed for all activities and tasks.
- **Resolved** Ensure dates are accurate for the FY 18-19 UPWP that will be in place July 1, 2018.
- **Resolved** As much as possible, for key tasks (RTP adoption, key points during RTP development, etc.) try to identify dates/timeframes of when specific deliverables will be adopted/approved/etc. Most everything in the UPWP says ongoing.
- The Funding Sources discussion (page 2) of the UPWP states that in-kind contributions will be used to match the 5303 funding.
  - **In Progress Pending ODOT Discussion** The use of in-kind contributions needs prior Federal approval.
  - **Resolved** The text of the UPWP doesn’t include any information about the work that will be donated to the MPO or how the valuation of the work.

- ***In Progress Pending ODOT Discussion*** Question for ODOT – do we have a process in Oregon for MPOs that are using in-kind contributions to ensure they are meeting all of the requirements?
  - ***Resolved*** The self-certification is only required to be submitted with a TIP update, not annually. The MPO can submit it annually if it chooses, but it's not required.
  - Task 2.4:
    - ***Resolved*** PBPP is a requirement from both FHWA and FTA, not just FHWA.
    - ***Resolved*** Are there any specific tasks you can include that AAMPO will need to do?
    - ***In Progress*** What kind of assistance does AAMPO need to ensure you meet the PBPP requirements for RTP and TIP?
  - ***In Progress*** Task 4.1: What is AAMPO doing for the development of the 2021-2024 TIP? There are currently activities going on for 2021-2024 STIP development, is AAMPO involved in those activities?
  - ***Resolved*** Task 4: There are a few discussions of managing/administering STBG funding. Why is this limited to just STBG funding? The MPO is responsible for the regional coordination and prioritization process for all Federal funding in the MPO area (FHWA and FTA) funding.
  - ***In Progress*** Task 4.3: The annual listing of obligated projects is due “no later than 90 calendar days following the end of the program year.” The program year is the Federal fiscal year, so this listing needs to be out within 90 days of September 30. Also, good job posting these reports online. It appears 2017 still needs to be posted.
  - ***In Progress*** The MPO is receiving SPR funding for some MPO planning work and is encouraged to include that in the UPWP, although not required for small MPOs.
  - ***Resolved*** Appendix B - Unfunded Planning Projects includes a task for Development of ADA Transition Plan for Linn County. Will AAMPO cover the expense for Linn County's ADA Transition Plan? Clarify.
  - ***In Progress*** Appendix E - The table is a great summary of how AAMPO is addressing PEAs and Planning Factors. Down the road, I would suggest incorporating performance measure here as well.
  - ***Resolved*** Appendix G - Thank you for including an appendix to include comments from partners involved and responses to those comments. Suggest including a line stating that the comment was resolved.
- General comments:
- ***In Progress Pending ODOT Discussion*** (For ODOT) We transfer FTA planning funds to FHWA to administer, which is a consolidated planning grant. However, the UPWPs still reflect 5303 funding which isn't fully accurate since it's transferred into PL. We need to work out a process for this and get updated guidance out to the MPOs on how to accurately reflect this in their UPWP.
  - ***Resolved*** Ensure Title VI and EJ are kept separate (For Example, when “Title VI/EJ” is used throughout the document it would appear that they are synonymous).
  - ***In Progress*** Include sufficient detail on the MPO's involvement in Performance Measures, next steps, schedule, and tracking involved.
  - ***Resolved*** Add a section on how the MPO will address ADA (identify an ADA Coordinator, grievance procedures (can use Title VI complaint process), and develop an ADA notice indicating MPO meetings are ADA accessible etc).
  - ***Resolved*** AAMPO should document the MPO's Tribal Consultation process and reference it in the work program.
  - ***Resolved*** Any specific planned training activities that can be captured in the work program?



## Albany Area Metropolitan Planning Organization

City of Albany • City of Jefferson • City of Millersburg • City of Tangent • Linn County •  
Benton County • Oregon Department of Transportation

DATE \_\_\_\_\_

NAME \_\_\_\_\_

I AM A:  POLICY BOARD MEMBER  TECHNICAL ADVISORY COMMITTEE MEMBER

The Albany Area Metropolitan Planning Organization (AAMPO) is a recipient of federal funds and is required under Title VI of the Civil Rights Statute to ascertain the racial/ethnic make-up of its boards and committees. It is unlawful for AAMPO to fail or refuse to provide services, access to services or activities, or otherwise discriminate against an individual because of an individual's race, color, religion, sex, national origin, disability or veteran status. AAMPO members are invited to voluntarily self-identify their race/ethnicity and gender in order for AAMPO to comply with Title VI regulations. This information will be used according to the provisions of applicable federal and state laws, executive orders and regulations, including those requiring the information to be summarized and reported to the federal government for civil rights enforcement purposes.

### Race/Ethnicity

If you choose to self-identify, please mark the **one section** describing the race/ethnicity category with which you primarily identify:

*Asian or Pacific Islander*: All persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

*Black and/or African American* (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

*Hispanic*: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

*American Indian or Alaskan Native*: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

*Caucasian* (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

*Prefer not to say*

### Gender

*Female*  *Male*

*Non-binary/third gender*  *Prefer to self-describe* \_\_\_\_\_

*Prefer not to say*

# FFY 2017 Annual Listing of Obligated Projects

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October 1, 2016 – September 30, 2017



Prepared By:

Albany Area Metropolitan Planning Organization  
1400 Queen Ave SE, Suite 205, Albany, OR 97322  
[www.ocwcog.org/aampo](http://www.ocwcog.org/aampo)

This report was prepared by the Albany Area Metropolitan Planning Organization and was financed in part through the United States Department of Transportation Federal Highway Administration PL and Federal Transit Administration Section 5303 funds) and in part through local matching funds provided by the Oregon Department of Transportation. The contents of this document are solely the responsibility of AAMPO. The United States Department of Transportation and its agencies and the Oregon Department of Transportation assume no liability for the content of this document or for the use of its contents.

## Introduction

The U.S. Congress, through adoption of the transportation act, Fixing America's Surface Transportation (FAST) Act, requires all Metropolitan Planning Organizations (MPOs) to publish an annual listing of projects for which federal funds have been obligated (49 USC Chapter 53, Section 5303). This provision is intended to increase the transparency of government spending on transportation projects and programs and to increase the public's understanding of how federal funds are being spent.

This report outlines transportation projects and programs within the Albany Area Metropolitan Planning Organization (AAMPO) with funds obligated during the 2017 federal fiscal year: October 1, 2016 through September 30, 2017.

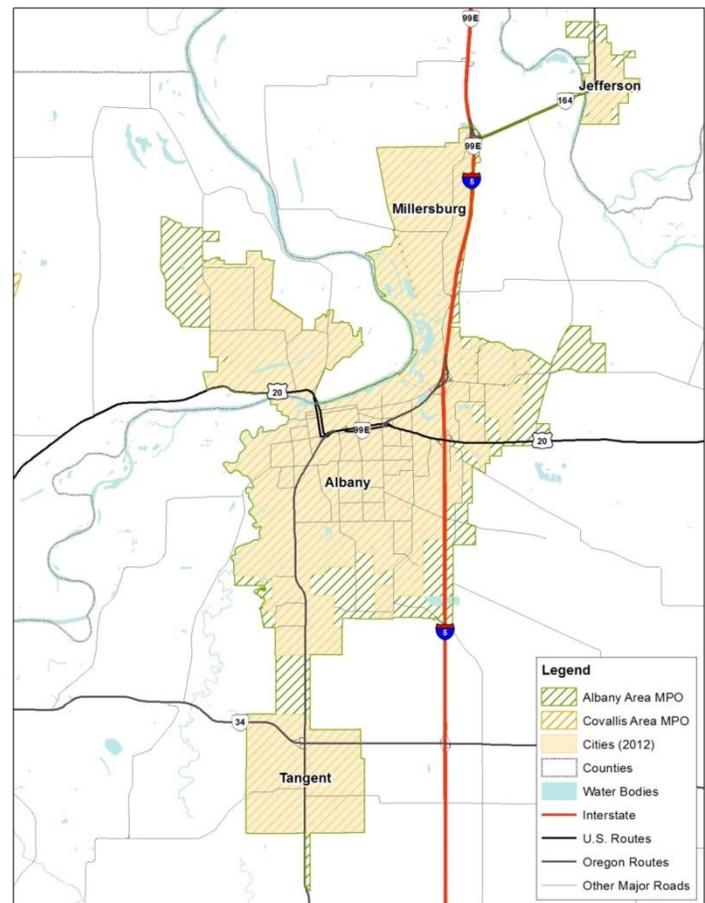
Other federally funded projects that have already been obligated, or those not anticipated to be obligated in the short term may not be included. Additionally, projects that did not have funds obligated during FFY17 may not be included but may still be moving forward on schedule. (In some cases, delayed obligation may occur without affecting a project schedule.) Projects included in this report are consistent with the AAMPO Transportation Improvement Program (TIP).

It is the primary responsibility of the MPO to prepare the Obligation Report, in coordination with MPO member jurisdictions, the Oregon Department of Transportation (ODOT) and the operator of Albany Transit service (the City of Albany). This document is also available on the AAMPO website: [www.AlbanyAreaMPO.org](http://www.AlbanyAreaMPO.org).

## About the Albany Area Metropolitan Planning Organization

AAMPO has been designated by the Oregon Governor 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 provide for continuing, cooperative and comprehensive planning for the region. AAMPO includes the cities of Albany, Jefferson, Millersburg, and Tangent as well as Linn County, Benton County and the Oregon Department of Transportation. Elected officials from each of these jurisdictions compose the governing body of the MPO, along with ODOT regional planning staff. A Technical Advisory Committee (TAC) composed of staff from each member jurisdiction serves in an advisory capacity to MPO's governing body. Staffing, including fiscal and administrative support, is provided by the Oregon Cascades West Council of Governments (OCWCOG). The AAMPO planning area is shown in Figure 1.

**Figure 1: AAMPO Planning Area**



## Terminology

**Obligation** in the context of this report is the Federal government’s legal commitment to pay the Federal share of a project’s cost. An obligated project is one that has been authorized by a Federal agency as meeting eligibility requirements for federal funds. Projects for which funds have been obligated are not necessarily initiated or completed in the program year. For obligations on a construction project, typically the project needs to complete a competitive bid process and begin construction if an acceptable bid is received. Alternatively, projects may have obtained permission to proceed to construction using local funds, with the ability to be obligated and reimbursed with federal funds at a later date.

The amount of the obligation usually does not equal the total cost of the project. An obligation may be for only one phase of a multi-phased project, and the obligation amount listed does not account for local funding spent on a project.

For Federal Transit Administration (FTA) projects, obligation occurs when the FTA grant is awarded. For Federal Highway Administration (FHWA) projects, obligation occurs when a project agreement is executed and the recipient agency requests that the funds be obligated. A project agreement defines specific project elements that are eligible for funding; how financing will occur; and agency roles, responsibilities and liabilities.

Once funds have been obligated, the eligible recipient begins incurring eligible project expenses and then requests reimbursement from the obligated funds. The reimbursement request must demonstrate that the recipient incurred the costs consistent with the project agreement and all federal rules.

**Deobligation** occurs when funds that have been originally obligated for a specific project has to return that promise of funds to the federal government. This generally occurs when money that has been set aside for a project has not been fully spent. Thus the promise of funds is returned to the federal government.

### Phase Descriptions

Cap: Transit Capital

CN: Construction

Ops: Transit Operations

PE: Preliminary Engineering

PM: Preventative Maintenance

ROW: Right of Way or Land Acquisition

TDM: Transportation Demand Management

UR: Utility Relocation

## Funding Sources

**Surface Transportation Program (STP) / Surface Transportation Block Grant (STBG)** funds are a flexible multi-modal block grant-type program. STP funds provide for a broad range of transportation uses and may be used for projects on the Federal-aid highway system (including the NHS), bridge projects on any public road, transit capital projects, and intracity or intercity bus terminals and facilities. A percentage of STP / STBG funds allocated to the state of Oregon is distributed to cities, counties and MPOs on a formula basis by the Oregon Transportation Commission (OTC).

**Section 5307** funds are distributed on a statutory formula basis to support capital, operating, and planning expenditures for publicly owned transit systems. 5307 funds have a 20% local match when used for capital or planning projects and a 50% match when used for transit operations.

**Section 5339** funds support capital purchases for public transportation systems. Funds are granted on a project-by-project basis and require a 20% local match.

**Section 5310** funds support transportation services for the elderly and persons with disabilities. The funds may go to private, nonprofit organizations or to public bodies that coordinate service. Funds can continue to be used for capital costs or for capital costs of contracting for services. Section 5310 funds are awarded on an annual competitive basis.

**Metropolitan Planning funds (PL and 5303)** are available for MPOs to carry out the metropolitan transportation planning process required by 23 U.S.C. 134, including development of metropolitan area transportation plans and transportation improvement programs. Under 23 U.S.C. 134, MPOs are responsible for developing, in cooperation with the State and affected transit operators, a long-range transportation plan and a metropolitan transportation improvement program (MTIP) for the area. Metropolitan Planning funds are provided through the Oregon Department of Transportation to MPOs in order to support metropolitan planning processes.

**Table 1: Projects Obligated in FFY17**

Project Number	Recipient Number	Project Title	Preliminary Engineering Date	Construction Date	Urbanized Area	Fiscal Year Obligations Amount	Fiscal Year Total Cost
S001492	19390	I-5: N JEFFERSON – N. ALBANY	1/14/16	3/22/17	Albany, OR	PE: \$921,278  4Rs: (Repair/Resurfacing/ Restoration/ Reconstruction) \$12,224,671  Construction: \$1,143,638	PE: \$999,000  4Rs: Repair/Resurfacing/ Restoration/ Reconstruction) \$13,256,085  Construction: \$1,240,119
PR18204	20748	ALBANY AREA MPO PLANNING SFY18	6/28/17		Albany, OR	\$116,857	\$130,232
S001510	19930	I-5: DELANEY RD – ALBANY	8/14/17		Albany, OR	\$6,141,852	\$6,660,000

**Table 2: Status of FFY17 Transit Projects**

<b>Project Number</b>	<b>Recipient Number</b>	<b>Project Title</b>	<b>Federal Approval Date</b>	<b>Urbanized Area</b>	<b>Fiscal Year Obligations Amount</b>	<b>Fiscal Year Total Cost</b>
5676-2018-1-P1	5676	City of Albany capital vehicle purchase	May 2016	Albany OR	\$160,000	\$200,000
5676-2017-1	5676	FY17 5307 ADA Paratransit Operations	May 2016	Albany OR	\$189,950	\$237,438
5676-2017-1	5676	FY17 5307 ATS and Loop Operating Assistance	May 2016	Albany OR	\$652,806	\$1,305,612
5676-2017-1-P1	5676	FY17 5307 Ops/Cap/Ada/PM	May 2016	Albany OR	\$87,098	\$108,872
OR-90-X168-01	5676	Albany 13 5307 Op, Cap, ADA, PM	July 2013	Albany OR	\$1,010,546	\$1,641,933
OR-2017-003-00	5676	ADA Paratransit Operations 2016	May 2016	Albany OR	\$185,589	\$231,986
OR-2017-003-00	5676	Operating Assistance - ATS and Loop	May 2016	Albany OR	\$493,378	\$986,756
OR-2017-003-00	5676	Capital / PM	May 2016	Albany OR	\$384,879	\$481,099
OR-90-X175-02	5676	5307 Op, Cap, ADA, PM	July 2015	Albany OR	\$2,075,091	\$3,610,939

OR-90-X175-01	5676	5307 Op, Cap, ADA, PM	July 2015	Albany OR	\$1,728,121	\$2,948,234
OR-90-X175-00	5676	5307 Op, Cap, ADA, PM	July 2014	Albany OR	\$1,036,664	\$1,694,005
OR-90-X168-00	5676	5307 Op, Cap, ADA, PM	July 2013	Albany OR	\$1,010,546	\$1,641,933
OR-04-0024-01	5676	5309B P&R & Rehab Facility	January 2008	Albany OR	\$2,065,334	\$2,581,667
OR-04-0024-00	5676	5309 N. P&R & Rehab Trans Center	January 2008	Albany OR	\$1,506,409	\$1,883,011
OR-03-0111-00	5676	5309B for bus purchase	February 2014	Albany OR	\$216,409	\$260,734

**Application for Albany Area MPO FFY 2015 - 2018 STP Funds****APPLICATIONS DUE BY 5:00 PM October 30, 2015**Submit to Theresa Conley ([tconley@ocwcog.org](mailto:tconley@ocwcog.org))**Applicant Information**

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**Sponsoring Organization(s):****Contact Person(s) & Title(s):****Contact Email(s):****Contact Phone Number(s):****Project Information**

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**Please provide sufficient detail to facilitate project evaluation and selection according to the *Policy on Allocation of STP Funds* as approved by the AAMPO Policy Board.**

**1. Project Name:****2. Project Type:**                      **Modernization**                      **Preservation****3. Project Description. Describe the project and the specific phase(s) proposed for AAMPO STP funding. Include all phases and those not proposed for AAMPO STP funds. Describe the type of work, project location, termini and length.****4. Describe how the project will address gaps or deficiencies in the transportation system.****5. What is the Federal Functional Classification (for roadway projects)? Please reference <https://gis.odot.state.or.us/transgis/>.**

6. **What is the Average Daily Traffic (ADT) on the affected roadways?**
  
7. **Describe the pavement condition of the affected area, or general condition if a non-roadway facility. Include PCI information if available.**
  
8. **Will the project address a known safety issue? Please describe and include relevant safety data available from ODOT or local sources.**
  
9. **Please supply any additional relevant information.**

### **Project Funding**

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**Please provide estimates for total project cost and the cost for each phase proposed for AAMPO STP funding. Include project phases beyond the current funding timeframe.**

10. **Estimated Total Project Cost:**
  
11. **Total STP Funding Request:**
  
12. **If the STP funding request extends over multiple federal fiscal years, please outline the proposed project costs by federal fiscal year & project phase.**
  
13. **Outline funding anticipated from other funding sources, including required match.**

# Project Name

Applicant:

Purpose and Need Statement:

Location:

# Meeting AAMPO Priorities

The project will meet AAMPO funding priorities:

# Supporting Images and Maps

# Supporting Images and Maps

# Project Costs

Estimated AAMPO STP Request by FFY:

Estimated Funds from Other Sources:

Estimated Total Project Cost:





# APPLICATION FOR: FFY 2018-2023 SKATS TIP - 2018 UPDATE

(Transportation Improvement Program)

- **STBGP-U FUNDS** (Surface Transportation Block Grant Program-Urban)

Section 1: Applicant Information			
Date:			
Sponsoring Organization:			
Organization Address:			
Contact Person & Title:			
Contact e-mail:		Phone:	
Section 2: Project Information (Enter all applicable information.)			
Project Title:			
Location (Street, highway, other identifier):			
Cross street(s) or other reference point:			
Length in feet:			
RTSP Functional Class:			
Current Traffic Volume:			
Existing Level of Service:			
Freight Volume:			
Current Transit Ridership:			
Bike/Pedestrian Volumes:			
5-year Crash History:			
State Senate District:		State Representative District:	
Project Purpose:	<i>(In MS Word, right click box, pick properties, pick "checked.")</i>		
Check all that apply (See Objectives in RTSP p. 2-8. Check all that apply.)	<input type="checkbox"/> Safety	<input type="checkbox"/> Relieves Traffic Congestion	<input type="checkbox"/> Preservation
	<input type="checkbox"/> Multi-modal	<input type="checkbox"/> Efficiency	<input type="checkbox"/> Other
a. Project Description:			
b. Briefly describe the problem and the proposed solution:			
c. Is this a continuation of a project currently in the TIP or STIP? Enter yes or no -->			
If yes, describe the status of the project:			

<b>Section 3: Eligibility</b> (Check "yes," "no," or "not applicable" for each.)	Yes	No	N/A
<b>RTSP:</b> Is the project listed in, consistent with, or able to be added to the financially constrained RTSP during project time frame? (See p. 2-7 of RTSP about consistency.)			
Project number in RTSP, if applicable: _____			
<b>State/Local Plans:</b> Is the project in (or consistent with) a local adopted plan?			
Identify plan: _____ (See Maps and Plans section below, and attach information from plan.)			
<b>Federal Eligibility:</b> Is project eligible for STBGP-U or TA-U funding under Federal guidelines? (See application instructions.)			
<b>Local Match:</b> Can agency provide minimum required matching funds to the requested federal funds? (This should be indicated in Section 7.)			
<b>Sufficient Funding:</b> Is the total of requested STBGP-U/TA-U funds plus local match and other committed funds sufficient to complete the project or a phase of the project?			
<b>Readiness:</b> Does the agency have the ability to utilize the requested federal funds in the Fiscal Years requested in Section 7?			
<b>CMP:</b> Is the project consistent with the regional Congestion Management Process? (See RTSP, Appendix E for information.)			
<b>Provide information if the answer is "no" or "n/a" for any of the above eligibility questions:</b>			

<b>Section 4: Description of Project Benefits</b> (Relates to the goals of the RTSP: p. 2-8.) For each section, describe the benefits of the project, as applicable (or enter "n/a" for not applicable).	
a. Accessibility and Connectivity	Describe how the completed project fills in key gaps in the transportation system; completes system components; or provides better pedestrian, bicycle, or roadway accessibility for users in the region. Does it connect to schools, parks, community centers, or other public locations? Who benefits from the project?
b. Multiple Modes	Describe how the completed project benefits more than one transportation mode or purpose (e.g., roadway and transit, bicycle and roadway users, or roadway and identified freight route, etc.).
c. Preservation	Describe how the requested funds will be used to maintain and preserve the regional transportation system in good repair.

d. Freight	Describe how the completed project improves the freight system and freight movement.
e. Economic Development	Describe how the completed project promotes or supports economic development.
f. Safety	Describe how the completed project improves safety for all users.
g. Environmental Justice	At the project and regional levels, describe how the completed project promotes environmental justice (by avoiding, minimizing, or mitigating disproportionately high and adverse human health or environmental effects including social and economic effects on minority and low-income populations).
h. Efficiency	Describe how the project provides benefits to users of the system in a manner that is cost efficient.
i. Environmental Impact	Describe how the completed project minimizes the impact to the natural and built environment.
j. Public Health	Describe how the completed project promotes public health benefits.
k. Other	Describe other benefits of the completed project or use of the requested transportation funds not listed above.

<b>Section 5: Importance and Support</b> Describe the importance and support for the project.	
a. Importance and Near-term Need	Describe the project's priority for the agency, community, or region and its relative priority for the regional transportation system and how its importance is documented (e.g., identify adopted plans or policies, as applicable). Describe the need in terms of problems or lost opportunities that arise if the project is not awarded federal transportation funds in the near term.
b. Public Involvement	Describe any public involvement activities that demonstrated support for the project. List any letters of support attached to the application or submitted separately.
c. Existing Plans	Describe what approved plan this project is in, and what public process was used in developing and approving the plan (TSP, Corridor Study, Transit Plan, ITS Plan, etc.).

<b>Section 6: Maps and Plans</b> (Project Site and Vicinity Maps are required for all construction projects. Include other applicable maps or drawings, if available.)	
	Description of attachments.
<input type="checkbox"/> Attached	
<input type="checkbox"/> Not Applicable	

<b>Section 7: Timetable and Readiness Information: REQUIRED</b>	
a. Indicate anticipated timing for major activities for the project (preliminary engineering, right-of-way, construction start/completion, purchases, year the activity will be operational, etc.), as applicable. Provide a date, if known, or year.	
<b>Anticipated Dates</b>	<b>Activity</b>
b. Describe any planning, coordination, or development activities that are planned or have taken place.	

c. Describe any issues or controversy that may delay the project.

**Section 8: Project Budget and Funding Request Summary: REQUIRED**  
 Note federal STBGP-U require at least 10.27% of funds from non-federal sources.

Estimated Total Project Cost	\$					
In this section, enter the amount of federal transportation funds requested, local match, and total estimated costs by project phase/use and preferred federal fiscal year	Phase or use of funds	Federal Fiscal Year Obligated	Federal Funds Requested	Required Match 10.27% Minimum	Additional Match	Total Estimated Cost
	<i>Preliminary Engineering</i>		\$	\$	\$	\$
	<i>Right of Way</i>		\$	\$	\$	\$
	<i>Construction</i>		\$	\$	\$	\$
	<i>Utility Relocate</i>		\$	\$	\$	\$
	<i>Other</i>		\$	\$	\$	\$
<b>Total request of federal funds:</b>			\$	\$	\$	\$
Enter amounts and sources of committed funds and match:	\$	Source:				
	\$	Source:				
	\$	Source:				
	\$	Source:				
<b>Total Match</b>						

Provide other funding information, as relevant:

<b>Section 9: Estimated Project Costs: REQUIRED</b>			
A detailed cost estimate <u>must</u> be provided for construction projects.			
a. List estimated costs for the various activities listed below, as applicable to the proposed project.			
<b>Items and activities</b>			<b>Estimated Cost</b>
Project Planning and/or Administration			\$
Preliminary Engineering	(Enter % of Construction cost) -->		\$
Construction Engineering	(Enter % of Construction cost) -->		\$
Environmental Work			\$
Right-of-Way and/or Building purchase			\$
Capital Equipment			\$
<b>Non-Construction Project Cost sub-total</b>			<b>\$</b>
Construction Estimate			\$
Construction Contingency	(Enter % of Construction cost) -->		\$
<b>Construction Project Cost sub-total</b>			<b>\$</b>
<b>Non-Eligible Costs sub-total</b> (other non-transportation project expenditures, e.g., non-reimbursable utilities)			\$
<b>Total Project Costs</b> (Add the subtotals from above.)			
b. <b>Additional project cost information.</b> Indicate below if other project cost information is being submitted such as detailed construction cost estimates or detailed capital equipment list and costs.			
<i>(In MS Word, right click box, pick properties, pick "checked.")</i> <input type="checkbox"/> Attached <input type="checkbox"/> Not Applicable	Description of attachments		
c. <b>Project Administration Details.</b> Indicate below how the project will be administered.			
<input type="checkbox"/> Local/Certified Agency <input type="checkbox"/> Local/LAL (Local Agency Liaison) <input type="checkbox"/> ODOT <input type="checkbox"/> Local/Transit <input type="checkbox"/> Other _____			

<b>Section 10: Submittal Approval</b>			
<b>Project Sponsor Signature Authority Information - REQUIRED</b>			
The Authorizing Authority identified below approved the submittal of this application on behalf of the Project Sponsor. Project sponsors will be required to sign an Intergovernmental Agreement (IGA) with ODOT prior to receiving any project funds. The IGA with the state will detail the requirements for the use and management of requested funds.			
Authorizing Authority Name:			
Authorizing Authority Title:			
<input type="checkbox"/> Electronic submittal was approved by the identified authorizing individual. No signature needed if checked.			
Signature:		Date:	
<b>Co-Sponsor Signature Authority Information</b>			
The signature below demonstrates support of this application on behalf of the Co-Sponsor			
Authorizing Authority Name:			
Authorizing Authority Title:			
<input type="checkbox"/> Electronic submittal was approved by the identified authorizing individual. No signature needed if checked.			
Signature:		Date:	
If you have more than one Co-Sponsor, list further Co-Sponsors' submittal authority names and titles in the box below and ask those named to provide their signatures and the date signed by their names.			

<b>Section 11: Project Summary Sheet</b>
Complete the project summary sheet (available at <a href="http://www.mwvcog.org/programs/transportation-planning/skats/planning-programs/transportation-improvement-program-tip/">http://www.mwvcog.org/programs/transportation-planning/skats/planning-programs/transportation-improvement-program-tip/</a> ), and attach in word format to the application transmittal.



## APPLICATION INFORMATION FOR: FFY 2018-2023 SKATS TIP - 2018 UPDATE

(Transportation Improvement Program)

- **STBGP-U FUNDS** (Surface Transportation Block Grant Program-Urban)
- **CMAQ-U FUNDS** (Congestion Mitigation Air Quality Program-Urban)

<b>Application Due</b>	<b>Tuesday, October 13, 2017 5:00 P.M.</b>
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### INTRODUCTION

The Salem-Keizer Area Transportation Study (SKATS) Metropolitan Planning Organization (MPO) is soliciting transportation projects to apply for federal **Surface Transportation Block Grant Program-Urban (STBGP-U)** funds for the federal fiscal year (FY) 2018-2023 Transportation Improvement Program (TIP). Successful applicants will receive STBGP-U funds as recommended by SKATS staff and the SKATS Technical Advisory Committee (TAC) and approved by the SKATS Policy Committee (PC).

Approximately \$5 million in federal funds are available for projects that will be ready for contract in FY 2019, 2020 and 2021. Recipients must supply matching funds to cover at least 10.27 percent of the project cost. Results will be announced after approval by the SKATS Policy Committee in Winter/Spring 2018.

Applications are to be submitted electronically no later than **5:00 p.m. on October 13, 2017** to be eligible for consideration for funding. See submittal instructions on page 7.

Application materials are available at:

<http://www.mwvcog.org/programs/transportation-planning/skats/planning-programs/transportation-improvement-program-tip/>

**SCHEDULE (Dates in 2018 are subject to change)**

Activity	Date
Notice of application availability	August 1, 2017
Complete the applications	August-October
Technical Advisory Committee (TAC) Meeting – Project summary presentations	October 10, 2017
<b>Applications Due to SKATS</b>	<b>October 13, 2017</b>
TAC members individual scoring of projects	October-November
Public input via interactive map	October-November
Initial TAC evaluation and prioritization of projects	November 14, 2017
Policy Committee (PC) Meeting – Presentation of projects	November 28, 2017
Scoping of Projects by ODOT	November - December
TAC-recommended project and alternate list	January 9, 2018
PC review and release for public review	January 23, 2018
30-day public review period as required by the SKATS Public Participation Plan	January 23, 2018 – February 27, 2018
<b>PC public hearing and decision</b>	<b>February 27, 2018</b>
Award Notification	March 2018

**ELIGIBLE PROJECT SPONSORS**

State and local governments and transit agencies are eligible to receive federal surface transportation program funds.

**ELIGIBLE PROJECTS**

Projects eligible for funding **must be within the SKATS MPO boundary** and be included in, or consistent with, the SKATS Regional Transportation Systems Plan (RTSP) located at:  
<http://www.mwvcog.org/programs/transportation-planning/skats/planning-programs/regional-transportation-system-plan-rtsp/>.

**STBGP-U Funds** - Surface transportation block grant program - urban (STBGP-U) funds may be used for a variety of programs and projects within SKATS. STBGP-U funds may be used for the following types of activities on the regional transportation system: construction, reconstruction, preservation, or operational improvements of roads and highways; capital costs for transit projects; traffic management systems including traffic signals and interconnects; bicycle and pedestrian improvements; transportation alternatives; surface transportation planning programs; environmental mitigation; ITS (intelligent transportation systems); capital improvements; safety and congestion management improvements; and installation of vehicle-to-infrastructure communication equipment.

In general, STBG projects may not be on local roads or rural minor collectors. There are a number of exceptions to this requirement including: bridge and tunnel projects; safety projects; fringe and corridor parking facilities/programs; recreational trails, pedestrian and bicycle projects, and safe routes to school projects; boulevard/roadway projects largely in the right-of-way of divided highways; and projects within the Title 23 definition of “transportation alternatives.”

A fact sheet for STBGP may be found at <http://www.fhwa.dot.gov/fastact/factsheets/stbgfs.pdf>. A detailed list of eligible activities for STBGP funding may be found at: <https://www.fhwa.dot.gov/specialfunding/stp/160307.cfm>.

## PROJECT REQUIREMENTS

### Design and Construction Standards

Projects on state highways must meet ODOT standards for design and construction or demonstrate the ability to obtain a design exception. All bicycle and pedestrian projects should conform to the *Oregon Bicycle and Pedestrian Design Guide (2011 edition)*. Other projects must meet standards appropriate to the type of work.

### Project Size

There is no set minimum or maximum award. Each project will be considered on its own merit. However, consider the availability of funds when determining the scope of proposed projects. Due to the costs of administering a federal project, a minimum project size of \$100,000 is recommended for construction projects.

### Matching Funds

All projects require a local match paid by the applicant or by partner organizations. The **minimum local match is 10.27 percent** of eligible project costs. Applicants must pay all costs for non-eligible work and all costs incurred before ODOT issues a “notice to proceed.” Non-eligible elements of the project and work completed in previous projects do not count as match. Donations of cash, staff time, materials, and property can count as matching funds in some cases.

## PROJECT SELECTION PROCESS

Completed applications are due October 13, 2017. The applicants will be given the opportunity to make a short presentation for each project at the October 10, 2017 SKATS Technical Advisory Committee (TAC) meeting, which is prior to the application deadline. The official voting members of the TAC (see TAC bylaws) will be asked to rank the projects in October/November using the scoring criteria in the table below as a guideline. The TAC will develop a recommended, prioritized list of projects for funding with an alternate list in the event a project is removed or additional funding becomes available. There will be an opportunity for a presentation to the SKATS Policy Committee (PC). The completed applications for the highest ranked construction projects will be forwarded to ODOT who has agreed to scope the projects looking for potential issues and evaluating the cost estimates. The results of the ODOT scoping process will be provided to the applicant and TAC when it becomes available. The TAC will re-evaluate the projects and prioritized list of projects and will finalize a recommendation to the SKATS PC. After the 30-day public review period, as required by the SKATS Public Participation Plan, the PC will hold a public hearing and make a decision. See the schedule on page 2 for the proposed schedule. The exact dates for activities are subject to change.



## APPLICATION GUIDELINES AND STEP-BY-STEP INSTRUCTIONS

*Rule #1: Clarity and brevity will help reviewers understand your project better.*

### Section 1: Applicant Information

Provide the required information including the contact information for the person that will be able to answer questions regarding the application.

### Section 2: Project Information

Enter all applicable information. The project title should be a one-line description of the proposed activity such as “Main Street Sidewalk & Streetscape” or “First Street & A Drive Signalization & Intersection Improvements.” Please use ODOT's naming convention located at: <http://www.oregon.gov/ODOT/Engineering/CPDevelopmentGuide/v1-02.pdf>. Limit the name to 50 characters, if possible. The State Senate and State Representative District is a required field in the ODOT STIP database. The information can be found on ODOT's website at: <https://gis.odot.state.or.us/transgis/>, under the boundaries layer. If the project crosses boundaries (such as a transit project) provide all appropriate districts. Refer to the SKATS Regional Transportation Plan (RTSP), Chapter 2, pages 2-8 through 2-10 for guidance on selecting the purpose of the project. In MS Word, right click box, pick properties, and pick "checked" to select the appropriate box. Note if the requested information is not available. Under project description, clearly describe the work to be funded. Include what will be built, any services that will be provided, what equipment will be purchased, or facility planning or environmental document efforts that will be paid for with requested funds. There is no limit to the number of words allowed; however, be clear and concise.

### Section 3: Eligibility

Check “yes” or “no” for each section. Enter N/A for not applicable. Provide clarifying information for each question that has been checked “No” or N/A.

### Section 4: Description of Project Benefits

Describe how the completed project will meet each of the goals listed. The goals and objectives are described in more detail in the RTSP Chapter 2, pages 2-8 through 2-10. There is no limit to the number of characters allowed in each section, however, be clear and concise. It is not necessary to fill out each area if it doesn't apply. Projects are not expected to meet every goal. It is more important to demonstrate that the project meets the applicable goals. Clearly describe how the project will address applicable performance measures.

### Section 5: Importance and Support

Describe the importance of the project to the regional transportation system and the urgency for funding in the near-term. Include any public involvement activities that demonstrate support for the project. Indicate if you have included letters of support and attach them to the end of the application.

### Section 6: Maps and Plans

For construction projects, include an 8.5” x 11” vicinity and site map that clearly shows the project with enough detail to understand the design and place it in the context of the surroundings. The vicinity map may be inset on the site map. Also include an 8.5” x 11” drawing, diagram, or typical cross-section of

the existing conditions and planned improvement, if applicable. Make sure all maps and photos show clearly when copied in black-and-white. Attach the pertinent information from a local identified plan indicated in Section 3. Clearly label each attachment with the name of the project.

### Section 7: Timetable and Readiness Information

Indicate the anticipated timing for the proposed project. A year or season and year are acceptable. Indicate the preferred year to begin the project, and add anticipated dates for milestones such as obligation of preliminary engineering (PE), right-of-way, construction, purchasing equipment, etc. Indicate the anticipated date that project construction will be complete, all equipment is purchased, and the transportation facility/equipment in use. Note any activities currently underway. Carefully consider when your agency will be prepared to deliver matching funds and deliver the project. Describe any activities that show the project readiness. Note any potential areas of concern or controversy that may delay the project or increase the cost. If projects slip outside of the programmed year, they may lose federal funding.

### Section 8: Project Budget and Funding Request Summary

Fill this section out completely. Enter the total project costs and clearly list the amounts and sources of funds that will be available for the project. Include the amount and source of required match. If agency staff time will be used as soft match, note that. List the amounts of funds requested by phase, if appropriate, and the total amount of funds requested. The following is an example of a \$3.25 million project with \$956,074 local match and a \$2.3 million request.

<b>Section 8: Project Budget and Funding Request Summary: REQUIRED</b>						
Note federal STBGP-U funds require at least 10.27% of funds from non-federal sources.						
Estimated Total Project Cost	<b>\$3,250,000</b>					
In this section, enter the amount of federal transportation funds requested, local match, and total estimated costs by project phase/use and preferred federal fiscal year	Phase or use of funds	Federal Fiscal Year Obligated	Federal Funds Requested	Required Match 10.27% Minimum	Additional Match	Total Estimated Cost
	<i>Preliminary Engineering</i>	2019	\$ 275,000	\$ 31,475	\$ 193,525	\$ 500,000
	<i>Right of Way</i>	2020	\$ 201,893	\$ 23,107	\$ 0	\$ 225,000
	<i>Construction</i>	2021	\$ 1,794,600	\$ 205,400	\$ 500,000	\$ 2,500,000
	<i>Utility Relocate</i>	2021	\$ 22,433	\$ 2,567	\$ 0	\$ 25,000
	<i>Other</i>		\$	\$	\$	\$
<b>Total request of federal funds:</b>			<b>\$ 2,298,926</b>	<b>\$ 262,549</b>	<b>\$ 693,525</b>	<b>\$ 3,250,000</b>
Enter amounts and sources of committed funds and match:	\$ 50,000	Source:	Cash			
	\$ 406,074	Source:	Engineering Design/Construction Engineering-- Staff Time			
	\$ 500,000	Source:	SDC's			
	\$	Source:				
<b>Total Match</b>	<b>\$ 956,074</b>					
Provide other funding information, as relevant: <b>Cash Match is from School District</b>						

**Section 9: Estimated Project Costs**

Provide the appropriate information. This section is required to be completed even if a more detailed cost estimate is provided. Indicate if additional project cost information is attached to the application. Detailed cost estimates are required for construction projects, and shall include unit costs and quantities, and contingencies.

Indicate the method that will be used for delivering the project.

**Section 10: Submittal Approval**

Provide the appropriate information. It is up to the individual applicant to decide the appropriate authorizing authority and the process necessary to obtain that authorization. If the box is checked authorizing the application submittal, then it is not necessary to provide the actual signature. However, provide the name and title of the authorizing authority for all applicants.

**Section 11: Project Summary sheet**

The summary sheet will be used for the Policy Committee presentations and other public involvement activities. The project description should adequately explain the purpose and scope of the project and may come from **Section 2** of the application form. Other information comes from **Section 2** of the application form. Provide the year that the project will be constructed, purchased, or otherwise completed. Leave the project ranking blank.

**SUBMITTAL**

Send one transmittal per project via e-mail to the address below that contains the application form, maps or graphics, summary sheet and any additional information (e.g. letters of support). Clearly label each attachment with the project name and description of the item. Maximum e-mail size: 10 MB including all attachments. The project summary sheet should be left in a Word format and may be sent in a separate e-mail if necessary.

- The subject line should be simply: "TIP App"\_your agency name\_and a one or two word identifying project name. For example: TIP App\_Salem\_Marine Drive
- E-mail to: [kodenthal@mwvcog.org](mailto:kodenthal@mwvcog.org)
- Contact Karen Odenthal at 503-540-1608 if you have any questions on how to submit your application.
- You will receive an e-mail confirmation.

**Delivery Deadline: 5:00 P.M. October 13, 2017**

**PROJECT SUMMARY**

Project No. \_\_\_\_\_

**<Project Title (limit to 50 characters)>**

**Project Visual:**

<Insert one or two pictures, maps, or other illustrations that visually describes your project. It could be a location map, cross-section, picture, etc.>

**Project Description:**

<Include a detailed description of the project, include location, project limits, etc. This will be used on public involvement materials and should be adequate for the average person to understand the purpose of the project as well as what it entails.>

**Project Quick Facts**

Location	
Cross street(s)	
Length in feet	
RTSP functional class	
Type of project	
5-year crash history	
Bike/pedestrian volumes	
Current traffic volume	
Transit ridership	
Completion/purchase year	

**Project Ranking by TAC**

*(Leave Blank)*

Ranked \_\_\_\_\_ out of \_\_\_\_\_

**Project Purpose**

Addresses Plan Objectives

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Safety                      | <input type="checkbox"/> Preservation |
| <input type="checkbox"/> Multi-modal                 | <input type="checkbox"/> Efficiency   |
| <input type="checkbox"/> Relieves Traffic Congestion | <input type="checkbox"/> Other        |

**Estimated Project Cost**

Federal funds requested	\$
Local match	\$
Total project cost	\$

**Contact Information**

Sponsoring organization			
Contact person & title			
Contact e-mail		Phone	

*For questions regarding the development of the Transportation Improvement Program:  
contact Karen Odenthal 503-540-1608 or kodenthal@mwwcog.org*



## APPLICATION FOR:

•STP-U FUNDS (Project Development, Preservation, Modernization)

FY 2015-2018

Project Information				
Project Title:				
Agency Applying:				
Applying for STP or TAP:				
Fiscal Year(s):				
Staff Contact:			Staff Phone:	
Staff Email:				
Project Type:	<input type="checkbox"/> Preservation	<input type="checkbox"/> Modernization	<input type="checkbox"/> Project Development	<input type="checkbox"/> Other
Mode:	<input type="checkbox"/> Roadway	<input type="checkbox"/> Transit	<input type="checkbox"/> Bike/Ped	<input type="checkbox"/> Other
<b>Project Description:</b>				
<b>Description of Need or Problem</b>				
Eligibility			YES	NO
<b>RTP</b> Is the project listed in, consistent with, or able to be added to financially constrained RTP, during project time frame?			<input type="checkbox"/>	<input type="checkbox"/>
<b>Timeliness.</b> Does the agency have the ability to utilize funds in FY requested?			<input type="checkbox"/>	<input type="checkbox"/>
<b>Federal Eligibility.</b> Is project eligible for STP-U or TAP funding under Federal guidelines <sup>1</sup>			<input type="checkbox"/>	<input type="checkbox"/>
<b>Local Match.</b> Can agency provide minimum required matching funds (10.27% of project total)?			<input type="checkbox"/>	<input type="checkbox"/>
<b>Sufficient Funding.</b> Has sufficient funding been identified to complete project/phase			<input type="checkbox"/>	<input type="checkbox"/>
<sup>1</sup> For STP-U, see <a href="http://www.lcog.org/documents/meetings/mpc/0609/MPC5f-Attachment1-FederalGuidelinesforSTP-U.pdf">http://www.lcog.org/documents/meetings/mpc/0609/MPC5f-Attachment1-FederalGuidelinesforSTP-U.pdf</a> For TAP, see <a href="http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm">http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm</a>				
Cost Estimate/Funding Needs				
Total Estimated Project Cost		\$		
Funding Available		\$	Source:	
		\$	Source:	

	\$	Source:
<b>Amount of STP-U Request</b> (Indicate to the right funding source requested)	\$	

Note: Total non-federal funding must meet minimum match requirement of 10.27% of Total Project Cost.

**Regional Priorities**

<input type="checkbox"/>	<b>PRESERVES EXISTING TRANSPORTATION ASSETS</b>			
<b>Goal:</b>	Meet a minimum Pavement Condition Index (PCI) on high volume Arterials, Collectors and Multi-Use Paths.			
<b>Measures:</b>	Roadway <input type="checkbox"/>	Transit Route <input type="checkbox"/>	Bike Lanes <input type="checkbox"/>	Multi-Use Path <input type="checkbox"/>
	Functional Class:		Transit Volume:	
	PCI:		Freight Volume:	
	Traffic Volume:		Bike/Ped Counts:	

Qualitative Assessment:

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**Regional Priorities**

<input type="checkbox"/>	<b>PRESERVES OR ENHANCES TRANSIT SERVICES</b>			
<b>Goal:</b>	Maintain or increase transit ridership.			
<b>Measures:</b>	Existing ridership:		Projected ridership	
	Existing service hrs:		Proj. service hrs:	
	Ex. area of service:		Proj. service area:	
	Title VI Issues:		Title VI Issues:	

Qualitative Assessment:

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**Regional Priorities**

<input type="checkbox"/>	<b>IMPROVES SAFETY</b>			
<b>Goals:</b>	Reduce the number and severity of accidents involving pedestrians, bicyclists, and/or vehicles. Address areas perceived to have safety issues to increase the use of multi-use paths.			
<b>Measures:</b>	Roadway <input type="checkbox"/>	Multi-Use Path <input type="checkbox"/>	Sidewalk <input type="checkbox"/>	Mixed <input type="checkbox"/>
	Vehicular Crash Data:		Traffic Volume:	
	Bicycle Crash Data:		Transit Volume:	
	Pedestrian Crash Data:		Bike/Ped Counts:	

Qualitative Assessment:

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<b>Regional Priorities</b>				
<input type="checkbox"/>	<b>REDUCES GREENHOUSE GAS EMISSIONS</b>			
<b>Goals:</b>	Reduce greenhouse gas emissions by reducing congestion, increasing operational efficiency, supporting alternative modes, and managing transportation demand.			
<b>Measures:</b>	<b>Congestion Reduction</b> <input type="checkbox"/>	<b>Operational Efficiency</b> <input type="checkbox"/>	<b>Alternative Modes</b> <input type="checkbox"/>	<b>Trans. Demand Management (TDM)</b> <input type="checkbox"/>
<b>Qualitative Assessment:</b>				
<b>Additional Project Benefits</b>				
<b>Connectivity</b>		Will completed project fill in key gaps in the transportation system, complete system components, or provide better pedestrian, bicycle, or roadway connectivity at a regional scale?		
<b>Measures:</b>				
<b>Multiple Modes</b>		How will completed project benefit more than one mode or purpose (i.e., roadway & transit, bicycle & roadway users, or roadway & identified freight route)?		
<b>Measures:</b>				
<b>Congestion Reduction</b>		Will completed project reduce congestion through provision of additional capacity or critical link or other means?		
<b>Measures:</b>				
<b>Freight</b>		Will completed project improve the freight system and freight movement?		
<b>Measures:</b>				
<b>Public Health</b>		Will the completed project provide public health benefits?		
<b>Measures:</b>				
<b>Economic Development</b>		Will the completed project promote or support economic development?		
<b>Measures:</b>				
<b>Other</b>		Are there other benefits that the completed project will provide?		
<b>Measures:</b>				

<b>Other Project Information</b>
Scope of improvement, i.e., regional, community, neighborhood, local
Ratio of STP-U Overhead to Overall Project Cost
Opportunity Costs, i.e., cost of not doing activity/project
PLEASE SUBMIT APPLICATION ELECTRONICALLY TO PAUL THOMPSON, LCOG <a href="mailto:pthompson@lcog.org">pthompson@lcog.org</a>