

ALBANY AREA METROPOLITAN PLANNING ORGANIZATION

FY2020

UNIFIED PLANNING WORK PROGRAM

July 1, 2019 – June 30, 2020



Adopted by the AAMPO Policy Board
April, 24th, 2019

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 PUBLICA

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 you require this information in another language, contact 541-924-8405.
Si se necesita información en otro idioma de contacto 541-924-8405.

Our meeting location is accessible to persons with disabilities. Sign language, interpreter services or other accommodations can also be provided by contacting Emma Chavez at least 48 hours prior to the meeting. Emma can be reached at 541-967-8551 (TTY/TTD 711) or echavez@ocwcog.org. For all other inquiries regarding AAMPO's ADA procedures and grievance policies, please contact Dana Nichols at 541-924-4548 or dnichols@ocwcog.org.

The preparation of this report is 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 541-924-4548 for assistance with this document.

Resolution Number 2019-1

FOR THE PURPOSE OF APPROVING THE FY2020 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

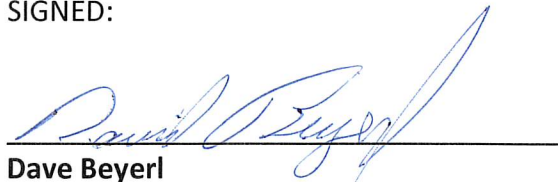
WHEREAS, under the direction of the Federal Highway Administration, the Federal Transit Administration, and the Oregon Department of Transportation, the Albany Area MPO has developed a Unified Planning Work Program to satisfy this requirement for planning activities during the 2020 Federal fiscal year;

NOW, THEREFORE, BE IT RESOLVED:

That the Policy Board of the Albany Area Metropolitan Planning Organization approves the FY 2019-2020 AAMPO Work Program and its associated budget.

PASSED AND APPROVED THIS 24TH DAY OF APRIL 2019, 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, Chair	City of Jefferson
Bill Coburn	City of Albany
John Huestis	Oregon Department of Transportation
Pat Malone	Benton County
Darrin Lane	Citizen Representative
Don Miller	City of Millersburg
Roger Nyquist	Linn County
Greg Jones	City of Tangent

Technical Advisory Committee (TAC)

Chris Bailey	City of Albany
Janelle Booth	City of Millersburg
Georgia Edwards, Chair	City of Tangent
James Feldmann	Oregon Department of Transportation
Chuck Knoll	Linn County
Darrin Lane	Citizen Representative
Walt Perry	City of Jefferson
Gary Stockhoff	Benton County

TAC Ex-Officio Members

Jeremy Borrego	Ex-Officio, Federal Transit Administration, Region 10
Chris Bucher	Ex-Officio, Federal Highway Administration
Jasmine Harris	Ex-Officio, Federal Highway Administration
Mary Camarata	Ex-Officio, Oregon Department of Environmental Quality
Cody Meyer	Ex-Officio, Oregon Department of Land Conservation and Development

Contact Information

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INTRODUCTION

What is a Metropolitan Planning Organization?

A Metropolitan Planning Organization (MPO) is an organization of local governments designated per USC 23, 123 & 450 to provide transportation planning and programming in areas with a collective population of 50,000 or over, termed as an Urbanized Area. As a condition for receiving federal transportation dollars, MPOs must have a continuing, cooperative and comprehensive transportation planning process in cooperation with their state Department of Transportation. The MPOs are responsible for development of a Regional Transportation Plan (RTP), development of a Transportation Improvement Program (TIP) and development of a Unified Planning Work Program (UPWP). The Albany Area MPO's transportation planning and programming activities are consistent with the area's locally adopted transportation and land use plans.

What is the Albany Area Metropolitan Planning Organization?

The Albany Area Metropolitan Planning Organization (AAMPO) serves as the metropolitan planning organization (MPO) for the Albany Urbanized Area, as designated by the Oregon Governor on February 6, 2013. This region includes Cities of Albany, Jefferson, Millersburg, and Tangent, as well as Linn and Benton County.

An eight-member Policy Board that consists of representatives from each city in the region, in addition to a representative from Linn County, Benton County, and the Oregon Department of Transportation (ODOT) and one citizen representative serves as the governing body of AAMPO. The Policy Board operates according to the adopted Operating Guidelines.

A Technical Advisory Committee (TAC) serves as advisory to MPO's Policy Board. The TAC is comprised of professional staff from each of the jurisdictions represented on the Policy Board, as well as one ODOT representative and one citizen representative.

The Oregon Cascades West Council of Governments (OCWCOG) provides staffing, including fiscal and administrative support for AAMPO.

What is the Purpose of this Document?

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 2019-2020 UPWP demonstrates how AAMPO will fulfill these requirements between July 1, 2019 and June 30, 2020.

Anticipated required staff time and dollar amounts allocated to each activity in this document represent the best estimates at this time and may change with the consent of all parties involved.

WORK PROGRAM OVERVIEW

Purpose

Pursuant to Fixing America’s Surface Transportation (FAST) Act guidelines and the code of federal regulations 23 CFR 450.308 (b), the UPWP documents transportation planning activities expected to be in process or completed within the metropolitan area during the fiscal year performed with funds provided under title 23 U.S.C. and title 49 U.S.C Chapter 53. This document identifies proposed work 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.

There are four primary tasks within the UPWP: (1) *MPO Program Management*; (2) *Long Range Planning*; (3) *Transit and Short Range Planning*; and (4) *Transportation Programming*. Each of these tasks is composed of multiple subtasks, which describe specific work items and deliverables. AAMPO/OCWCOG staff are responsible for completing all tasks, 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 as needed. Quarterly billing and twice-annual reports to ODOT, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) document UPWP progress.

Funding Sources and Match Documentation

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%) through in-kind support by the City of Albany. 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.

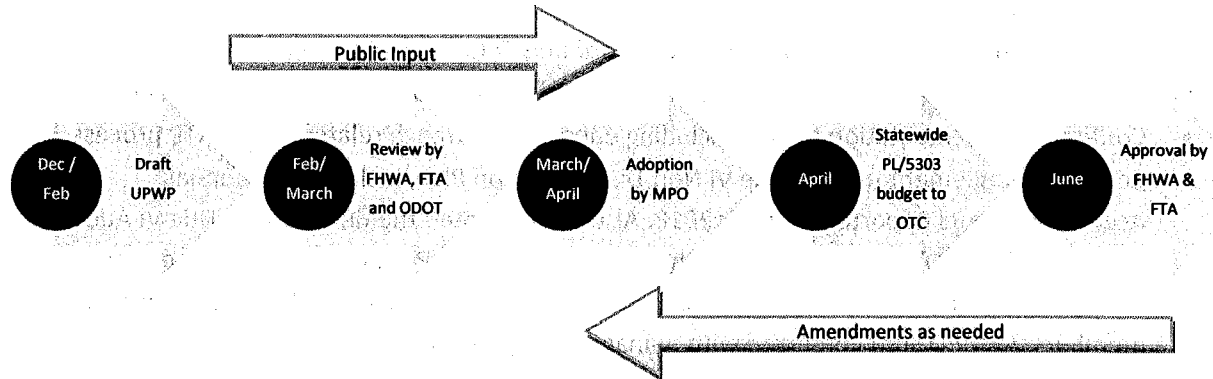
Funding Source	Federal Share	Local Match (in-kind, not cash)	State Match	TOTAL
FY20 PL	\$136,832	\$0	\$15,661	\$152,493
FY20 5303	\$39,614	\$4,534	\$0	\$44,128

Figure 1 AAMPO Funding Sources and Contributions for FY20

ODOT State Planning and Research (SPR) or Oregon Transportation Growth Management (TGM) funds often provide support for other specific planning tasks not yet funded or in process at the time of UPWP development.

Work Program Development

In coordination with FHWA, FTA, ODOT, and AAMPO member agencies (through their representatives on the TAC and Policy Board), AAMPO staff develops an annual UPWP. In addition to in-progress and anticipated work items, activities are solicited from the TAC and Policy Board via email and in meeting discussions during the December – February time period, including unfunded planning activities. The AAMPO Policy Board provides the initial review and approval of the UPWP followed by the mandatory federal review by the FHWA and the 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 draft UPWP discussion and opportunity for public comment during public AAMPO meetings.
- 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.

Interested parties include the AAMPO Policy Board and Technical Advisory Committee, as well as local government employees or members of the public who have decided to participate in the process.

Amendments

Amendments to the UPWP 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 are allowed. MPO Staff may make administrative amendments, such as changes to project timelines within the current fiscal year or moving \$5,000 or less between sub-tasks within the same task, with notification to the Policy Board.

Full amendments require Policy Board approval and public notice by inclusion in a Policy Board meeting agenda. These types of amendments include the addition or deletion of a task, the addition or removal of more than \$5,000, changes to project timelines that delay a project beyond the programmed fiscal year, or any other changes to the UPWP not described as an administrative amendment. Full amendments require notification to ODOT, FHWA, and FTA.

Full amendments to this document require public notice. MPO meeting agendas, found on the OCWCOG website, contain any proposed amendments. Stakeholders, interested parties, and local newspapers can receive the agenda by email.

AAMPO STATUS REPORT

Recap of FY19 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 an Annual Accomplishments Report in October 2018. Also implemented the findings of 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 conferred with managers of other MPOs regarding their policies and procedures for gathering this demographic data, and implemented procedures to gather demographic data in 2018, including a response sheet distributed via email and at meeting(s). This data was included in the 2018 Annual Accomplishments Report.
- Completed Quarterly Reports and billing and noted new twice-annual reporting cycle (January and June) starting in 2019 (while billing will still be submitted quarterly).

Long Range Planning

- Developed RTP in compliance with federal requirements, adopted by the AAMPO Policy Board in May 2018. The Albany-area Transit Development Plan (TDP) approved on the same timeline. The RTP underwent a robust public engagement and technical review period, including alignment with House Bill 2017 priorities. These documents are available online.
 - 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 participating in the Service Analysis (completion expected in FY20). Deliverables pursued by the TAC so far include development of a Scope of Work; contractor procurement in collaboration with ODOT and other partners (Nelson\Nygaard); survey development and administration; and document review (Existing Conditions and other memos).
- Provided support to Albany Transit Service (ATS), including participation 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)

- Updated FY18-21 TIP with ODOT, including amendments related to House Bill 2017 transportation funding projects.
- Published Annual Listing of Obligated Projects.
- Spearheaded preliminary conversations about utilization strategies for carryover funds.

Ongoing Planning Efforts

- Adopted the AAMPO RTP in May 2018. In an effort to leverage alignment with other planning priorities in the region, short and long-term RTP projects will undergo continued evaluation. An Alternative Mobility Targets memo from October 2018 will inform future conversations around system performance.
- 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 contract management for the ongoing service analysis.
- Staff will continue to monitor the rulemaking processes for House Bill 2017 funding related to transit, Safe Routes to School, ConnectOregon, and other areas.

FY20 Program Goals

- Bring new staff up to speed by attending meetings, trainings, and conferences, and by facilitating visit to and discussions with member jurisdictions.
- Continue performance measure development and reporting, including collaboration with Albany Transit on transit asset-management performance measures.
- Continue to develop interagency relationships and coordination to enhance regional service.
- Monitor the Statewide Transportation Improvement Fund (STIF) process and assist jurisdictions when needed.
- Support 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.
- Enhance coordination with CAMPO on regional priorities.

- Further develop AAMPO’s GIS and data management capacity.
- Publish Obligated Projects List for FY19.
- Perform necessary document updates as needed.
- Continue conversations about ADA and ITS regional planning and collaborations. Specific to ADA, staff will continue to better understand the role of the MPO in regional ADA requirements and will determine how best to assist member jurisdictions.
- Continue 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, and FHWA.
- Update documents as described below:

Status of AAMPO and Regional Transportation 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; preliminary planning for FY21-24 TIP is ongoing.
Regional Transportation Plan (RTP)	Adopted in May 2018.	Alternative Mobility Targets conversation to be concluded in early 2019.
Public Participation Plan (PPP)	Adopted July 2014; administrative updates done in January 2016.	As needed or with update of planning documents.
Unified Planning Work Program	FY19 UPWP adopted in April 2018.	FY20 UPWP expected to be adopted in spring 2018.
Annual List of Obligated Projects	FY17 list completed spring 2018.	FY18 list to be completed in December 2019.
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 FY20.
Americans with Disabilities Act (ADA) Transition Plan	Discuss funding and desired scope of project.	Linn County 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 spring 2018. This project would have prepared 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. The application was denied and conversations among AAMPO members are ongoing about potential future steps
Title VI / Non-discrimination Plan	Adopted August 2014; administrative updates done in November 2016.	Audit by ODOT Civil Rights Office completed July 2017; Annual Accomplishments Report submitted in Oct 2018; plan update due in Nov 2019.
Albany Area Transit Development Plan	Approved in May 2018.	Monitoring implementation per HB2017 allocations.

FY20 WORK PROGRAM

There are four primary tasks within the work program: (1) *MPO Program Management*; (2) *Long Range Planning*; (3) *Transit and Short Range Planning*; and (4) *Transportation Programming*. Each of these tasks are composed of multiple subtasks. Within the subtasks are specific work items and deliverables. Organization of the document is as follows:

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

OCWCOG (AAMPO) staff will complete all tasks, 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:	\$107,465
Percent of total budget:	55%

1.1 Administrative Tasks

- 1.1.a. Facilitate meetings for Policy Board, TAC, and others 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. Maintain and update as necessary AAMPO website.
- 1.1.c. Develop and maintain intergovernmental agreements and contracts.
- 1.1.d. Prepare 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 conferences and trainings appropriate to job duties; and attend webinars through ODOT, FTA, FHWA.
- 1.1.h. Ongoing training for Policy Board and TAC members.

Budget: \$61,890
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 that the MPO will undertake. Quarterly reports submitted to ODOT, FHWA, and FTA track UPWP progress. AAMPO's current and prior UPWPs are available here: www.ocwcog.org/transportation/aampo/aampo-plans-programs/.

- 1.2.a. Prepare FY21 Operational Budget.
- 1.2.b. Develop and adopt FY21 UPWP.
- 1.2.c. Quarterly billing and twice annual reporting of the MPO's planning and programming activities for submission to FTA, FHWA, ODOT, and the AAMPO Policy Board.

Budget: \$7,280
Timeframe: Development of FY21 UPWP largely completed in 2nd and 3rd Quarters.
Deliverables: Twice-annual billing, quarterly reports, FY21 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. A Public Participation Plan (PPP) and a Title VI / Non-discrimination Plan direct AAMPO's public involvement activities. Ongoing public participation efforts by MPO staff are listed below. Task 3 contains public participation efforts specific to the RTP. 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 in areas affected by transportation in the development of 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, noting 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. Staff sends all public comment for 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; address PPP in the context of all planning activities.

Budget: \$6,119

Timeframe: Title VI Plan update is due in November 2019; goal is to update PPP on same timeline.

Deliverables: Implemented PPP, informed and involved public, and timely responses to public inquiries. During the development of the RTP in spring 2017, AAMPO conducted a robust public outreach process. Neighborhood groups, bicycle/pedestrian advocacy groups, and fire departments participated in over a dozen meetings, interviews, and presentations. Staff also conducted an on-board transit survey.

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 FY20:

- 1.4.a. Update Title VI Plan for submission to ODOT Civil Rights Management staff by November 2019, following up on July 2017 Title VI Audit.
- 1.4.b. Complete Title VI Accomplishments Report for FY20, 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 September-October 2019.
- 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. Continue discussion with TAC and Policy Board regarding an AAMPO-wide ADA Transition project: 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)). AAMPO staff will pursue guidance for the role of the MPO within a regional ADA context and will continue to assist jurisdictions, when appropriate, with their ADA transition plans.

Budget: \$12,484

Timeframe: Title VI Plan update due November 2019; establish ADA Coordinator and grievance procedure by summer 2019.

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

Effective implementation of the 3-C (continuing, cooperative, and comprehensive) planning process requires that MPO members and staff coordinate with other jurisdictions, statewide agencies, federal agencies and a variety of stakeholder groups. To do this, AAMPO will:

- 1.5.a. Coordinate with CAMPO including facilitation of joint MPO meetings and cooperation with CAMPO regarding regional transportation issues including ADA, ITS, and safety.
- 1.5.b. Continue to facilitate biannual AAMPO/CAMPO joint TAC meetings.
- 1.5.c. Participate as an Ex-officio to the Cascades West Area Commission on Transportation (CWACT) and as a member of the CWACT TAC.
- 1.5.d. Attend meetings of the Mid-Willamette Area Commission on Transportation (MWACT).
- 1.5.e. Participate in local advisory committees, as needed, for example Benton County TSP Stakeholder Committee.
- 1.5.f. 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.

- 1.5.g. Assist in the development and implementation of a National Association of City Transportation Officials (NACTO) bikeway design training for both AAMPO and CAMPO member jurisdictions. This training is expected to occur in late summer 2019.

Budget: \$19,551

Timeframe: Attend MWACT and CWACT meetings quarterly or as available; coordinate joint AAMPO-CAMPO TAC meeting biannually with CAMPO; other meeting attendance as time permits. Continue planning of NACTO bikeway design training, with training to occur in late summer 2019.

Deliverables: A continuing, cooperative, and comprehensive planning process. Ongoing list of regional transportation projects (AAMPO/CAMPO region). NACTO Bikeway Design Training in late summer 2019.

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:	\$23,228
Percent of total budget:	12%

2.1 Regional Transportation Plan & Transportation System Plans

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 AAMPO Policy Board adopted the RTP in May 2018; Staff does not anticipate major changes in FY20.

AAMPO is assisting the City of Jefferson with a Transportation Growth Management grant application to fund an update to their Transportation System Plan. The existing TSP was adopted in 2001, and with nearly all of the projects identified in the plan implemented and major changes in the city since 2001 (joined the MPO, moderate growth, changes in traffic patterns, need for transit, etc.) the time is ripe for a TSP update.

- 2.1.a. Coordinate with TSP work in AAMPO jurisdictions as needed to ensure consistency with RTP.
- 2.1.b. Prepare TGM grant materials as needed for the City of Jefferson. If received, assist the City of Jefferson with the TSP update process.

2.1.c. Unanticipated state work as needed, for example, related to House Bill 2017 (Highway 20 safety funding, intermodal projects, Regional Transportation System Plan, or other priorities).

Budget: \$14,519

Timeframe: Tracking performance metrics. Monitor the process of the TGM grant application and assist the City of Jefferson as appropriate with the TSP update throughout FY20.

Deliverables: Ongoing updates as needed.

2.2 Performance-Based Planning Program, FHWA & FTA

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. Fixing America's Surface Transportation (FAST) Act carries forward these performance measures and requires that MPO RTPs and TIPs comply by May 2018. This task supports coordination with ODOT and MPO partners on the development of performance targets. It also supports research, data collection, and 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. In November 2018, AAMPO aligned with ODOT on performance measures for bridge / pavement condition and system performance / air quality. 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.

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

2.2.b. Collect and manage data and track performance.

2.2.c. Amend RTP and TIP as needed to ensure compliance with targets; ensure integration of performance measures into AAMPO's planning work.

Budget: \$8,709

Timeframe: Ongoing

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, non-cash match provided by the City of Albany)
Task 3 Budget:	\$44,148
Percent of total budget:	22%

3.1 Albany Transit System Planning Support

The City of Albany is the primary transit provider in the AAMPO area, operating the 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 includes 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 as needed.
- 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. Consult with ATS staff during the development of the RTP and TDP, TIP, UPWP, PPP and other MPO area planning efforts.
- 3.2.d. Assist with programming transit projects into the MPO's TIP and state's STIP.
- 3.2.e. Participate in bi-monthly ATS and AAMPO meeting to continue to strengthen coordination and engagement between the two entities.

Budget: \$4,937

Timeframe: Ongoing. Bi-monthly AAMPO/ATS meeting.

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

3.2 Linn-Benton Loop Board

In 2016, the Linn-Benton Loop transit service established a governing board 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. The Board assigns duties to CAMPO and AAMPO staff and OCWCOG that provide a base level of support for the Loop. 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. Since CAMPO and OCWCOG also support the Loop, the tasks below are not the sole responsibility of AAMPO. More information regarding the governance of the Linn-Benton Loop can be found here: <https://loop.cityofalbany.net/governance/>

- 3.3.a. Coordinate 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. Continue work on the Linn-Benton Loop Service Analysis, as originally programmed in the FY16-17 UPWP. This project studies how additional Loop service in the Corvallis and Albany areas may affect opportunities for increased ridership. The Loop TAC has participated in a review of service schedule strengths and deficiencies, including alignment with other complementary local services, and developed a Linn Benton Loop Service Development Plan with help from project consultant, Nelson\Nygaard Consulting Associates. Phase One of the plan will begin to extend service and expand fleet as STIF formula funds become available (July 2019-June 2021) from Linn and Benton Counties. The plan was adopted in April 2019.
- 3.3.g. Facilitate jurisdictional conversations and planning regarding funding and other implementation related to House Bill 2017.

Budget: \$23,238

Timeframe: Meetings of the TAC and Linn Benton Loop Board held bimonthly; Project Management Team conference calls bi-monthly regarding the Service Development Plan. STIF Formula funds plans were developed by the Qualified Entities for May 1, 2019 submission. Decisions regarding funding allocation are expected for October 2019. AAMPO and OCWCOG will provide support for any future applications for STIF funding.

Deliverables: Meeting agendas and minutes, maintained website, and completion of specific planning tasks as directed by the Board. Linn Benton Loop Service Development Plan Phase One in-progress.

3.3 Geographic Information Systems (GIS) Development

This task allows 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 to 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:** \$4,405
- 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.

3.4 Public Transportation Agency Safety Plan

On July 19, 2018, the Federal Transit Administration published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires that operators of public transportation systems that receive 5307, Urbanized Area Formula Grants, shall develop safety plans that include the processes and procedures necessary to implement Safety Management Systems (SMS). The rule becomes effective in July 2019, and transit operators are required to develop a safety plan by July 2020. In the MPO planning area, Albany Transit System (ATS) is the only transit operator that is subject to this rule. AAMPO will prepare and certify a PTASP, with assistance from ATS by the required deadline of July 20, 2019. The cost of plan preparation will be shared by AAMPO (5303) and ATS (\$2,500 cash match). The additional \$2,034 required for 5303 match will come from in-kind staff support from the City of Albany and Albany Transit System in developing the PTSAP. Specifically, this

- Budget:** \$7,034
- Timeframe:** AAMPO staff will work with ATS to develop a scope of work for the development the PTASP in Quarter 1. The plan will be complete and adopted by July 20, 2020.
- Deliverables:** A certified and adopted PTASP for Albany Transit System.

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 (STBG) Program funds.

Task 4 Funding Sources:	FHWA PL Funds 10.27% Local Match provided by ODOT
Task 4 Budget:	\$21,799

Percent of total budget:	11%
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4.1 Transportation Improvement Program

The TIP is a short-term prioritized listing of federally funded transportation projects within the MPO area. Based on an adopted RTP, and with cooperation amongst state and transit operators, a TIP must meet AAMPO's adopted policies and procedures and serves as the FTA required Program of Projects.

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 is evaluated using a Self-Certification Statement that is prepared concurrently with the TIP.

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

The Policy Board approves the FY20 Self Certification Process document created by MPO staff for the 2021-2024 TIP to ODOT.

- 4.1.a. Maintain the TIP, including full and administrative amendments.
- 4.1.b. Coordinate the 21-24 TIP with the STIP.
- 4.1.c. Research, technical work, and TIP amendments that conform to federal performance-based planning requirements as outlined in Titles 23 and 49.
- 4.1.d. Participate in statewide working groups or meetings related to TIP and STIP development.
- 4.1.e. Prepare Self-Certification Statement.

Budget: \$9,900

Timeframe: Ongoing development of 21-24 TIP and STIP with AAMPO TAC. Amendments to current MTIP as needed.

Deliverables: Maintained 18-21 TIP. A 21-24 TIP consistent with STIP and federal requirements and self-certification document. All documents posted on AAMPO's website.

4.2 STBG Funds Management

Oregon's small MPOs receive a sub-allocation of Surface Transportation Block Grant (STBG) Program funds on an annual basis for surface transportation projects within the MPO area. (The FAST Act renamed the long-standing Surface Transportation Program (STP) 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. Maintain accounting of fund balances.
- 4.2.b. Coordinate the 21-24 TIP and STIP.
- 4.2.c. Research fund rules and eligibility, as necessary.
- 4.2.d. Participate 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 and required by TIP). Forms should include information about how selected projects will enhance the goals and priorities of the RTP through the TIP.

Budget: \$8,738

Timeframe: TAC evaluation of STBG project ranking forms completed in 2018; TAC requested this work item to streamline and review the process, including reviewing evaluation forms from other MPOs to ensure AAMPO's process provides clear and objective project rankings. The TAC deemed project-ranking forms sufficient and forms were not changed. Monitor STBG funding and allocation process in 2019 (ongoing) and ensure project selection compliance with Performance Measure targets (as needed).

Deliverables: Accurate record of MPO's STBG 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, 2018 – September 30, 2019 and is due no later than 90 calendar days following the end of the program year.

Budget: \$3,161

Timeframe: This task is due no later than the end of December 2019.

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

Note about Carryover:

OCWCOG's financial records show **\$86,286.50** unexpended at the end of the 2017-18 fiscal year. The highlighted carryover information on TABLE 3: FY20 BUDGET BY FUNDING TYPE refers to this balance. A full accounting is needed from ODOT as to when these funds will be available; this UPWP will then be amended to account for those funds and projected expenditures.

An additional **\$226,980** carryover from previous fiscal years has already been included in the budget table on page 21.

TABLE 1: AAMPO FY20 EXPENSES

	FY19-20 Amount	FY19-20 % of Overall Budget	FY19 Amount	FY19 % of Total Budget
Task 1: MPO Program Management	\$107,465	55%	\$91,768	52%
1.1 Administrative Tasks	\$61,890		\$59,537	
1.2 UPWP	\$7,280		\$4,651	
1.3 PPP	\$6,119		\$2,618	
1.4 Title VI/Non-Discrimination	\$12,484		\$10,738	
1.5 Intergovernmental Coordination	\$19,551		\$18,890	
Task 2: Long Range Planning	\$23,228	12%	\$30,028*	17%
2.1 RTP & TSPs	\$14,519		\$16,262	
2.2 Performance Based Planning	\$8,709		\$5,236	
Task 3: Transit and Short Range Planning	\$44,148	22%	\$41,720**	24%
3.1 ATS & Planning Support	\$4,937		\$6,098	
3.2 Linn-Benton Loop Board	\$23,238		\$26,862	
3.3 GIS Development	\$4,405		\$3,490	
3.4 PTASP	\$7,034		-	
Task 4: Transportation Programming (TIP)	\$21,799	11%	\$11,722	7%
4.1 TIP	\$9,900		\$5,522	
4.2 STBGP Fund Management	\$8,738		\$4,067	
4.3 Annual List of Obligated Projects	\$3,161		\$2,032	
Totals:	\$196,641	100%	\$175,238	100%

*Task 2.2 (\$2,032) and 2.3 (\$6,098) from FY19 were removed due to completion and task 2.4 became 2.2.

**Task 3.1 Albany TDP (\$3,505) from FY19 was removed due to completion, and task 3.4 PTASP was added.

Note: All numbers are rounded.

TABLE 2: FY20 SUMMARY OF EXPENSES

Cost	Amount	Percent of Total	
		Budget	
AAMPO Personnel	\$145,676	74.08%	
Contracted Time	\$19,955	12%	
Non-Payroll Costs	\$26,476	13.46%	
Advertising	\$1,000	0.51%	
Board/Committees Meetings	\$1,000	0.51%	
Copying	\$1,000	0.51%	
Dues/Memberships	\$350	0.18%	
Finance Indirect	\$3,100	1.58%	
General Indirect	\$6,342	3.23%	
Legal Expenses	\$400	0.20%	
Licenses and Fees	\$500	0.25%	
Postage	\$150	0.08%	
Printing	\$1,000	0.51%	
Rent	\$2,545	1.29%	
Supplies	\$250	0.13%	
Technology Indirect	\$4,139	2.10%	
Telephone	\$700	0.36%	
Training	\$2,500	1.27%	
Travel	\$1,500	0.76%	
5303 Match City of Albany	\$4,534	2.31%	
Total FY20 Expenses	\$196,641	100%	

*Note: Non-Payroll expenses are calculated based on 1 FTE. Non-Payroll expenses are approximately 18% of personnel costs. All numbers are rounded.

TABLE 3: FY20 BUDGET BY FUNDING TYPE

	FHWA PL Funds	PL Match Funds (10.27% from ODOT)	Total PL	FTA 5303 Funds	5303 Match (10.27%, from City of Albany)	Total 5303 (Funds and In-kind)	TOTAL EXPENSES (Without Carryover)
Task 1: MPO Program Management	\$96,429	\$11,037	\$107,465	\$0	\$0	\$0	\$107,465
Task 2: Long Range Planning	\$20,843	\$2,386	\$23,228	\$0	\$0	\$0	\$23,228
Task 3: Transit Planning & Short Range Planning	\$0	\$0	\$0	\$39,614	\$4,534	\$44,148	\$44,148
Task 4: Transportation Programming	\$19,560	\$2,239	\$21,799	\$0	\$0	\$0	\$21,799
Total FY20 Expenses	\$136,832	\$15,661	\$152,493	\$39,614	\$4,534	\$44,148	\$196,641
FY20 Revenue= *PL/5303 = \$196,641 FY19 Carryover= \$86,287 Existing Carryover= \$226,980							\$509,908

*Note: All numbers are rounded

APPENDIX A: 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 on-going reviews of metropolitan and statewide planning processes as requiring additional work.

In addition to the eight planning factors outlined in federal transportation bills, including the Fixing America's Surface Transportation (FAST) Act, PEAs are another layer for consideration. These eight planning factors are: (1) Economic Vitality, (2) Safety of Transportation System, (3) Security of Transportation System, (4) Accessibility and Mobility for People and Freight, (5) Environmental Protection and Enhancement, (6) Integration & Connectivity of Transportation System, (7) Efficient System Management and Operation, and (8) Preservation of Existing the Transportation System.

A joint memo from FHWA and FTA, released in 2014 and reiterated in March 2015, describes the most recent PEAs. AAMPO has not received additional guidance since then.

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:

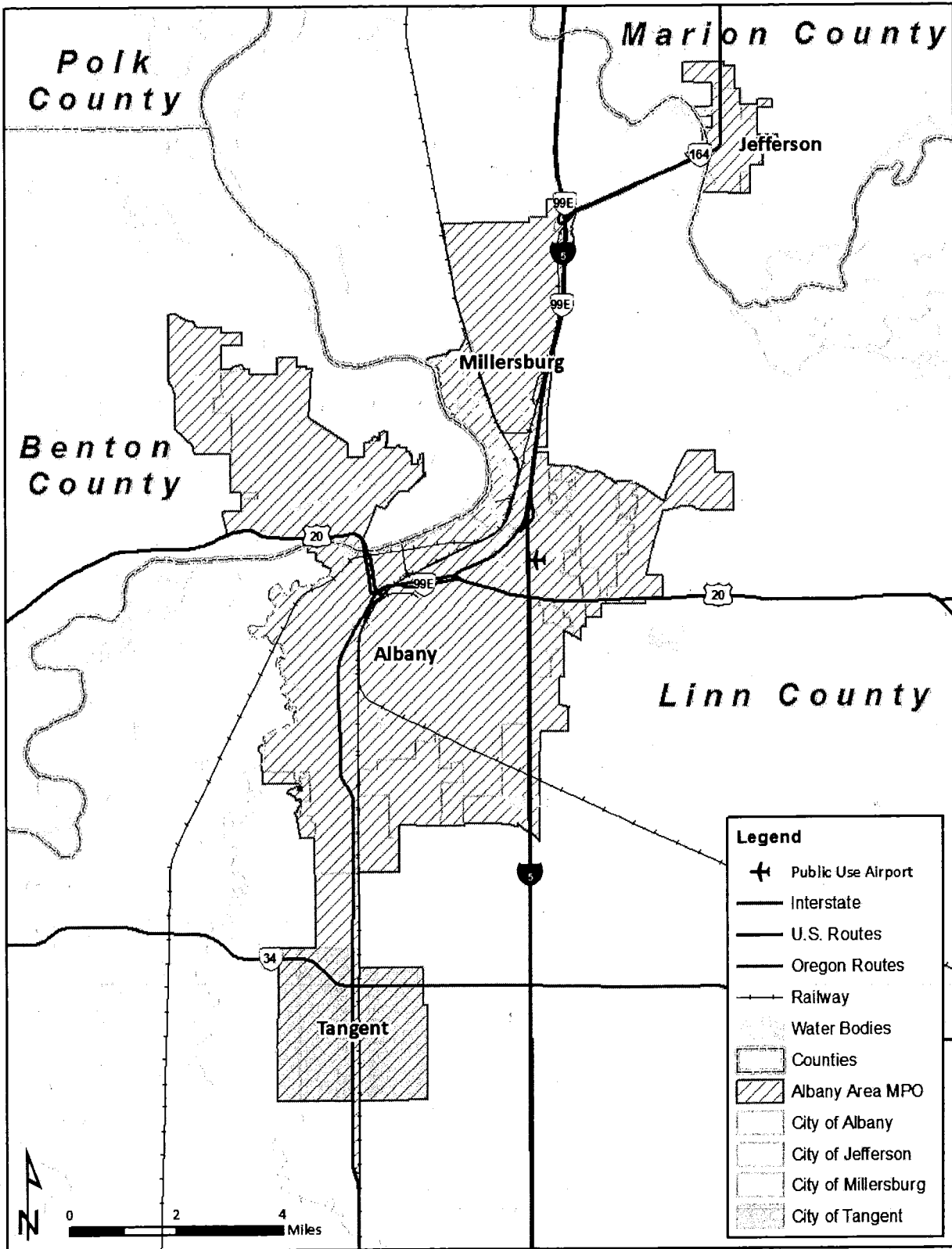
The third emphasis area promotes a transition to Performance Based Planning and Programming. This includes the development and use of transportation performance measures, target setting, performance reporting, and transportation investments that support the achievement of performance targets. These components 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

	PEAS			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				X					
1.5 Intergovernmental Coordination		X	X	X				X		X		
Task 2: Long Range Planning												
2.1 RTP	X	X	X	X	X	X	X	X	X	X	X	X
2.2 Performance Based Planning		X										
Task 3: Transit & Short Range Planning												
3.1 Albany TDP	X	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	X
3.4 GIS Development	X	X			X				X			
Task 4: Transportation Programming												
4.1 TIP	X			X	X	X	X	X	X	X	X	X
4.2 STBGFund Management												
4.3 Annual List of Obligated Projects												

APPENDIX B: AAMPO PLANNING AREA MAP



APPENDIX C: UNFUNDED PLANNING PROJECTS

The financial burden of planning needs in the AAMPO area exceed the funds available at this time, including the carryover funds from previous years. To keep track of unfunded needs in the AAMPO area, Staff updates an unfunded planning project list as conversations and projects develop at the TAC and Policy Board level. 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. The MPO considered this analysis 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 City of Albany may seek future funds from AAMPO for next phases.
- The OCWCOG spearheaded a process to establish an OR 34 Scenic Byway. AAMPO staff was unable to be involved due to staffing capacity.
- **Highway 20 Safety: Corvallis to Albany:** Investment has been made by ODOT for safety upgrades along the corridor. With CAMPO and AAMPO looking to further align and work on more regionally focused projects, this corridor will continue to be area of potential coordination and investment. Since traffic volumes and area accidents will likely persist as the region grows, ODOT will maintain a long-range focus on traffic mitigation improvements that may reduce crashes and accommodate an expected increase in traffic and commerce.
- **Highway Corridor Refinement and Safety Plan - Hwy 20 (Albany to Lebanon):** Significant crashes (property damage, injuries and fatalities) have occurred on Highway 20 between the City of Albany and 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. Portion of the corridor that pose the highest safety risk have been addressed, funded, and construction either in-progress or complete.

The following are currently unfunded significant planning needs in the MPO area:

- **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.
- **Pursuing Recommendations of Regional Human Services Coordinated Plan:** Particularly, conversations with regional stakeholders have focused on investigating the development of a centralized “1-800” number for regional paratransit, transportation options, and other consumer-focused provider services.
- **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 application to the Oregon Transportation and Growth Management (TGM) program in 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 would have prepared 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. AAMPO assisted the City of Jefferson in a Transportation Growth Management application for funding and technical assistance to prepare an updated

Transportation System Plan in 2019; however, AAMPO had not been notified about a decision by the time of adoption of the UPWP.

- **Regional Bicycle System Map:** This effort is an interest of both AAMPO and CAMPO and 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 and CAMPO can support the creation of a regional bike map. This effort can emphasize the Willamette Scenic Bikeway that 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 General Transit Feed Specification (GTFS). 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. Residential areas surrounding the growing commercial centers should expect to see increased impact.

APPENDIX D: 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: <https://www.co.benton.or.us/bikeway>

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 was completed in spring 2018 at a cost of \$296,673 in ODOT funds.

APPENDIX E: 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 based on 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

ADA: Americans with Disabilities Act

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

EIS: Environmental Impact Statement

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.

ITS: Intelligent Transportation Systems

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 that 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.

STIF: Statewide Transportation Improvement Fund

STP / STBG: 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

TGM: Transportation and Growth Management

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

