



**ALBANY METROPOLITAN PLANNING ORGANIZATION  
POLICY BOARD DRAFT MEETING MINUTES**

**Wednesday, January 24, 2018**

**2:30 – 4:30 pm**

Oregon Cascades West Council of Governments  
Upstairs Conference Room / 1400 Queen Ave. SE, Albany

**Policy Board Members Attending:** Annabelle Jaramillo, Dave Beyerl, Darrin Lane, Don Miller, Frannie Brindle, Gary Powell, Ray Kopczynski, and Roger Nyquist

**Alternates Present:** Georgia Edwards, and Walt Perry

**Staff Attending:** Phil Warnock, Tarah Campi, and Emma Chavez

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>DECISION / CONCLUSION</b>
I. Call to Order and Agenda Review		<b>The meeting was called to order at 2:32 pm by the Chair, Dave Beyerl.</b>
II. Public Comments		<b>There were no comments from the public.</b>
II. Minutes of December 19, 2017 meeting.		<b>Consensus from the Policy Board to approve the December 19, 2017 meeting minutes as written.</b>
IV. Regional Transportation Plan (RTP) Review	<p>Staff, Tarah Campi advised that the AAMPO TAC has reviewed and made recommendations on changes to the RTP to the Board. At its last meeting, the Board approved for an additional Goal 11, and to keep transit related language in the RTP. This would allow for robust information on transit in preparation for potential HB 2017 funding.</p> <p>Campi advised that the RTP is ready to move into the Public Involvement phase with the approval of the Board. The RTP is then due for adoption in March along with the Transportation Development Plan.</p>	<b>Consensus from the Policy Board for the RTP to move into the Public Comment Phase.</b>
V. Unified Planning Work Program (UPWP)	Campi noted that members received a Draft UPWP via email on Monday, January 22 <sup>nd</sup> . ODOT received the Draft document over the weekend for review. ODOT, FHWA, and FTA will conduct an in-house	

	<p>review on Thursday, February 15<sup>th</sup>. AAMPO members are invited to attend but not required to do so.</p> <p>Tarah briefly reviewed the UPWP and requested for members to submit projects that need to be included to herself, via email. She noted that there is a significant amount of carryover and that \$28,000 is still allocated to the Linn-Benton Loop Service Analysis. Lastly, Campi advised that the UPWP is scheduled to be adopted in Spring of 2018.</p> <p>Chair Beyerl asked members to review the document and email any questions or comments to Tarah along with suggested projects.</p> <p>Frannie Brindle with ODOT questioned if HB 2017 funding needed to be included in the document.</p> <p>Darrin Lane advised that he has not heard of any Planning dollars in HB 2017, and that the transit funds that are mentioned in the Bill are going through the County.</p> <p>Campi confirmed that HB 2017 does not need to be included in the UPWP since the UPWP is a federal document.</p>	
<p>VI. AAMPO Staffing Update</p>	<p>Staff Phil Warnock reported that the AAMPO position has been reposted as a Transportation Manager. This position would support both AAMPO and the Corvallis Area MPO along with other transportation programs within the Community and Economic Development Department of the Council of Governments (COG).</p> <p>The position is posted as an Open Competitive Recruitment at this time, and applications have been received.</p> <p>Lane questioned if the Manager would also be working with the Cascades West Area Commission on Transportation (CWACT).</p> <p>Warnock advised that yes, the Manager would also oversee the CWACT.</p> <p>Additionally, Lane questioned how quickly the Manager would begin overseeing the CAMPO.</p>	

	<p>Warnock advised that immediately upon hire. He noted that the current CAMPO Director has indicated he will be retiring fairly soon, therefore timing would be appropriate.</p> <p>Lane noted that provided the Manager understands that AAMPO and AMPO are separate entities, the set up seems to make sense.</p> <p>Lastly, Warnock advised that the first round of interviews are slated for February 5<sup>th</sup>. COG hopes for AAMPO members to continue to be part of the interview process and will look into CAMPO participation, upon Lane’s suggestion.</p> <p>Walt Perry from Jefferson expressed that he would like to see more coordination between AAMPO and Marion County. Staff asked for suggestions on contacts to touch base with.</p>	
<p>VII. Information Sharing</p>	<p><u>Statewide Transportation Improvement Funds (STIF)</u>          Warnock advised that he is a member of the STIF Advisory Committee. The Committee has met four times to date. The meetings have been focused on formula funding. He also noted that local plans will be instrumental on how funds will be spent. Warnock advised that Karyn Criswell will provide an update to the CWACT at its meeting tomorrow, January 25<sup>th</sup>. The meeting will take place at the Albany COG office with video conferencing in Toledo. He also noted that the COG has sent out emails on a public comment survey on the discretionary funds.</p> <p><u>OR34 Safety Project: Colorado Lake Drive – Denny Schools Road</u>          Brindle reported that ODOT and partners worked well on the project in regards to information awareness. A YouTube video of the project received 24 thousand hits, there were articles on the paper, and it was broadcasted on the local news channels. ODOT will begin doing paving work. Lane closure at night will begin next week. The work will go through April. The YouTube video was shown to members.</p> <p><u>Linn County</u>          Bridge Replacement work on Old Salem Road is underway and is scheduled to be completed by November 2018. Old Salem Road sidewalk infield project is awaiting IGA signature from ODOT. Once the signature is received, the project will move into design. It should not involve long term closures. The Linn County Transportation System</p>	

	<p>Plan Update is nearing completion. The Planning Commission voted to recommend approval and to forward the document to the Board of Commissioners.</p> <p><u>Mid-Valley Intermodal Facility</u> Commissioner Nyquist advised that after review, the City of Millersburg project was selected to move forward in the process. There were questions yet to be answers for the Brooks site and a decision on it will be made by February 15<sup>th</sup>. The other applicants did not make it through the review process.</p> <p><u>Loves Truck Stop</u> Ray K questioned what work will be done with the development of Loves Truck Stop. Lane advised that it includes rumble strips, illumination, and a stop sign at the Millersburg interchange.</p>	
VIII. Adjournment	<p>Staff questioned if the February meeting needed to take place while the RTP is in Public Review and there are no other pending items. Members discussed and agreed that the February meeting should be cancelled.</p> <p>The next meeting of the AAMPO Policy Board is scheduled for Wednesday, March 28<sup>th</sup>.</p>	<b>Consensus by the Policy Board to cancel the February meeting.</b>

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
Jeremey 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.”

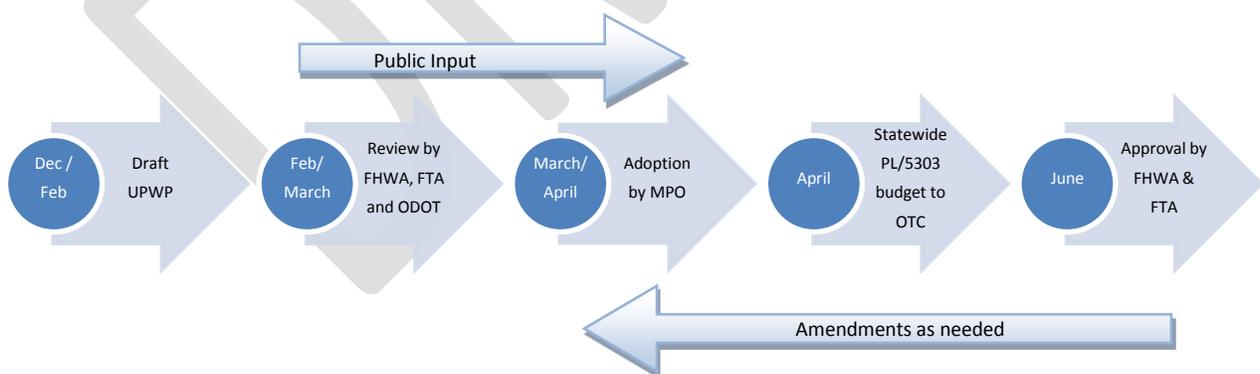
### **Funding Sources**

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%)

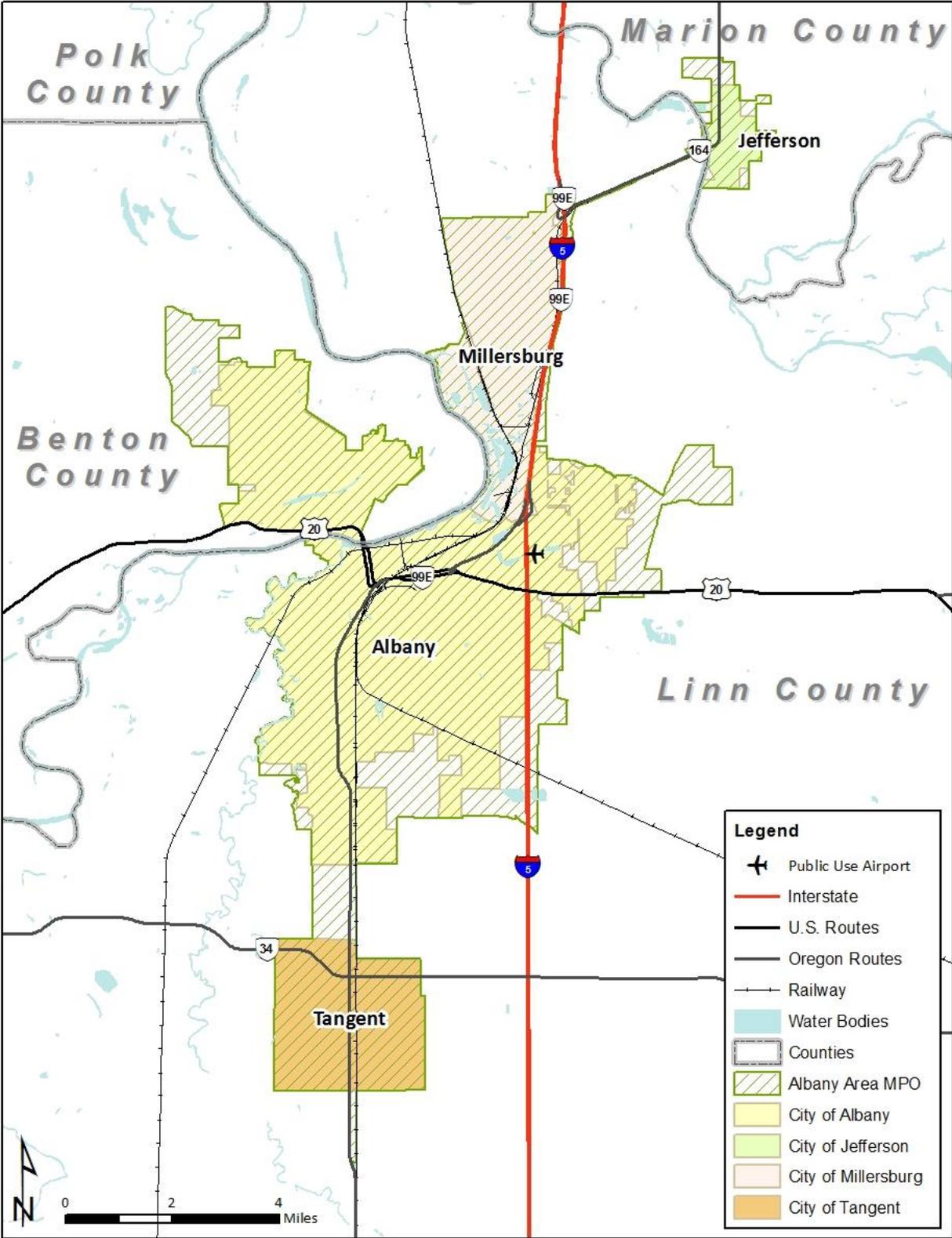
**TABLE 3: FY18-19 BUDGET BY FUNDING TYPE**

	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 Statue 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*

*Highlights of HB 2017*

# Transportation Investments

## Roads & Bridges



Most of ODOT's funding will go to road maintenance and preservation

for lasting fixes that keep Oregon's roads and bridges in good condition today and for future generations.

## Local Control



Half of road funding will go to cities and counties to complete local

communities' top priority road maintenance and improvements.

## Reducing Congestion



Relieving congestion bottlenecks will help people get

where they want to go

quickly and reliably. New lanes on I-5 at the Rose Quarter will save motorists 2.5 million hours wasted in gridlock each year, and widening sections of OR 217 and I-205 in Portland will improve reliability.

## Better Public Transportation



Rural and urban bus service will provide choices to help people get

around, while reducing air pollution and greenhouse gas emissions.

## Safe Biking & Walking Options



Sidewalks, bike lanes, and crossings near

schools will help kids get to school safely. Funding from a new bike tax will build

off-road paths that separate bikes and walkers from auto traffic.

## Moving Freight



Improvements to rail and ports will get products from Oregon's farms,

forests, and factories to markets across the world. New intermodal rail facilities will shift freight from truck to train, freeing up space on crowded freeways.

## Electric Vehicle Incentives



Rebates for zero emission vehicle purchases will help Oregon transition to

a sustainable transportation system.



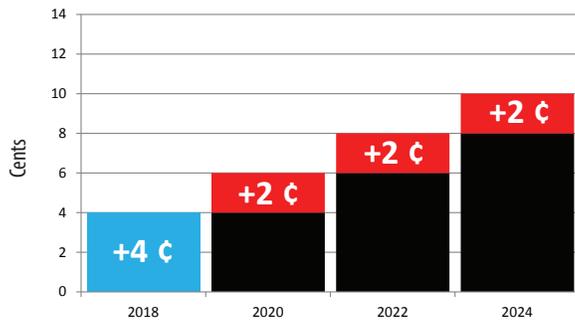
## Accountability & Transparency

- Gas tax increases are tied to ODOT meeting accountability requirements.
- A website will show the status, cost, and whether ODOT completes a project on time and on budget.
- ODOT and local governments will report on the condition of roads and bridges.
- All gas tax funds must be spent on roads, so they can't be diverted to other purposes.
- Guarantees certainty under the Clean Fuels program with cost containment measures for consumer protection.

# How Oregonians will Pay for Investments

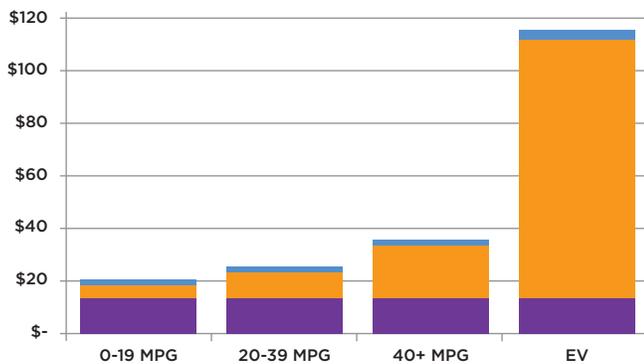
## Gas tax, vehicle registration & title fees

Gas tax will increase 10 cents in four steps—with the last three increases conditioned on meeting accountability requirements.



Registration and title fees increase in three steps. Surcharges for electric vehicles and hybrids that pay little in gas tax ensure they pay their fair share for roads.

Light registration and title fees stepped and tiered  
 Passenger registration annual increase (current rate \$43)  
 2018 2020 2022



The average driver will pay about .8 cents per mile to get better roads that provide more reliable trips—less than people would pay to repair damaged vehicles if roads deteriorate.



## Bicycle Tax

\$15 fee on new adult bicycles that cost \$200 or more will generate \$1.2 million a year for separated biking and walking paths.



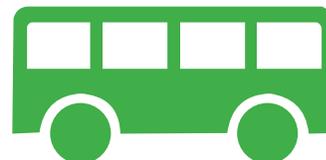
## New Light Vehicle Dealer Privilege Tax

0.5% dealer privilege tax on new light vehicles dedicated to electric vehicle rebates and multimodal transportation projects.



## Public Transportation Payroll Tax

Less than \$1 a week for the average worker from a 1/10 of 1% tax on wages will generate \$115 million a year for better public transportation.



# Cascades West

Area Commission on Transportation

Attachment D

## HB 2017 ALLOCATION



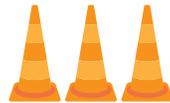
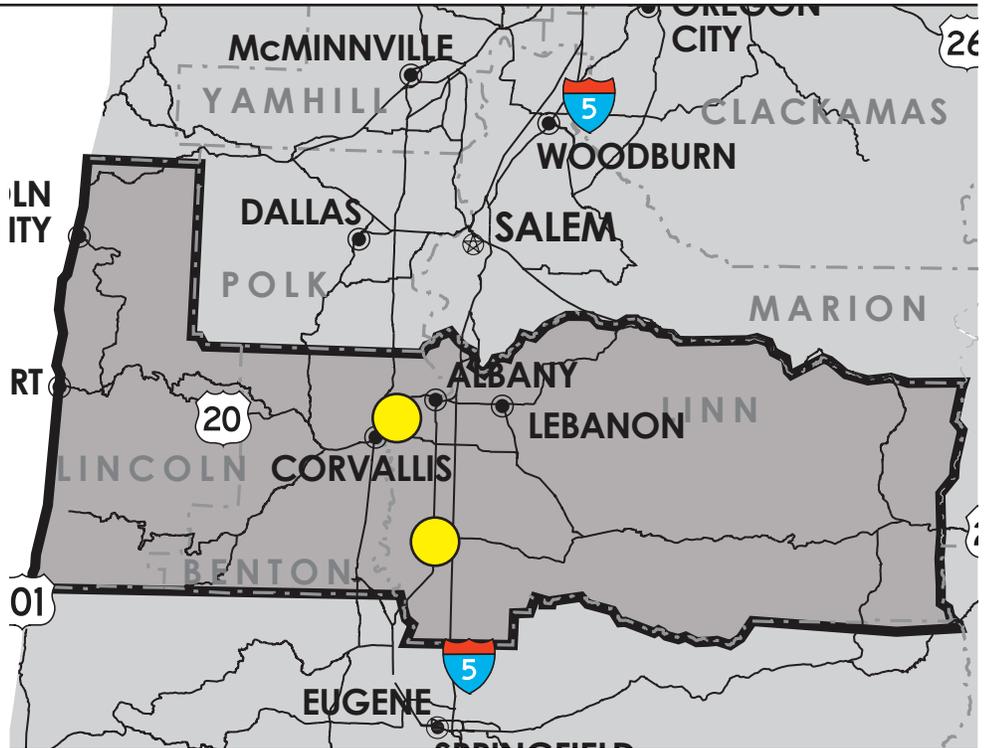
### Cities

Adair Village:	\$19 K
Albany:	\$1.2 M
Brownsville:	\$39 K
Corvallis:	\$1.3 M
Depoe Bay:	\$33 K
Halsey:	\$21 K
Harrisburg:	\$84 K
Lebanon:	\$380 K
Lincoln City:	\$196 K
Lyons:	\$27 K
Mill City:	\$43 K
Millersburg:	\$40 K
Monroe:	\$14 K
Newport:	\$235 K
Philomath:	\$107 K
Scio:	\$20 K
Siletz:	\$28 K
Sodaville:	\$7 K
Sweet Home:	\$210 K
Tangent:	\$28 K
Toledo:	\$80 K
Waldport:	\$48 K
Waterloo:	\$5 K
Yachats:	\$17 K

### Counties

Benton County:	\$1.8 M
Lincoln County:	\$1.2 M
Linn County:	\$3.2 M

*10 year annual average*



### Projects

OR 99E in Halsey	<b>\$13 M</b>
U.S. 20 safety upgrades from Albany to Corvallis	<b>\$20 M</b>



Mid-Willamette Valley Intermodal Facility	<b>\$25 M</b>
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### Bicycle & Pedestrian

**\$1.2 M** per year statewide



### Safe Routes to School

**\$10 M** per year statewide  
increasing to **\$15 M** per year in 2023.



### Transit

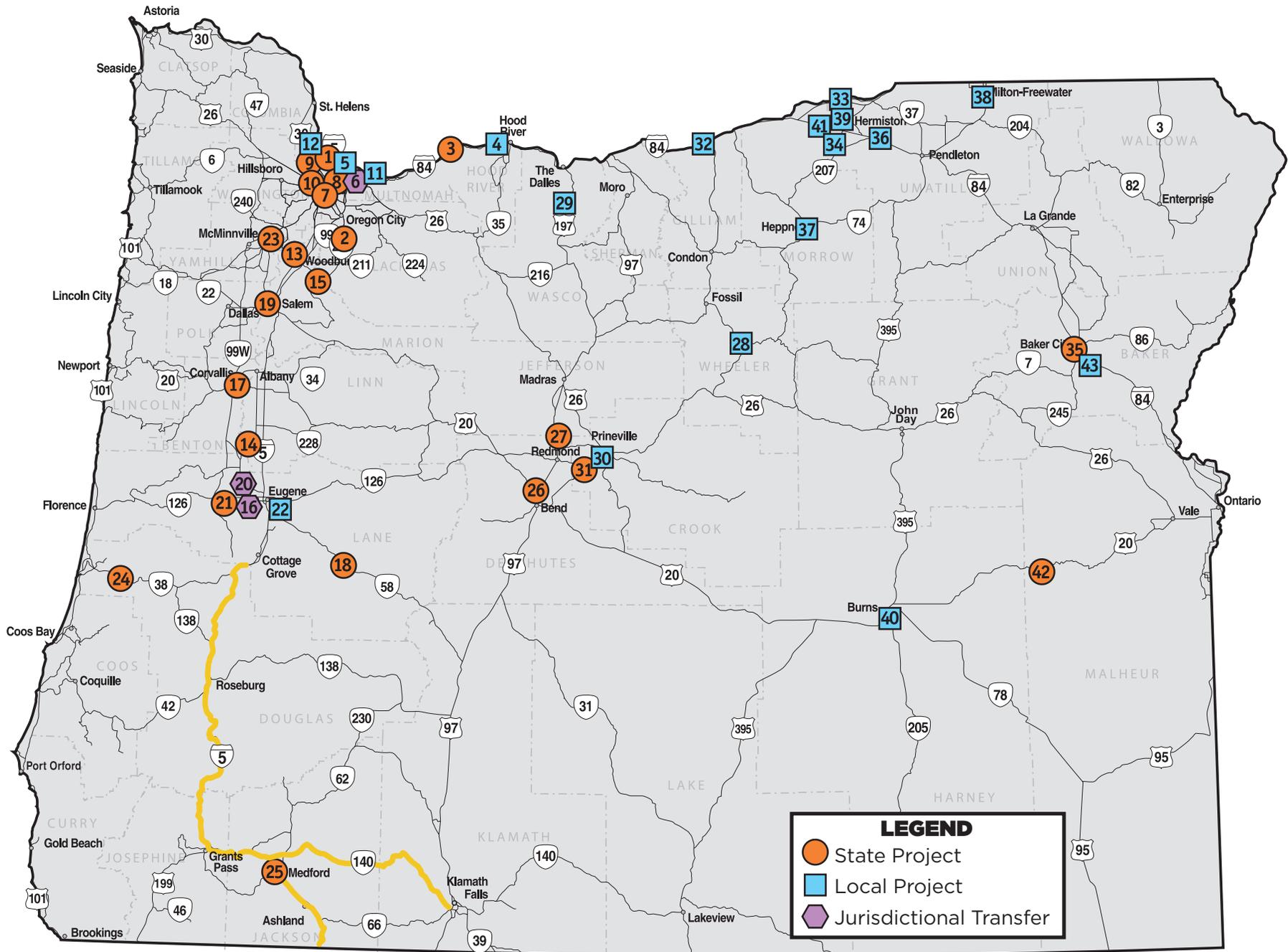
*10 year annual average*

Lincoln County:	<b>\$840 K</b>
Benton County:	<b>\$2.4 M</b>
Linn County:	<b>\$2.4 M</b>
Confederated Tribes of the Siletz:	<b>\$100 K</b>
<b>STATEWIDE: \$130 M</b> per year	

# HB 2017 Highway Projects

No.	Name	Type	Cost	Start										
1	Interstate 5 Rose Quarter Project	State			15	OR 214 pedestrian safety improvements in Silverton	State	\$750,000	2019	30	Pedestrian safety improvements in Prineville	Local	\$3,000,000	2019
2	OR 211 improvements	State	\$750,000	2019	16	Territorial Highway	Jurisdictional Transfer	\$5,000,000 \$20,000,000 \$5,000,000	2018 2022 2024	31	Tom McCall Road Roundabout	State	\$1,000,000	2018
3	WaNaPa Street improvements in Cascade Locks	State	\$750,000	2019	17	U.S. 20 safety upgrades from Albany to Corvallis	State	\$20,000,000	2021	32	Pedestrian safety improvements in Arlington	Local	\$1,500,000	2019
4	Port of Hood River bridge replacement Environmental Impact Study	Local	\$5,000,000	2018	18	OR 58 adding passing lanes west of Oakridge	State	\$7,200,000	2024	33	Port of Umatilla Road	Local	\$2,000,000	2019
5	Columbia Boulevard pedestrian safety	Local	\$1,500,000	2019	19	OR 22 Center Street Bridge seismic retrofit, Salem	State	\$60,000,000	2025	34	Hermiston North First Place Project	Local	\$4,500,000	2023
6	Southeast Powell Boulevard	Jurisdictional Transfer	\$110,000,000	2022	20	OR 99 in Eugene	Jurisdictional Transfer	\$5,000,000	2018	35	OR 30 and Hughes Lane intersection, Baker County	State	\$5,800,000	2024
7	Interstate 205 active traffic management project	State	\$15,200,000	2019	21	OR 126 Florence-Eugene Highway Environmental Impact Study	State	\$3,000,000	2019	36	Eastern Oregon Trade and Event Center access road	Local	\$1,097,000	2019
8	Interstate 205 corridor bottleneck project	State	\$15,500,000	2019	22	42nd Street in Springfield	Local	\$12,000,000	2023	37	Pedestrian safety improvements, Heppner	Local	\$3,000,000	2020
9	OR 217 northbound project	State	\$54,000,000	2023	23	Newberg-Dundee Bypass, Phase II design	State	\$22,000,000	2020	38	Pedestrian safety improvements, Milton-Freewater	Local	\$3,000,000	2020
10	OR 217 southbound project	State	\$44,000,000	2021	24	Scottsburg Bridge on OR 38 in Douglas County	State	\$40,000,000	2019	39	Columbia Development Authority access road	Local	\$7,000,000	2024
11	Improvements to Graham Road, Troutdale	Local	\$3,000,000	2018	25	Southern Oregon seismic triage	State	\$35,000,000	2020	40	Pedestrian safety improvements, Burns	Local	\$3,000,000	2020
12	Oregon Manufacturing Innovation Center access roads in Columbia County	Local	\$4,000,000	2021	26	U.S. 97 Cooley Road mid-term improvements	State	\$50,000,000	2025	41	Pedestrian safety improvements, Irrigon	Local	\$3,000,000	2020
13	Interstate 5 at the Aurora-Donald Interchange, Phase I	State	\$25,000,000	2021	27	U.S. 97 at Terrebonne	State	\$20,000,000	2021	42	U.S. 20 freight mobility enhancements	State	\$10,000,000	2022
14	OR 99E in Halsey	State	\$13,000,000	2022	28	Improvements to Alder Creek Road in Wheeler County	Local	\$593,000	2019	43	Cedar Street and Hughes Lane enhancements, Baker County	Local	\$1,250,000	2024
					29	Pedestrian safety improvements in Dufur	Local	\$400,000	2019					

# HB 2017 Highway Projects





# Statewide Transportation Improvement Fund



## Improving public transportation for Oregonians

With the passage of House Bill 2017, Keep Oregon Moving, the Oregon Legislature made a significant investment in transportation to help advance the things that Oregonians value—a vibrant economy, strong communities, high quality of life, a clean environment, and safe, healthy people. This historic investment in Oregon's transportation system will produce benefits for decades to come.

### Multiple benefits

A centerpiece of Keep Oregon Moving is the Statewide Transportation Improvement Fund (STIF). This fund provides a new dedicated source of funding to expand public transportation to access jobs, improve mobility, relieve congestion and reduce greenhouse gas emissions around Oregon.

### New rules for stable funds

ODOT is conducting a public process to develop administrative rules to implement the transit section of House Bill 2017. A Rules Advisory Committee (RAC) is a key piece of the public process. In 2018, the Oregon Transportation Commission (OTC) will adopt administrative rules that help expand public transportation services in Oregon. Service improvements associated with the new funding are expected to begin in 2019.

## Public transportation investments

A new state payroll tax of one-tenth of 1 percent will fund transportation improvements in Oregon. The average employee will contribute less than \$1 per week to generate \$115 million per year for better public transportation.

The new revenue will be allocated across four programs. RAC members will develop guidance for the distribution of funds according to Section 122 of House Bill 2017 for OTC adoption.

### Formula program

90 percent of STIF funds will be distributed to qualified entities based on taxes paid within their geographic area, with a minimum amount of \$100,000 per year to each qualified entity.

### Discretionary program

5 percent of STIF funds will be awarded to eligible public transportation providers based on a competitive grant process.

### Intercommunity Discretionary program

4 percent of STIF funds will be used to improve public transportation between two or more communities based on a competitive grant program.

### Public transportation technical resource center

ODOT will use 1 percent of STIF funds to create a statewide resource center to assist public transportation providers in rural areas with training, planning and information technology and fund ODOT administration of STIF.

## Rules Advisory Committee

A committee of Oregonians will advise the OTC and ODOT staff on rules that define how to distribute funds through the STIF formula and discretionary grant programs. The committee members represent various interests, including:

- Transit providers from large and small urban areas and rural areas
- Tribal transit providers
- Non-government transit providers
- Counties and cities
- Bicycle and pedestrian advocacy
- Equity and environmental justice advocacy
- Business community
- Seniors and people with disabilities
- Social and human services

## Schedule

The RAC will meet at least six times over as many months to consider public comment and develop recommended rules. The OTC will consider the RAC’s recommendations and expects to finalize the STIF rules in summer-fall 2018.

ODOT expects to disperse the initial formula funds as early as April 2019 and the initial Discretionary and Intercommunity Discretionary fund grant agreements in July 2019, pending OTC decision on rules.

## Get involved!

Community members are encouraged to participate in the rule-making process.

### Visit the STIF website

Sign up for email updates and find the most up-to-date project information on the STIF website:  
[www.oregon.gov/ODOT/RPTD/Pages/STIF.aspx](http://www.oregon.gov/ODOT/RPTD/Pages/STIF.aspx)

### Attend a Rules Advisory Committee meeting

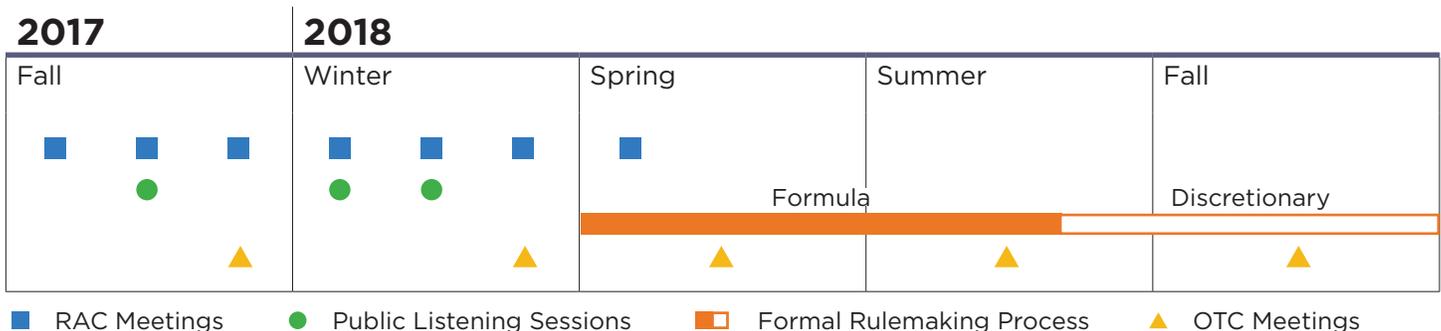
All RAC meetings are open to the public and include opportunity for public comment. You can attend meetings remotely using information found on meeting agendas. Find meeting information on the STIF website listed above.



### Contact ODOT

Send your questions to Karyn Criswell, ODOT STIF implementation project manager via email at:  
[karyn.c.criswell@odot.state.or.us](mailto:karyn.c.criswell@odot.state.or.us)

For More Information on House Bill 2017 and Keep Oregon Moving:  
[www.oregon.gov/ODOT/Pages/HB2017.aspx](http://www.oregon.gov/ODOT/Pages/HB2017.aspx)



For Americans with Disabilities Act or Civil Rights Title VI accommodations, translation/interpretation services, or more information call 503-731-4128, TTY (800) 735-2900 or Oregon Relay Service 7-1-1.



## Safe Routes to School Infrastructure Program Talking Points for Rulemaking Advisory Committee, 2.26.18

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### Q: What is the Oregon Safe Routes to School (SRTS) Infrastructure Program?

**A:** In the spring of 2017 House Bill 2017 passed in the Oregon State Legislature, dedicating \$10 million annually for Safe Routes to School infrastructure, increasing to \$15 million annually in 2023. The purpose of the funding is to build projects within a one mile radius of schools to make it safer and easier for students to walk and bicycle to school.

Important facts:

- These new funds are available because of an increase in State Highway taxes and fees and are deposited into the Safe Routes to School Fund. State Highway tax dollars are constitutionally restricted to only be used for projects within the public road right of way. Infrastructure projects such as trails outside the road right of way and non-infrastructure projects such as education and encouragement programs are not eligible.
- There is a 40% cash match for the funds. The Oregon Transportation Commission (OTC) may reduce the cash match to 20% when the project is within a city of 5,000 people or less, or is near a Title I school, or is along a "Priority Safety Corridor." See definition on page 2.
- The Safe Routes to School Fund is guided by regulations created in 2005 (OAR 737-025), when federal dedicated funding was once available. Because SRTS infrastructure funding now comes from the State, Rulemaking is needed to align it with eligible uses.

### Q: Where are we now?

**A:** The Safe Routes to School Rulemaking Advisory Committee (RAC) was formed in fall 2017. The RAC met in November- February to develop the draft rule and will meet again in April- June to work on program policy and guidance.

RAC discussions/decisions to date:

- **Values:** RAC members identified values to guide program development, focus money, and get projects underway including: Social Equity; Geographic Equity; Health; Safety; Maximize Resources; and Communication/Coordination/Collaboration.
- **Draft OAR:** In February, the RAC recommended amendments to OAR 737-025 to present to the OTC to then release for public comment. The rule specifies:
  - **Eligibility:** cities, counties, ODOT, tribes, and transit agencies.
  - **High level process:** A Safe Routes to School Advisory Committee will be formed to provide advice on program elements and recommend projects for any funding competitions.
  - **Some Program definitions:** Four important definitions were added to clarify the new law, including:
    - Title I: School where 40% or more students are from low-income households.
    - Plan: Any related and adopted infrastructure plan, SRTS Action Plan, or SRTS Infrastructure Plan.
    - Priority Safety Corridor: Any road with 40 mph or higher, or additional safety qualifiers.

- Cash Match: Hard costs associated with project construction.
- **How the funds will be programmed:** Funds will be divided into the following three programs with two overarching targets, a minimum percentage of projects to areas outside of a Metropolitan Planning Organization and a minimum percentage of projects within a mile of Title I schools.
  - Rapid Response Program: No more than 10 percent of funds set aside from urgent needs or systemic safety issues.
  - No more than 2.5 percent of funds can be used for technical services to help communities apply for projects.
  - Competitive Program: The remainder of funds will be set aside for a competitive program for which cities, counties, ODOT, transit agencies and tribes could apply.

**Q: What happens next?**

- Spring 2018: Draft SRTS Rule released for public comment starting in mid-April and running through the end of May. A public hearing in Salem is scheduled for May 9, 2018.
- Summer 2018: The OTC will consider adopting the SRTS Rule amendment and reviewing program policy.
- Summer/Fall/Winter: SRTS Program application outreach occurs across Oregon, including workshops.
- Fall 2018: Anticipated application process for Competitive Program

**Q: How can the public engage in the process?**

**A:** All RAC meetings are open to the public with time allotted for public testimony. There will be a public comment period starting in April after the draft SRTS Rule is released that will run through the end of May. There will be one public hearing on May 9, 2018 in Salem with the ability to join remotely. Information about these events will be posted on the website.

**Q: Who is on the RAC?**

**A:** Representatives from the Oregon Transportation Safety Committee (OTSC), Oregon Bicycle and Pedestrian Advisory Committee (OBPAC), Public Transportation Advisory Committee (PTAC), Association of Oregon Counties (AOC), League of Oregon Cities (LOC), Oregon Safe Routes to School Network, local Safe Routes to School programs, Oregon Department of Education, pupil transportation, biking/walking advocacy groups, local law enforcement, representatives for topics of equity and public health.

**Q: Where can I find more information?**

**A:** RAC materials are located at <http://www.oregon.gov/ODOT/Programs/Pages/SRTS-RAC.aspx>. Direct questions to LeeAnne Ferguson, ODOT Safe Routes to School Program Manager, [leeanne.fergason@odot.state.or.us](mailto:leeanne.fergason@odot.state.or.us), 503-986-5805.