

ALBANY AREA METROPOLITAN PLANNING ORGANIZATION

FY 2018 - 2019

UNIFIED PLANNING WORK PROGRAM

July 1, 2018 – June 30, 2019.



Adopted by the AAMPO Policy Board
April 30, 2018

Albany Area Metropolitan Planning Organization
1400 Queen Ave. SE, Suite 205
Albany OR, 97322
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, 5th 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
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 30th DAY OF April, 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

Policy Board

| | |
|---------------------|-------------------------------------|
| Dave Beyerl | City of Jefferson |
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| 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

| | |
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| Chris Bailey | City of Albany |
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| James Feldmann | Oregon Department of Transportation |
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| 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 |

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INTRODUCTION

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

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."

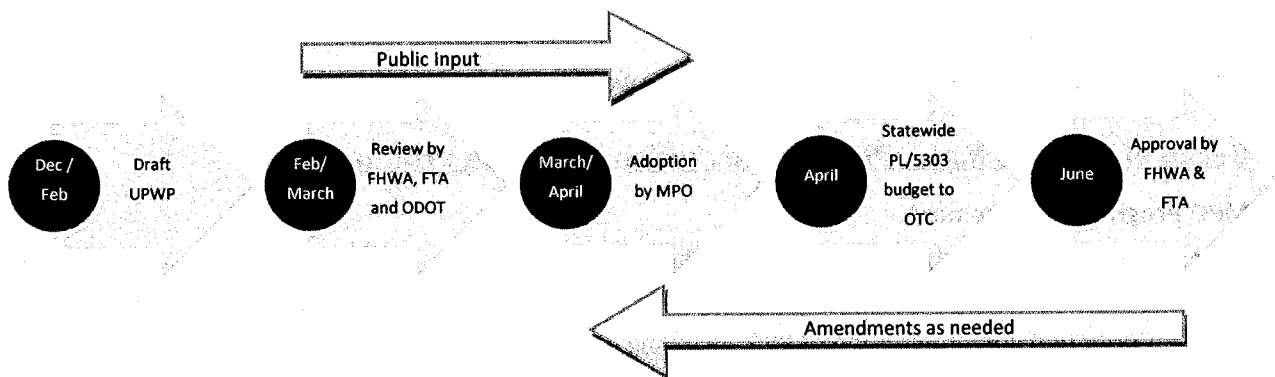
Funding Sources

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

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 May 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 May 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 May 2018 after Public Comment period concludes)
- Approve TDP (expected in May 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

| Federally-Required Documents | Current Status | Next Update |
|---|---|--|
| 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 |
| Other Documents | Current Status | Next Update |
| 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.

| | |
|---------------------------------|--|
| Task 1 Funding Sources: | FHWA PL Funds 10.27% Local match provided by ODOT |
| Task 1 Budget: | \$91,768 (Personnel \$78,748.50) |
| Percent of Total Budget: | 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/.

- 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 2nd and 3rd 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.

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. 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 submitted a funding pre-application to the Oregon Transportation and Growth Management (TGM) program in March 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.

| | |
|---------------------------------|---|
| Task 2 Funding Sources: | FHWA PL Funds, 10.27% Local match provided by ODOT |
| Task 2 Budget: | \$30,028 (Personnel \$25,542.84) |
| Percent of Total Budget: | 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 May 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 May 2018; public comment period concluded 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.

- 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 / summer 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.

| | |
|---------------------------------|--|
| Task 3 Funding Sources: | FTA 5303 transit planning funds (10.27% In-kind match provided by the City of Albany) |
| Task 3 Budget: | \$41,720 (Personnel \$34,929) |
| Percent of Total Budget: | 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 May 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.

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

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 and spring 2019

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

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 |
|--|--------------------|-----------------------------------|-------------------|------------------|---|
| Task 1: MPO Program Management | \$78,748.50 | 44.5% | \$12,599 | \$421 | \$91,768 |
| 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 |
| Task 2: Long Range Planning | \$25,542.84 | 14.5% | \$4,086 | \$400 | \$30,028 |
| 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 County Planning Support (as needed) | \$5,257.14 | 3% | \$841 | | \$6,098 |
| 2.4 Performance-Based Planning | \$4,514.28 | 2.5% | \$722 | | \$5,236 |
| Task 3: Short Range & Transit Planning (5303) | \$34,928.88 | 20% | \$5,587 | \$1,204 | \$41,720 |
| 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 |
| Task 4: Transportation Programming (TIP) | \$10,019.04 | 5% | \$1,603 | \$100 | \$11,722 |
| 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 |
| | \$149,238 | 85.15% | \$23,875 | \$2,125 | \$175,238 |
| | | | | | Total FY18-19 Anticipated Expenses \$175,238 |

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

Anticipated Revenue \$175,238
 = PI \$133,518 + 5303 \$41,720
 + Carryover

TABLE 2: FY18-19 SUMMARY OF EXPENSES

| Cost | Amount | Percent of Total Budget |
|--|------------------|-------------------------|
| AAMPO Personnel¹ | \$149,238 | 85.15% |
| Contracted Time | \$2,125 | 1.21% |
| Non-Payroll Costs | \$23,875 | 13.54% |
| Board/Committees/Meetings | \$1,000 | 0.57% |
| Advertising | \$1,938 | 1.10% |
| Contingency | \$0 | 0.00% |
| Copying | \$801 | 0.45% |
| Dues/Memberships | \$350 | 0.20% |
| Licenses and Fees | \$250 | 0.14% |
| Bank Charge | \$0 | 0.00% |
| Legal Expenses | \$500 | 0.28% |
| Postage | \$150 | 0.08% |
| Printing | \$2,000 | 1.12% |
| Rent | \$2,691 | 1.53% |
| Supplies | \$500 | 0.28% |
| Telephone | \$700 | 0.40% |
| Training | \$1,000 | 0.57% |
| Travel | \$1,400 | 0.79% |
| Overhead and Administration ² | \$10,595 | 6.03% |
| Total FY18-19 Costs | \$175,238 | |
| FY18-19 Revenue | \$175,238 | |
| PL/5303 | \$175,238 | |
| +Carryover | | |

¹ 0.75 FTE Planner, 0.25 FTE Section Manager, 0.10 FTE Administrative Assistant

² Includes General Administration, Finance, and Technology Services

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

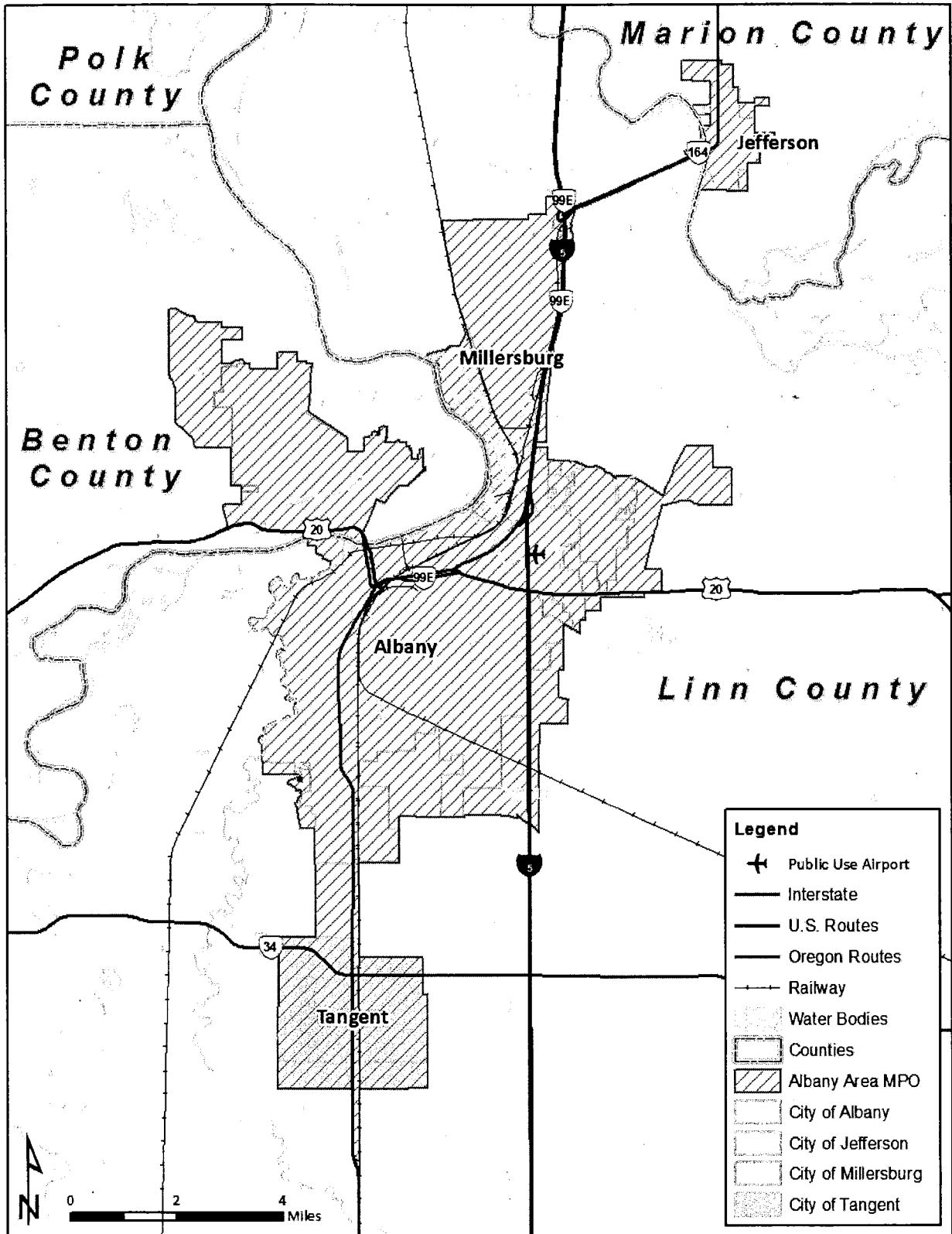
TABLE 3: FY18-19 BUDGET BY FUNDING TYPE

| | 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 |
| Total FY18-19 Expenses | \$119,806 | \$13,712 | \$133,518 | \$37,435 | \$4,284 | \$41,720 | | \$175,238 |
| <p><i>Note: numbers in all tables are rounded</i></p> | | | | | | | | <p>FY18-19 Revenue = \$175,238 + Carryover PL/5303 = \$175,238</p> |

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

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
- 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 submitted 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

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

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

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 E: PLANNING EMPHASIS AREAS

FHWA, in consultation with FTA, develops Planning Emphasis Areas (PEAs) which outline specific policy, procedural and technical topics that MPOs and State DOTs should consider as they implement their annual Work Programs. PEAs address a mix of planning issues and priority topics identified during ongoing 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 |
| Task 1: MPO Program Management | | | | | | | | | | | |
| 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 | |
| Task 2: Long Range Planning | | | | | | | | | | | |
| 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 | | | | | | | | | |
| Task 3: Transit & Short Range Planning | | | | | | | | | | | |
| 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 | | | | | | | | | | | |
| Task 4: Transportation Programming | | | | | | | | | | | |
| 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 F: ACRONYMS

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 G: SUMMARY OF COMMENTS

Public Comments: None

AAMPO TAC Comments:

- *Resolved* Appendix B: Efforts to acquire funding to update Jefferson TSP are ongoing; existing plan was adopted in 2001 and planning horizon ends in 2020. The City is eager to update its plan.
- *Resolved* Appendix B: ADA Transition Planning: Note TGM application

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?
- *Resolved* Task 4.1: What is AAMPO doing for development of the 2021-2024 TIP? There are currently activities going on for 2021-2024 STIP, 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.
- *Resolved* 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.
- *Resolved* 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.
- *Resolved* Appendix E - The table is a great summary of how AAMPO is addressing PEAs and Planning Factors. Down the road, 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 line stating that 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 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).
 - *Resolved* 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?