



Albany Area Metropolitan Planning Organization

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

Technical Advisory Committee Agenda

Date: Thursday, March 12, 2020
Time: 1:30 to 3:30 pm
Location: Zoom Remote: <https://zoom.us/j/490591540>
Phone: 1-669-900-6833
Meeting ID: 490 591 540

1. 1:30 **Call to Order, Agenda Review, and Introductions** **Gary Stockhoff, Chair**

2. 1:35 **Public Comment** **Chair**

3. 1:40 **Minutes from February 13, 2020 Joint Meeting (Attachment A)** **Chair**
Action Requested: Approve Minutes

4. 1:45 **AAMPO Financial Update (Attachment B)** **Dana Nichols, Staff**
The attached memorandum provides an overview of AAMPO funding and expenditures since inception in 2014. This summary includes historical: FHWA PL, FTA 5303, STBG, and consultant related costs. The memo also indicates upcoming projects and their associated costs.
Action Requested: Discussion

5. 2:00 **Unified Planning Work Program (Attachment C)** **Staff**
Staff has provided a copy of the FY21 Unified Planning Work Program for your review and approval.
Action Requested: Recommend Approval

6. 2:15 **Active Transportation Plan Proposal Update** **Staff**
Staff brought the recommended proposal for timeline and budget of the Active Transportation Plan to the Policy Board. The Policy Board approved the TAC's recommendation, but would like to review and approve a scope of work before we move forward.
Action Requested: Discussion

7. 2:40 **Title VI Plan Update (Attachment D)** **Staff**
In the FY20 UPWP, AAMPO Staff stated a desire to update the Title VI and Public Participation Plans. Staff has provided a draft of the Title VI Plan update for your review, and if ready, recommendation of approval to the Policy Board.

The 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.

Action Requested: Discussion

- | | | |
|----------------|---|------------------|
| 8. 3:00 | Discussion of Upcoming Work Items <ul style="list-style-type: none">• 21-24 STIP/TIP | Staff |
| 9. 3:20 | Jurisdictional Updates | AAMPO TAC |
| 10.3:30 | Adjourn | |

**ALBANY METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE
DRAFT MEETING MINUTES
Thursday, February 13, 2020
1:30 to 3:30 pm
Oregon Cascades West Council of Governments
Upstairs Conference Room / 1400 Queen Ave. SE, Albany**

DRAFT MINUTES

Members Attending: Georgia Edwards, Chuck Knoll, Greg Jones, Walt Perry, Gary Stockhoff, James Feldmann, Chris Bailey, Jasmine

Staff: Nick Meltzer, Stephanie Nappa, Dana Nichols

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order, Agenda Review, and Introductions	Meeting called to order at 1:32 pm	No additions
2. Public Comments	No public comment	
3. Minutes from January 9, 2020 Meeting (Attachment A)	Spelling correction pg 6 of Lochner Rd.	Approved
4. Unified Planning Work Program (Attachment B)	<p>Nichols walked through the draft UPWP and some of the items it entailed. Staff added ITS work to the plan, as well as the Active Transportation Plan that is being discussed further at this meeting.</p> <p>Funding from FHWA was reduced during the pass through from ODOT (10% reduction across the board) It may come back but there's no way of knowing. Jasmine mentioned that FHWA is concerned about the impact this has on smaller MPOs. AAMPO's carry forward funding was mentioned as a possible way to cover that reduction, but all of that funding was scheduled for projects, as ODOT requested. Issue from the staff is that AAMPO was notified late in the UPWP process and there was little explanation as to the reason. Nappa asked if this was</p>	

	<p>an issue that CWACT could address with the OTC, Meltzer said it was an overall ODOT reduction, not MPO specific, so might not be an issue for CWACT to bring up right now.</p> <p>Jefferson was successful in receiving a TGM grant for their TSP, which AAMPO is assisting Jefferson in completing. Feldmann asked who would be managing the project and Nichols said AAMPO would be on the Project Management Team.</p> <p>Budget for task 3 will be updated with additional funds.</p> <p>Nichols noted that GIS funds haven't been utilized and reminded that that was a service that could be used more for sharing information more. Knoll mentioned that Linn County has robust GIS data available to use, and that Benton County has great data too.</p> <p>Question from Perry about the multi-modal counters and whether there was an update from CAMPO. Decision at the last meeting was to let them establish a program and then adjust as needed for AAMPO.</p> <p>Bailey brought up the STIF transit expansion plan and a desire for a consultant to assist that work. Nichols mentioned that there could be up to \$20K available to assist. Adding that project as a placeholder in the UPWP.</p> <p>Nichols mentioned that the Transportation Programing budget seems high due to the large number of STIP amendments and managing the STBG process.</p> <p>Nichols reviewed the budget, showing savings that have built up over past years. Question from Bailey about those numbers vs what had been "assigned" by AAMPO to projects. Nichols said she could do a quarterly finance check-in and will bring that to the next meeting.</p> <p>Request by Knoll of adding "Regional Park and Ride Implementation" to the list of additional area planning efforts</p>	
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<p>5. Active Transportation Plan Proposal Update (Attachment C1, C2, and C3)</p>	<p>Nichols did an overview of the Active Transportation Plan idea. Started with a definition of active transportation from Portland Metro and that it didn't just include cyclists, it includes mobility devices and people connecting to transit. Bailey mentioned that first-last mile connections are a big issue for ATS that they want to be able to address. Feldmann mentioned that the definition didn't include new micromobility devices such as e-scooters. Knoll mentioned that Linn County just completed an ADA transition plan and is going to start looking for funding to implement. Brought up the idea of an ADA transition plan for AAMPO and whether that could be an idea.</p> <p>Nichols brought up the connections between active transportation and health equity. Mentioned that in Albany roughly 5% (1,200) of households don't have a car. Bailey brought up that in Albany many people who use "active transportation" are not doing so by choice, it's a necessity. Noted that Albany's goal is to get transit to people who need it before they try to attract "choice" riders. Discussion of needs of disabled persons and children for transportation. Knoll brought up experiencing congestion around school during the morning when the weather is bad because parents drive their kids to avoid bad weather that.</p> <p>Nichols described the goal of an ATS as finding ways to address the needs of the "interested but concerned" type of active transportation user.</p> <p>Walked through the process of developing the plan and the options for the budget. Knoll felt the data and design components could use some more money, but Nichols reminded that at previous meetings the group had asked for a lower budget. Knoll asked if an ADA transition plan would be a component, Bailey said she thinks the efforts are connected but shouldn't be the same project.</p> <p>Jones asked about ramps connecting bike paths into parks. Bailey noted that Albany likely has more need for off-street bike paths than are currently available.</p>	<p>Decision: Recommend project to Policy Board at a budget of \$100K</p>
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	Concerns expressed of representation on the Citizen Advisory Group. Option to address this would be to have Community Liaisons like the Gresham project, or have an Active Transportation TAC and do robust community outreach. Bailey mentioned the Human Relations Commission and their ability to outreach to Albany's marginalized communities.	
6. Joint Policy Board Meeting Recap (Attachment D)	<p>Meltzer summarized the Hwy 20 discussion. Policy Board had agreed with the issues that had been raised by TACs. In order to move forward on this collaboration, agreed to have 2 joint meetings each year (will be in the months following joint TAC meetings). CAMPO hired a transportation consultant to help with scoping the possible options for the project.</p> <p>Nichols summarized the discussion on merging the MPOs. The main concerns are funding, governance, and transit. Overall there was not much interest in merging during the meeting. Potential outcomes were that funding would likely stay the same, perhaps less for management but more for data. There would not be a significant population change. The main issue was transit funding, and the potential of Corvallis to lose their STIC money. This would not happen, as Corvallis and Albany would still be different "urbanized areas" within the MPO, however this didn't alleviate the concern. Bailey commented that it would be nice to have experts come to definitively address the concerns around the table.</p>	
7. Discussion of Upcoming Work Items	<p>Nichols highlighted that the Strategic Assessment/Scenario Planning will be coming back soon once DLCD is ready with their model. It may be on the agenda for next month.</p> <p>Nichols gave an update on the PTASP process, and that staff has held 2 of 3 meetings with ATS. That project will be done by end of May to be approved by Albany city council by the end of June.</p>	
8. Jurisdictional Updates	<p>Meltzer gave an update on OCWCOG staffing. Two new planners are being hired, one has accepted the offer.</p> <p>Perry expressed concern about the Census impact on transportation and that the data will show growth projections are off and that there</p>	

	<p>are more people living here than expected. Mentioned that Jefferson would like to act as a connection between AAMPO and the Salem/Kaiser MPOs.</p> <p>Bailey gave an update that Albany City Council would be supportive of doing a corridor study on Hwy 20 through downtown and how Albany could “do their part” to improve congestion in terms of signal timing. ODOT can help with that but it will be a year from now.</p> <p>Feldmann gave an update on a kick-off meeting from an internal ODOT project on I-5 between Hwy 34 and Delaney Rd. This is a pre-NEPA process that will take about a year. David Evans and Associates is the consultant. Nichols requested “regular” updates on the project on a frequency that works.</p> <p>Knoll gave several updates. Old Salem Rd improvements have gone out to bid. Linn County is also finishing up a Seismic Resiliency Study, working with ODOT Seismic program. First draft is done, but additional considerations of connections to emergency services are still needed and are getting worked on. BMT plan is also in progress. Goldfish Farm Rd bridge will be getting funding soon, Knoll is working on getting funds to do the Goldfish Farm Rd project at the same time, but Nichols said this won’t be possible until 21-24 STIP cycle, but said she would work on helping potentially doing a fund exchange with City of Albany. There’s also a new development working on adding a through-road connecting through the Walmart property to Spicer Rd.</p> <p>Edwards had no updates from Tangent.</p> <p>Nappa gave an update about OCWCOG’s Census engagement efforts.</p> <p>Benton County is trying to get a meeting with the railroad to discuss the Albany to Corvallis bike path along Hwy 20.</p>	
<p>9. Adjournment</p>		



MEMORANDUM

Albany Area Metropolitan Planning Organization

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

Date: March 12, 2020
To: AAMPO TAC
From: Dana Nichols, AAMPO Staff
Re: AAMPO Financial Update

Introduction

The purpose of this memorandum is to provide a comprehensive overview of the Albany Area Metropolitan Planning Organization’s financial history, as well as earmarked expenditures planned for the future. This memo will cover historical allocations from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), Surface Transportation Block Grant (STBG) funding, allocation, and obligation, and consultant related costs for projects will be detailed. This overview is meant to provide clarity regarding past expenditures and help us identify costs and project expenses moving forward.

Planning Funds

As has been presented previously, the following chart represents the funding received by FHWA (PL) and FTA (5303) since AAMPO’s inception in 2014. Expenditures include \$50,006 used between FY17-FY19 for the Albany Bus Barn project. These “savings” are currently being amended into the FY21 budget through a TIP/STIP amendment, K20599, for a total budget of \$521,219.26. Intended projects for this budget will be outlined in the “Future Projects” section of this memorandum.

FY	Funding Type	Total IGA Amount	Expenditures	Savings
2014	PL	136,170.00	(111,614.99)	24,555.01
2015	PL	136,170.00	(112,575.71)	23,594.29
2016	PL	126,097.00	(96,828.92)	29,268.08
2017	PL	130,111.00	(111,565.68)	18,545.32
2018	PL	130,232.00	(114,529.24)	15,702.76
2019	PL	133,518.00	(84,231.17)	49,286.83
Total PL				160,952.29
2014	5303	49,900.00		49,900.00
2015	5303	49,900.00	(23,439.06)	26,460.94
2016	5303	36,630.00	(15,596.90)	21,033.10
2017	5303	37,119.00	(17,020.84)	20,098.16
2018	5303	37,389.00	(21,353.59)	16,035.41
2019	5303	37,435.00	(16,504.06)	20,930.94
Total 5303				154,458.55



MEMORANDUM

Albany Area Metropolitan Planning Organization

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

Surface Transportation Block Grant

AAMPO began receiving Surface Transportation Block Grant (STBG) funding in 2014. Appendix A shows a detailed history of STBG allocation, and the plan for funding in the future. Please note that STBG funding to small MPOs is lagged one year behind and our populations assumptions do not change year-to-year, but rather with the Census. This means that we receive our current year allocation on January 1st of the following year. Since 2014, allocation of funding has been as follows:

Jurisdiction	Amount	Project(s)
Albany	\$6,001,422	North Albany Rd/Main St; Hill Street Reconstruction; 24 th Ave; Salem Avenue; Queen Avenue
Millersburg	\$99,000	Old Salem I-5 Guardrail
Tangent	\$0	-
Jefferson	\$62,000	North Ave Bike/Ped Enhancements
Linn County	\$2,516,350	Old Salem Rd Preservation and Safety; Tangent Drive; Goldfish Farm Road
Benton County	\$650,000	Springhill Drive Overlay

Future Projects

During recent discussions, AAMPO has recommended that we set aside funding for specific projects: Albany Bus Barn 90% Planning & Design, Oregon Household Activity Survey (OHAS), and an Active Transportation Plan. The following chart reflects these earmarks and the funding mechanism that is being proposed to cover costs.

Project	Funding	Amount
Bus Barn	5303 savings	\$118,164
OHAS	PL savings	\$75,000
Active Transportation Plan	Savings + Current budget	\$100,000
Total		\$293,164

Please note that OHAS will be an on-going cost, should AAMPO elect to continue to participate. In conversations with ODOT and FHWA, it was recommended that AAMPO set aside a portion of their annual budget moving forward to cover the future cost of the project. \$8,000 will be left with ODOT to prepare for a similar cost for OHAS in 2030.

Project	Jurisdiction	Description	Status	Total Allocated	FFY2013	FY2014	FFY2015	FFY2016	FFY2017	FFY2018	FFY2019	FFY2020	FFY2021	FFY2022	FFY2023	FFY2024	Total Allocated
					SFY2014	SFY2015	SFY2016	SFY2017	SFY2018	SFY2019	SFY2020	SFY2021	SFY2022	SFY2023	SFY2024	SFY2025	
Linn County TSP	Linn County	Partial funding for Linn County Transportation System Plan update		\$62,000													\$0
North Ave bike/ped enhancements	Jefferson (Marion County)	450 ft ADA compliant sidewalk on north side and bike lanes on the north and south sides of North Ave from Hwy 99E/2nd St to 3rd St	Complete	\$62,000	\$9,800	\$52,200											\$62,000
North Albany Rd / Main St (N. Alb Road from RR crossing to Quarry / Main St from 1st to 4th Ave)*	Albany	Amendment to existing STP agreement covering 2 projects: North Albany Rd -Reconstruction of N. Alb Road from RR crossing to Quarry incl center turn lane, sidewalks, bike lanes, bridge improvements. Reconstruction of Main between 1st and 4th incl Const or roundabout, bikelanes and ADA improvements. Main St.	Complete	\$1,190,000	\$610,000	\$580,000											\$1,190,000
Hill Street Reconstruction (Queen to 34th)	Albany	Reconstruct 1.03 miles of Hill St, to provide two travel lanes, on-street parking and bike lanes. Curb ramp and sidewalk improvements at intersections to meet ADA standards. STP funds may be exchanged.	Obligated	\$2,332,000			\$416,000	\$670,000	\$670,000	\$576,000							\$2,332,000
24th Ave (Hill to Geary)	Albany	Rehabilitation of deteriorated pavement. Construction of infill sidewalk and ADA curb ramps, and bike boulevard treatments.STP funds may be exchanged.		\$94,000							\$94,000						\$94,000
Salem Avenue Street Improvement Project	Albany	Pavement preservation project on Salem Avenue from city limits west to rail crossing. Project will involve grind and 2nd overlay of pavement. Curb returns to be removed / replaced to ADA standards.		\$650,000									\$461,324	\$188,676			\$650,000
Queen Avenue Street Improvement Project	Albany	Pavement preservation project on Queen Avenue from Geary Street west to Highway 99E. The project will involve grind and 2nd overlay of existing pavement.		\$1,735,422							\$337,624	\$780,000	\$318,676	\$299,122			\$1,735,422
Old Salem Rd Preservation and Safety	Linn County	Extend curb, gutter and sidewalk on the west side and bicycle lanes on both sides. Pavement preservation for 200 ft, in conjunction with Traux Creek bridge replacement. STP funds may be exchanged.	Obligated	\$413,000			\$413,000										\$413,000
Springhill Drive Overlay	Benton County	The Springhill Drive Overlay project would go from Highway 20 to Albany city limits (Scenic Drive) and consist of a minimum of two inches of asphalt. Portion in City limits with existing curb and gutters from Highway 20 to North Point would include a grind and inlay.	Complete	\$640,000						\$291,624	\$348,376						\$640,000
Tangent Drive	Linn County	Intersection of Tangent Drive with State Highway 99E and continues east to Meadow Wood Street, 3,100 feet. Enhancements include two, twelve-foot-wide travel lanes, two 5 foot wide bike lanes, curb, gutter, and a six-foot sidewalk along the south side of the road. A four to six-foot-wide vegetative strip located on each side of the road.		\$884,750												\$696,075	\$696,075
Goldfish Farm Road	Linn County	Intersection of Goldfish Farm Road with Highway 20 and continues north for —1,700 feet to the bridge crossing at Cox Creek. The existing road widened to 60 feet for the first 940 feet to include two 12 ft wide travel lanes, 12 ft wide center lane, two 5 ft wide bike lanes, curb, gutter, and two six foot wide sidewalks on both sides of the road. The bridge at Cox Creek will be replaced and widened to 48 feet under a separate project with separate funding.		\$1,218,600										\$228,948	\$833,693	\$155,959	\$1,218,600
Old Salem I-5 Guardrail	Millersburg	This project would extend the guardrail on the west side of southbound I-5 north from an existing end of guardrail near the Albany off-ramp, and connect to existing segment of guardrail approximately 1900' to the north. In order to install the guardrail, the existing shoulder would need to be widened and pavement would need to be removed in the flared terminal ends.		\$99,000										\$99,000			\$99,000
MPO Tracking		Total Allocated by MPO			\$619,800	\$632,200	\$829,000	\$670,000	\$670,000	\$867,624	\$780,000	\$780,000	\$780,000	\$815,746	\$833,693	\$852,034	\$9,130,097
		Actual Received from ODOT			\$663,325	\$678,405	\$667,293	\$746,193	\$752,806	\$780,602	\$770,384						\$5,059,008
		FFY Balance (MPO Allocation v Received)			\$43,525	\$46,205	-\$161,707	\$76,193	\$82,806	-\$87,022	-\$9,616						
		Running Balance (MPO Allocation v Received)			\$43,525	\$89,730	-\$71,977	\$4,216	\$87,022	\$0	-\$9,616						

ALBANY AREA METROPOLITAN PLANNING ORGANIZATION



FY '21

UNIFIED

PLANNING

WORK PROGRAM



Adopted by the AAMPO Policy Board on _____

Albany Area Metropolitan Planning Organization
1400 Queen Ave. SE, Suite 205
Albany OR, 97322
www.ocwcog.org/transportation/aampo





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Resolution Number 2020-1**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 2020-2021 AAMPO Work Program and its associated budget.

PASSED AND APPROVED THIS 25TH DAY OF MARCH 2020, BY THE ALBANY AREA METROPOLITAN PLANNING ORGANIZATION.

SIGNED:

Pat Malone

Albany Area Metropolitan Planning Organization, Policy Board Chair
County Commissioner, Benton County

TITLE VI / TÍTULO VI

NOTICE TO THE PUBLIC

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.

MEETING ACCOMMODATIONS

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.

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

ALBANY AREA MPO

MEMBERSHIP

Policy Board

Dave Beyerl, City of Jefferson
Bill Coburn, City of Albany
Savannah Crawford, Oregon Department of Transportation
Greg Jones, City of Tangent
Darrin Lane, Citizen Representative
Pat Malone, Chair, Benton County
Roger Nyquist, Linn County
John Sullivan, City of Millersburg

Technical Advisory Committee (TAC)

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

TAC Ex-Officio Members

Jeremy Borrego, Ex-Officio, Federal Transit Administration, Region 10
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

AAMPO Staff

Dana Nichols, Oregon Cascades West Council of Governments

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INTRODUCTION

What is a Metropolitan Planning Organization?

A Metropolitan Planning Organization (MPO) is designated per USC 23, 123 & 450 to provide transportation planning and programming in *Urbanized Areas* (collective population of 50,000 or more.) MPOs are tasked with facilitating continuing, cooperative and comprehensive transportation planning processes in partnership with their state Department of Transportation.

What is the Albany Area Metropolitan Planning Organization?

The Albany Area Metropolitan Planning Organization (AAMPO) serves as the 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.

The governing body of AAMPO is an eight-member Policy Board, made up of representatives from each city and county in the region, as well as the Oregon Department of Transportation (ODOT) and one citizen representative.

A Technical Advisory Committee (TAC) is comprised of staff from each of the jurisdictions represented on the Policy Board, as well as one ODOT representative and one citizen representative. The TAC advises the Policy Board.

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 FY21 UPWP demonstrates how AAMPO will fulfill these requirements between July 1, 2020 and June 30, 2021.

WORK PROGRAM OVERVIEW

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 comprised 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.



ENGAGEMENT & AMENDMENTS

ENGAGEMENT

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.

AAMPO also follows 23 CFR 450.316e, which states that, to every extent practicable, the MPO will consult with other governments and agencies. One of the defined requirements is to include Indian Tribal government(s) in the development of the RTP and TIP when the Metropolitan Planning Area includes Indian Tribal lands. AAMPO is currently reaching out to surrounding Tribes to determine if they prefer consultation for MPO planning activities.

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 public notice by inclusion in a Policy Board meeting agenda and board approval. 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.

AAMPO PROJECT STATUS REPORT

FY21 Program Goals

- Continue performance measure development and reporting, including collaboration with Albany Transit on transit asset-management performance measures through implementation of the Public Transportation Agency Safety Plan.
- Continue to develop inter-agency relationships and coordination to enhance regional transit service. Engage in the OCWCOG *Seamless Transit Experience* project to streamline travel across jurisdictions.
- Continue to build relationship with CAMPO, engaging in conversation around Highway 20 and other pertinent issues of regional travel.
- Continue to support Linn-Benton Loop Board; support Service Analysis work and contracting, and overseeing operational work provided by ATS.
- Further develop AAMPO's GIS and data management capacity. Data has been collected through the Multi-modal network connectivity study, though additional bicycle and pedestrian count data should be collected through the purchase of counting equipment.
- Publish Obligated Projects List for FY20.
- 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, Public Transportation Conference, NACTO Conference, and webinars through ODOT, FTA, and FHWA.
- Develop a Regional Active Transportation Plan to help align policy and funding decisions across the region and create a more robust, safer, and more equitable car-free network.
- Assist the City of Albany in the 90% design and planning required for the Albany Bus Barn, a project to house new transit vehicles and staff parking.

FEDERALLY REQUIRED DOCUMENTS	CURRENT STATUS	NEXT UPDATE
Metropolitan Transportation Improvement Program (TIP)	FY 18-21 adopted in May 2017; FY 21-24 adopted in May 2020	FY 24-27 preliminary planning
Regional Transportation Plan (RTP)	Adopted in May 2018	2023
Unified Planning Work Program (UPWP)	Adoption scheduled for April 2020	Annually
Public Participation Plan (PPP)	Updated in FY20	As needed
Title VI / Nondiscrimination Plan	Updated in FY20	As needed
Annual List of Obligated Projects	October 2019	October 2020
OTHER DOCUMENTS	CURRENT STATUS	NEXT UPDATE
Intelligent Transportation System (ITS) Plan	Initial conversations in progress to update regional plan; last updated in 2010	AAMPO and CAMPO will collaborate on a regional ITS plan
Albany Area Transit Development Plan	Approved in May 2018	Monitoring implementation per HB2017 allocations
Regional Active Transportation Plan	In development	As needed

FY 21 WORK PROGRAM

There are four primary tasks within the work program: (1) MPO Program Management; (2) Short & Long Range Planning; (3) Transit Planning; and (4) Transportation Programming. Each of these tasks are composed of specific work items and deliverables.

OCWCOG (AAMPO) staff will complete all tasks, with technical assistance from the AAMPO TAC and approval by the AAMPO Policy Board, unless otherwise indicated.

FUNDING SOURCES & 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 with State planning funds.

Additional AAMPO support comes from FTA 5303 planning funds with a local match requirement provided 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, which allows for AAMPO staff to monitor the City's contributions.

FUNDING SOURCE	FEDERAL SHARE	LOCAL MATCH (IN-KIND, NOT CASH)	STATE MATCH	TOTAL
FY 21 FHWA PL	\$126,374	-	\$14,464	\$140,838
FY21 FTA 5303	\$42,435	\$4,857	-	\$47,292

TASK I

MPO PROGRAM MANAGEMENT

OBJECTIVE

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, inter agency and inter-jurisdictional coordination, and participation in statewide planning efforts.

BUDGET	
TASK 1 FUNDING SOURCES:	FHWA PL FUNDS
	10.27% LOCAL MATCH PROVIDED BY ODOT
TASK 1 BUDGET:	\$79,974
PERCENT OF TOTAL BUDGET:	43%

PREVIOUS WORK

- Monthly meetings of the Policy Board and TAC.
- Intergovernmental coordination between member jurisdictions, as well as between AAMPO and CAMPO.
- Co-hosted NACTO Urban Bikeway Design training, in coordination with CAMPO.
- Completion of FY20 UPWP (March 2019).
- Continued implementation of Title VI Non-Discrimination Plan, including an Annual Accomplishments Report (October 2019). Established an ADA coordinator for AAMPO.
- Completed Quarterly Reports and billing and twice-annual reporting cycle (January and July).
- Updated PPP and Title VI plan.

TASK	DESCRIPTION	DELIVERABLES / TIME LINE
ADMINISTRATIVE DUTIES	<ul style="list-style-type: none"> ● Monthly meetings of Policy Board and TAC. ● Maintain and update website. ● Fiscal management and record keeping. ● Attend professional trainings and conferences, as needed. ● Provide on-going training and support for Policy Board and TAC. ● Organize a speaker series 	<ul style="list-style-type: none"> ● Agendas & minutes, fiscal reports (On-going) ● NACTO Conference (Sept. 2020) ● Updated website (On-going)
UNIFIED PLANNING WORK PROGRAM (UPWP)	<ul style="list-style-type: none"> ● Prepare FY22 Operational Budget. ● Develop and adopt FY22 UPWP. ● Prepare quarterly billing and twice annual reporting to partners. 	<ul style="list-style-type: none"> ● Approved FY22 UPWP (April 2021)
PUBLIC PARTICIPATION PLAN (PPP)	<ul style="list-style-type: none"> ● Provide appropriate public notice of meetings, post materials in a timely fashion, and accept and process all public comment. ● Maintain interested parties list. ● Conduct special outreach when appropriate. 	<ul style="list-style-type: none"> ● Maintained PPP (as needed)
TITLE VI / NONDISCRIMINATION ACTIVITIES AND ADA	<ul style="list-style-type: none"> ● Maintain Title VI / Nondiscrimination Plan and continue to complete Annual Accomplishments Report. ● Attend trainings, when available, and coordinate with AAMPO ADA coordinator when appropriate. ● Maintain Title VI Certifications and Assurances. ● Include ADA accessibility information. 	<ul style="list-style-type: none"> ● Maintained Title VI / Nondiscrimination Plan (as needed) ● Annual Accomplishments Report (Oct. 2020)
INTERGOVERNMENTAL COORDINATION	<ul style="list-style-type: none"> ● Coordinate with CAMPO on joint MPO meetings. ● Continue to develop a Highway 20 project. ● Participate as Ex-officio on CWACT and as a member of CWACT TAC. ● Continue coordination with local jurisdictions, ODOT, FHWA, FTA, and others. 	<ul style="list-style-type: none"> ● Joint AAMPO / CAMPO meetings (on-going) ● CWACT and other meetings (on-going)

TASK 2

SHORT & LONG RANGE PLANNING

OBJECTIVE

MPOs are responsible for federally required long range planning projects, such as the Regional Transportation Plan. However, other priorities in the AAMPO region, and statewide, have allowed AAMPO to take on additional future focused projects. This past year, AAMPO participated in a Scenario Planning project, embarked on a Regional Active Transportation Plan, and started work on a Transportation System Plan for a member jurisdiction, in addition to cross collaboration with CAMPO surrounding issues along Highway 20.

BUDGET	
TASK 2 FUNDING SOURCES:	FHWA PL FUNDS
	10.27% LOCAL MATCH PROVIDED BY ODOT
TASK 2 BUDGET:	\$44,234
PERCENT OF TOTAL BUDGET:	24%

PREVIOUS WORK

- 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 time line. The RTP underwent a robust public engagement and technical review period, including alignment with House Bill 2017 priorities. These documents are available online.
- Participated in Scenario Planning in partnership with the Department of Land Conservation and Development (DLCD) and the Oregon Department of Transportation (ODOT).
- In 2019, the MPO was successful in assisting the City of Jefferson in an application for Transportation and Growth Management Funds for a new Transportation System Plan. A contractor is expected to be selected in June 2020.
- The TAC and Policy Board opted to use carry forward funds to develop an Active Regional Transportation Plan in 2020. This project will continue into the FY21 work plan.
- Joint AAMPO and CAMPO meetings to begin discussions around Highway 20.

TASK	DESCRIPTION	DELIVERABLES / TIME LINE
REGIONAL TRANSPORTATION PLAN	<ul style="list-style-type: none"> Coordinate with TSP work in AAMPO region as needed to ensure consistency with RTP. Continue to review Scenario Planning outcomes and utilize tool as needed. 	<ul style="list-style-type: none"> Maintained RTP (On-going)
JEFFERSON TRANSPORTATION SYSTEM PLAN	<ul style="list-style-type: none"> Assist the City of Jefferson on their Transportation System Plan update through a Transportation and Growth Management grant. 	<ul style="list-style-type: none"> Project is expected to begin in June 2020 and run through July 2021.
PERFORMANCE-BASED PLANNING PROGRAM, FHWA & FTA	<ul style="list-style-type: none"> Coordinate with ODOT and MPO partners in compliance with requirements of FTA and FHWA to develop targets. Collect and manage data and track performance. Amend RTP and TIP as needed to ensure compliance with targets; ensure integration of performance measures into AAMPO's planning work. 	<ul style="list-style-type: none"> Performance Measures associated with the PTASP may be discussed by MPO Ongoing, as needed
ACTIVE TRANSPORTATION PLAN	<ul style="list-style-type: none"> Develop a vision for a regional active transportation network, provide examples of preferred street design and treatment, identify and prioritize projects, and implement pilot projects and develop on-going programming to encourage use. Engage in a Health Equity Analysis to understand impacts of past transportation investments and develop goals and strategies to mitigate these impacts in the future. 	<ul style="list-style-type: none"> Regional Active Transportation Plan - work is expected to begin in June 2020 and run through September 2021
HIGHWAY 20 - AAMPO/CAMPO PROJECT	<ul style="list-style-type: none"> Continue discussion and develop project plan for a Highway 20 corridor study. Regional ITS conversation. 	<ul style="list-style-type: none"> Twice Annual Joint AAMPO/CAMPO Meetings
MULTI-MODAL COUNTER PROGRAM	<ul style="list-style-type: none"> Develop a multi-modal counting program in the AAMPO region to assess issues of safety, quantify project success, and encourage greater mode split. Purchase appropriate equipment and develop methodologies for collection and analysis. 	<ul style="list-style-type: none"> Counter equipment to be purchased in late 2020, establishment of count program in spring 2021.

TASK 3

TRANSIT PLANNING

OBJECTIVE

Although Albany Transit System (ATS) is the primary transit provider for the AAMPO region, the implementation of the Statewide Transportation Improvement Fund (STIF) has seen an increase in funding for local transit. The Linn-Benton Loop, Linn Shuttle, Coast to Valley Express, and others are included in our coordination to reduce duplication of efforts and ensure a consistent service across jurisdictions. This task will also cover short range planning projects, including development of GIS layers and a bike counter program in the region.

BUDGET	
TASK 3 FUNDING SOURCES:	FTA 5303 TRANSIT PLANNING FUNDS
	10.27% IN - KIND MATCH FROM CITY OF ALBANY
TASK 3 BUDGET:	\$47,292
PERCENT OF TOTAL BUDGET:	24%

PREVIOUS WORK

- Participated in meetings of the governing body for the Linn Benton Loop transit service, and TAC, including participating in the Service Development Plan, completed in 2019.
- Provided support to Albany Transit Service (ATS), including participation in the Transit Development Plan (TDP) finalization in 2018.
- Continued work on the Albany Multi-modal Transportation Center, Planning and Design project for bus barn development.
- Attended bi-monthly meetings between Albany Transit and the MPO.
- Attended quarterly transit provider meetings.
- Developed Public Transportation Agency Safety Plan (PTASP) for Albany Transit System.

TASK	DESCRIPTION	DELIVERABLES / TIME LINE
ALBANY TRANSIT SYSTEM SUPPORT	<ul style="list-style-type: none"> ● Support ATS as requested. ● Coordinate and attend bi-monthly ATS and AAMPO meeting to continue to strengthen coordination and engagement between the two entities. ● Assist with programming transit projects into the MPO's TIP and the State's STIP. ● Albany Bus Barn support. ● Begin scoping for a transit expansion project that will help fill in the divide between medium and long-range goals in TDP. ● Park & Ride implementation support. 	<ul style="list-style-type: none"> ● Ongoing; bimonthly transit meeting
LINN-BENTON LOOP	<ul style="list-style-type: none"> ● Coordinate with the City of Albany on products associated with the Linn Benton Loop. ● Meeting facilitation and support for the Board and TAC. ● Serve as chair of the TAC, as well as a liaison between the AAMPO Policy Board and the Linn-Benton Loop. 	<ul style="list-style-type: none"> ● Bimonthly TAC and Policy Board meetings, STIF and PTASP assistance as needed ● Meeting agendas, minutes, etc.
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DEVELOPMENT	<ul style="list-style-type: none"> ● Continue to build layers in GIS needed for transportation planning in the region. ● Provide assistance to member jurisdictions for transportation related planning needs. 	<ul style="list-style-type: none"> ● Ongoing

TASK 4

TRANSPORTATION PROGRAMMING

OBJECTIVE

MPOs are responsible for developing a Metropolitan Transportation Improvement Program (MTIP), aligning with the Statewide Transportation Improvement Program (STIP). This document is a short-term prioritized list of federally funded transportation projects within the MPO area. In 2019, AAMPO developed their FY21-24 MTIP, opting to leave out Surface Transportation Block Grant (STBG) funded projects that exchanged funds with the State for implementation. This task outlines the required work to maintain and develop the MTIP as well as manage the STBG funds.

BUDGET	
TASK 4 FUNDING SOURCES:	FHWA PL FUNDS
	10.27% LOCAL MATCH PROVIDED BY ODOT
TASK 4 BUDGET:	\$16,630
PERCENT OF TOTAL BUDGET:	9%

PREVIOUS WORK

- Amended FY18-21 TIP with ODOT, as needed.
- Published Annual Listing of Obligated Projects.
- Ongoing conversations with TAC and Policy Board regarding carry forward funds.
- Reaffirmed process and criteria for Surface Transportation Block Grant funding. Allocated \$2.5 million in funds over the FY21-24 period.
- Prepared 21-24 MTIP for inclusion in the Statewide Transportation Improvement Program.

TASK	DESCRIPTION	DELIVERABLES / TIME LINE
TRANSPORTATION IMPROVEMENT PROGRAM	<ul style="list-style-type: none"> ● Maintain TIP - including amendments, adjustments, and administrative actions. ● Attend quarterly MTIP meetings in Salem. 	<ul style="list-style-type: none"> ● Amendments as needed. ● Quarterly meetings.
SURFACE TRANSPORTATION BLOCK GRANT MANAGEMENT	<ul style="list-style-type: none"> ● Assist with timing of STBG funds obligation to member jurisdictions. ● Continue to review, with TAC and Policy Board, STBG allocation and application process, as needed. 	<ul style="list-style-type: none"> ● Assistance as needed. ● STBG becomes available on Jan 1st. Work with member jurisdictions to determine how much is obligated each year.
ANNUAL LISTING OF OBLIGATED PROJECTS	<ul style="list-style-type: none"> ● Publish Annual Listing of Obligated Projects on AAMPO website 	<ul style="list-style-type: none"> ● Annual Obligation Report (Oct. 2020)

FY14-19

CARRY FORWARD SUMMARY

The Albany Area Metropolitan Planning Organization has accrued savings in PL and 5303 funds as carry forward since inception in 2014. ODOT and OCWCOG recently reconciled AAMPO's finances, showing savings of \$160,952.29 in PL funds and \$154,458.55 in 5303. ODOT will de-obligate these savings and move them to STIP #20599 FY 2021.

These funds are expected to cover additional project costs, including: Oregon Household Activity Survey, Active Transportation Plan, and 90% planning and design for Albany Bus Barn.

Albany Area MPO Savings						
IGA #	Key#	SFY	Funding Type	Total IGA Amount	Expenditures	Savings
29403	17776	2014	PL	\$136,170.00	\$111,614.99	(\$24,555.01)
29999	18510	2015	PL	\$136,170.00	\$112,575.71	(\$23,594.29)
30676	17625	2016	PL	\$126,097.00	\$96,828.92	(\$29,268.08)
31338	19813	2017	PL	\$130,111.00	\$111,565.68	(\$18,545.32)
32273	20748	2018	PL	\$130,232.00	\$114,529.24	(\$15,702.76)
32902	21273	2019	PL	\$133,518.00	\$84,231.17	(\$49,286.83)
			Total PL	\$792,298.00	\$631,345.71	(\$160,952.29)
29403	17777	2014	5303	\$49,900.00	-	(\$49,900.00)
29999	18510	2015	5303	\$49,900.00	\$23,439.06	(\$26,460.94)
30676	17625	2016	5303	\$36,630.00	\$15,596.90	(\$21,033.10)
31338	19829	2017	5303	\$37,119.00	\$17,020.84	(\$20,098.16)
32273	20748	2018	5303	\$37,389.00	\$21,353.59	(\$16,035.41)
32902	21273	2019	5303	\$37,435.00	\$16,504.06	(\$20,930.94)
			Total 5303	\$248,373.00	\$93,914.45	(\$154,458.55)

TABLE I

FY21 BUDGET BY FUNDING

	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 CARRY FROWARD)
Task 1: MPO Program Management	\$60,518	\$6,927	\$67,445	\$0	\$0	\$0	\$67,445
Task 2: Short & Long Range Planning	\$55,596	\$6,363	\$61,960	\$0	\$0	\$0	\$61,960
Task 3: Transit Planning	\$0	\$0	\$0	\$42,435	\$4,602	\$44,810	\$47,292
Task 4: Transportation Programming	\$10,259	\$1,174	\$11,433	\$0	\$0	\$0	\$11,433
TOTAL FY21 EXPENSES			\$140,838			\$47,292	\$188,130

TABLE 2

AAMPO FY21 EXPENSES

	FY21 Amount	FY21 % of Overall Budget	FY 20 Amount	FY20 % of Overall Budget
Task 1: MPO Program Management	\$68,423	36%	\$107,465	55%
1.1 Administrative Duties	\$42,328		\$61,890	
1.2 UPWP	\$7,393		\$7,280	
1.3 Public Participation Plan	\$5,076		\$6,119	
1.4 Title VI / Nondiscrimination & ADA	\$6,234		\$12,484	
1.5 Intergovernmental Coordination	\$7,393		\$19,551	
Task 2: Short & Long Range Planning	\$61,147	33%	\$23,228	12%
2.1 Regional Transportation Plan	\$1,390		\$14,519	
2.2 Jefferson Transportation System Plan	\$4,634		-	
2.3 Performance-Based Planning	\$1,390		\$8,709	
2.4 Active Transportation Plan	\$19,212		-	
2.5 Highway 20 - AAMPO/CAMPO Project	\$18,785		-	
2.6 Multi-Modal Counter Program	\$18,785		-	
Task 3: Transit Planning	\$44,810	25%	\$44,148	22%
3.1 Albany Transit System Support	\$13,048		\$4,937	
3.2 Linn-Benton Loop	\$11,108		\$23,238	
3.3 Geographic Information Systems (GIS)	\$4,277		\$4,405	
Task 4: Transportation Programming	\$16,630	6%	\$21,799	11%
4.1 Transportation Improvement Program	\$10,653		\$9,900	
4.2 STBG	\$2,877		\$8,738	
4.3 Annual Listing Obligated Projects	\$3,100		\$3,161	
Totals:	\$185,648	100%	\$196,641	100%

*Dashed lines indicate that the project was not listed in last year's UPWP.

TABLE 3

FY21 SUMMARY OF EXPENSES

COST	AMOUNT	PERCENT OF TOTAL BUDGET
AAMPO Personnel	\$112,297	59.69%
Contracted Time	\$32,500	17%
Non-Payroll Costs	\$38,476	20.45%
<i>Advertising</i>	\$1,000	0.53%
<i>Board/Committee Meetings</i>	\$1,000	0.53%
<i>Copying</i>	\$1,000	0.53%
<i>Dues/Memberships</i>	\$350	0.19%
<i>Finance Indirect</i>	\$3,100	1.65%
<i>General Indirect</i>	\$6,342	3.37%
<i>Legal Expenses</i>	\$400	0.21%
<i>Licenses and Fees</i>	\$500	0.27%
<i>Postage</i>	\$150	0.08%
<i>Printing</i>	\$1,000	0.53%
<i>Rent</i>	\$2,545	1.35%
<i>Supplies</i>	\$10,250	5.45%
<i>Technology Indirect</i>	\$4,139	2.20%
<i>Telephone</i>	\$700	0.37%
<i>Training</i>	\$4,000	2.13%
<i>Travel</i>	\$2,000	1.06%
5303 Match City of Albany	\$4,857	2.58%
TOTAL FY21 EXPENSES	\$188,130	100%

General notes about funding:

- \$10,000 of the “Supplies” budget is being used for the purchase of multi-modal counters.
- \$2,500 of the “Training” budget is being set aside for Technical Advisory Committee or Policy Board members to attend conferences, meetings, or other educational endeavors pertinent to the AAMPO work plan.
- AAMPO has accrued “savings” from FY14-19 in the amount of \$315,410.84. This money is intended to be used in the following ways:

Project	Funding	Amount
Albany Bus Barn	5303 Savings	\$118,164
Oregon Household Activity Survey	PL Savings	\$75,000
Active Transportation Plan	Savings + Current Budget	\$100,00
Total:		\$293,164

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 should consider as they implement their annual Work Programs. PEAs address a mix of planning issues that require additional work, as identified in on-going reviews of metropolitan and statewide planning processes. In addition to the eight planning factors outlined in federal transportation bills, PEAs are another layer for consideration.

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 processes and products, especially among neighboring urbanized areas.

Ladders of Opportunity

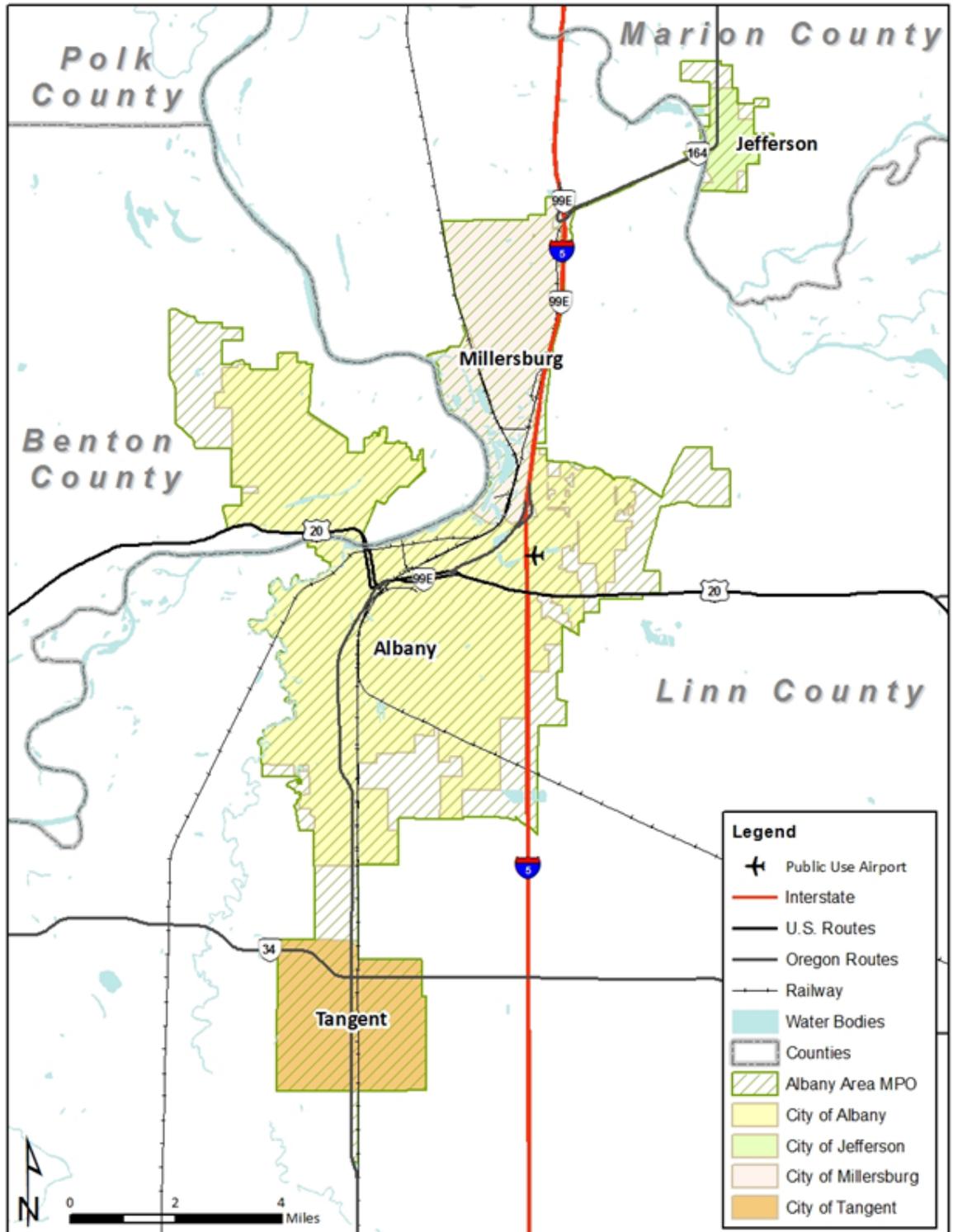
This emphasis area seeks to improve access to essential services by addressing transportation connectivity gaps. Essential services include housing, employment, health care, schools/education, and recreation.

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.

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	Improve resiliency and reliability of system	Enhance travel and tourism
Task 1: MPO Program Management													
1.1 Administrative Duties		X											
1.2 UPWP	X												
1.3 Public Participation Plan			X										
1.4 Title VI / Nondiscrimination & ADA			X				X						
1.5 Intergovernmental Coordination		X	X	X					X	X			
Task 2: Long Range Planning													
2.1 Regional Transportation Plan	X	X	X	X	X	X	X	X	X	X	X	X	X
2.2 Jefferson Transportation System Plan													X
2.3 Performance-Based Planning	X	X											
2.4 Active Transportation Plan	X	X		X			X	X	X			X	X
2.5 Highway 20 - AAMPO/CAMPO Project	X	X		X			X		X	X	X	X	X
Task 3: Short Range/Transit Planning													
3.1 Albany Transit System Support	X		X				X	X	X			X	X
3.2 Linn-Benton Loop		X					X	X	X	X	X	X	X
3.3 Geographic Information Systems (GIS)	X	X			X				X				
3.4 Multi-Modal Counter Program		X					X						X
Task 4: Transportation Programming													
4.1 Transportation Improvement Program	X			X	X	X	X	X	X	X	X	X	X
4.2 STBG			X		X		X				X		
4.3 Annual Listing Obligated Projects		X											

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. 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.
- AAMPO previously funded a project to conduct planning and preliminary design for an Albany Transit Service bus barn at the Albany Multimodal Station. The Albany train/multimodal station supports intercity and interstate passenger rail service, local and regional bus service, park and ride needs, and also bicycle and pedestrian needs. There is a long-identified need to plan for expansion of this facility, and potentially co-locate with an Albany Transit Station bus barn. AAMPO has partnered with the City of Albany to secure funding for the final 90% planning and design project.
- 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.
- Regional Park & Ride Implementation: OCWCOG developed a Regional Park & Ride Plan in September 2019. The Plan summarizes current park & ride locations, potential new locations, desired amenities, and strategies for establishing additional lots in a cost effective manner. Additional help is needed to implement the plan's recommendations within the AAMPO region, and in surrounding communities that commute into the region.

APPENDIX D:

OTHER PLANNING ACTIVITIES IN THE AAMPO AREA

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>

Statewide Transportation Improvement Fund

Oregon Cascades West Council of Governments received two Statewide Transportation Improvement Fund (STIF) discretionary grants in 2019. The first project involves a transit feasibility study between McMinnville and Junction City along Highway 99w. The second project, entitled *Seamless Transit Project*, explores how OCWCOG can work with transit agencies across Linn, Benton, and Lincoln counties to expand transit accessibility for the general public by implementing real time bus information, mobile ticketing, and driver and travel training.

Transportation & Growth Management Program: East Albany Plan

The City of Albany seeks to develop a refinement plan for portions of the city and Urban Growth Boundary (UGB) located east of Interstate 5 (I-5). A more detailed land use plan and modified transportation network are needed to ensure the area can support planned development that creates vibrant neighborhoods and employment centers designed around natural resources and scenic vistas. The East Albany Plan will be implemented through amendments to the Comprehensive Plan, Zoning Map, Development Code, and the TSP.

ODOT's I-5 Reconnaissance Study between Delaney Road and OR-34

The purpose of the project is to complete a reconnaissance study to determine the feasibility, approximate cost, and conceptual engineering configuration of adding a lane of capacity in each direction of I-5 between Delaney Road and OR34 on Interstate 5. Project objectives include: research and analyze prior plans and studies, evaluate current and future traffic volumes, identify operational and functional needs and hot spots along the segment, identify potential impacts to natural and built environment, identify constraints and opportunities to determine the location of widening, develop third lane layouts, identify segments of independent utility for construction phasing, and document results and approximate cost estimates.

Oregon Passenger Rail (Eugene – Portland) Tier 1 Environmental Impact Statement (EIS).

The Oregon Department of Transportation in coordination with the US Department of Transportation and Federal Railroad Administration is evaluating alternatives for improved passenger rail service for the 130-mile corridor between Eugene-Springfield and Portland, Oregon. The Draft EIS evaluated a No Action Alternative and two build alternatives. The build alternatives would provide improved passenger rail service to meet future intercity travel demand, improve rail facilities, reduce journey times, and improve connections with regional public transit service. The Final EIS will address comments on the Draft EIS and is expected to be completed in late 2020. The website is <http://www.oregonpassengerrail.org/>.

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.

PTASP: Public Transportation Agency Safety Plan

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

Dana Nichols

From: FLOWERS Jeffrey A <Jeffrey.A.FLOWERS@odot.state.or.us>
Sent: Monday, February 24, 2020 3:01 PM
To: ADAMS Talena E; ANTELO Adriana; BAKER John J; BIRCH Naomi; CALLISTER Dan; CORNUTT Lisa; CURRIER Ellen ; Dana Nichols; DEKE Tyler; DERRICKSON Hope; DOWNEY Rebecca J; GARCIA Gabriela; GOODE Jane E; JANTZI Tessa M; Jeremy Borrego (FTA); KOTRLIK Jodie; ANDERSON Jovi; Karl Welzenbach; 'Ken Lobeck' (Ken.Lobeck@oregonmetro.gov); LIBBY Tana E; LILJENWALL Natalie; MAHER John D; MCGOWAN Mary M; JAFFE Mike; CONROY Ned; NELSON Rachelle L; Nick Meltzer; ODENTHAL Karen; OLSON Marybeth W; PARLETTE Katie M; THOMPSON Paul E; PENNINGER Teresa B; Phil Warnock; RADEMEYER Vaughan; RIDENOUR Deborah A; Ryan MacLaren; SANDVIG Amanda L; SCHAEFBAUER Alex; SHOBE Flower E; STEELE Marta L; LEYBOLD Ted; Tupica, Rachael (FHWA) (Rachael.Tupica@dot.gov)
Cc: SANTANA Arlene; HAVIG Erik M; BOHARD Jerri L
Subject: 2021-2024 PL Funding

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon everyone,

It has come to my attention, that the issue of the PL amounts is still coming up, so I am writing to re-share information to the group.

In the absence of a federal authorization package past the FAST Act, ODOT is assuming a 10% reduction in federal formula funds during this time period. This includes all funding categories include PL funds. The only exceptions to the 10% reductions are CMAQ, STBG-Urban, TAP-Urban and the STBG funding provided to the small MPOs via the AOC/LOC agreement.

The funding allocation process has been shared multiple times at the STIP/TIP Quarterly meetings. And this was the direction approved by the OTC in December of 2017.

A few reminders regarding the PL funding:

- PL funds are distributed at the full apportioned amount.
- No limitation rate is applied to the PL funding.
- In the event, additional federal apportionment is provided to PL funding, then the additional funding will be distributed according to the agreed upon splits.

If you have any questions, please let me know. Please feel free to share this as needed.

Thank you

Jeff

Albany Area Metropolitan Planning Organization Title VI / Nondiscrimination Plan

Adopted by the AAMPO Policy Board on **August 27, 2014**
Update approved by the AAMPO Policy Board on **April 22, 2020**

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

Albany Area MPO Membership

Policy Board

Dave Beyerl	City of Jefferson
Bill Coburn	City of Albany
Savannah Crawford	Oregon Department of Transportation
Greg Jones	City of Tangent
Darrin Lane	Citizen Representative
Pat Malone, Chair	Benton County
Roger Nyquist	Linn County
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Chris Bailey	City of Albany
Janelle Booth	City of Millersburg
Georgia Edwards	City of Tangent
James Feldmann	Oregon Department of Transportation
Chuck Knoll	Linn County
Darrin Lane	Citizen Representative
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Gary Stockhoff, Chair	Benton County

TAC Ex-Officio Members

Jeremey Borrego	Ex-Officio, Federal Transit Administration, Region 10
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

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Oregon Cascades West Council of Governments

Community and Economic Development Department
541-924-8480
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www.ocwcog.org/transportation/aampo

Policy of Nondiscrimination

The Albany Area Metropolitan Planning Organization (AAMPO) assures that no person shall on the grounds of race, color, national origin, sex, age, disability or income as provided by Title VI of the Civil Rights Act of 1964 and related authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any AAMPO sponsored program or activity.

AAMPO further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. Sharing the Title VI Implementation Plan both internally and externally, AAMPO's website, bulletin boards, through training, outreach and through email is a good way to share the Plan with those who have a need to understand it and are interested in knowing that the AAMPO is making it a policy to uphold nondiscrimination laws and authorities.

AAMPO will develop a Limited English Proficiency Plan (LEP) in accordance with Executive Order 13166. LEP persons must be provided an equal opportunity to benefit from or have access to services that are normally provided in English. For more information on LEP look here:
<http://www.fhwa.dot.gov/civilrights/programs/lep.cfm>

In the event AAMPO distributes Federal aid funds to another entity, AAMPO will include Title VI language in all written agreements and will monitor for compliance.

Title VI compliance is a condition of receipt for Federal funds. The Albany Area Metropolitan Planning Organization staff and Title VI Coordinator are authorized to ensure compliance with provisions of this policy and with the law, including the requirements of 23 Code of Federal Regulation (CFR) 200 and 49 CFR 21.

Gary Stockhoff, AAMPO Policy Board Chair

Date

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Introduction

This Title VI / Nondiscrimination Plan reflects AAMPO's commitment to ensuring that no person shall – on the grounds of race, color, national origin, sex, age, disability or income status - be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the MPO. The plan was developed to meet obligations under Title VI of the 1964 Civil Rights Act, the President's Executive Order on Environmental Justice (1994) and subsequent orders and enforcement regulations.

The plan has four chapters that address the requirements of a Title VI/Nondiscrimination Plan:

- Chapter 1: An **Overview of the Albany Area MPO**, including roles and responsibilities, planning area, and organization and governance.
- Chapter 2: Provides an overview of **Nondiscrimination and Environmental Justice**, including authorities and guidance, and ODOT's Title VI requirements for MPOs.
- Chapter 3: Covers the current **AAMPO Area Demographic Profile**, including income, race and ethnicity, national origin, age, persons with disabilities, and language spoken at home.
- Chapter 4: Summarizes **Implementation Strategies** that the AAMPO Title VI Coordinator will utilize to ensure compliance with Title VI regulations and reporting for environmental justice planning efforts.

Chapter 1: Albany Area MPO Overview

MPO Roles and Responsibilities

A Metropolitan Planning Organization (MPO), per USC 23, 123 & 450, must provide transportation planning and programming in *Urbanized Areas* (collective population of 50,000 or more.) MPOs facilitate continuing, cooperative and comprehensive transportation planning processes in partnership with their state Department of Transportation.

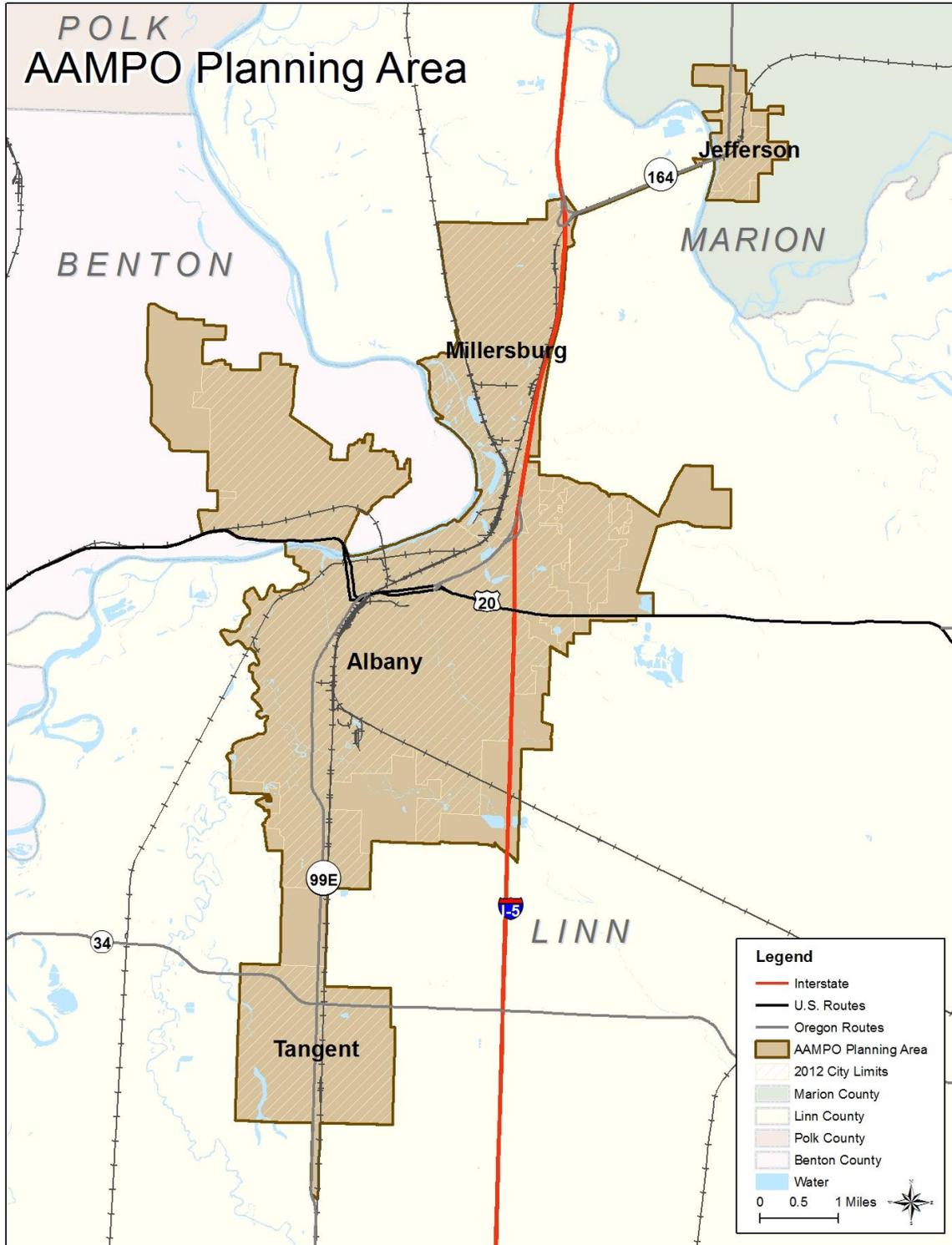
The Albany Area Metropolitan Planning Organization (AAMPO) serves as the MPO for the Albany Urbanized Area, as designated by the Oregon Governor on February 6, 2013. This region includes Cities of Albany, Jefferson, Millersburg, and Tangent, as well as Linn and Benton County. The governing body of AAMPO is an eight-member Policy Board, made up of representatives from each city and county in the region, as well as the Oregon Department of Transportation (ODOT), and one citizen representative. A Technical Advisory Committee (TAC) is comprised of staff from each of the jurisdictions represented on the Policy Board, as well as one ODOT representative and one citizen representative. The TAC advises the Policy Board. 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 nondiscrimination requirements.

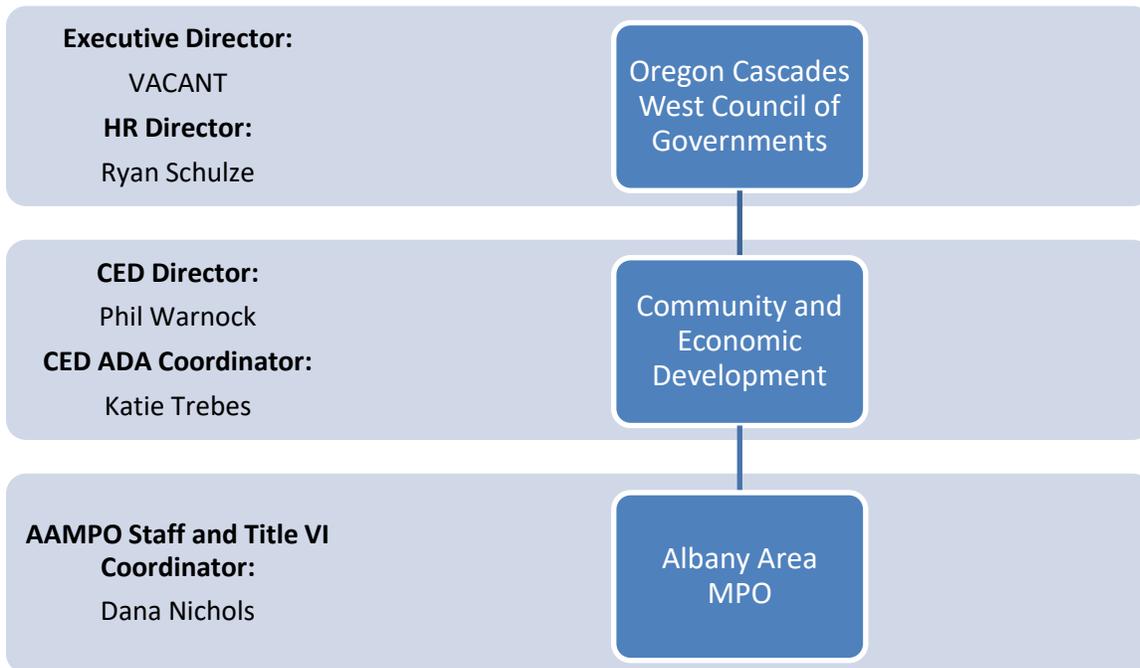
The Albany Area MPO is a recipient of federal funding, and as such is subject to the provisions of various nondiscrimination laws and regulations including Title VI and environmental justice policies. MPO's serve a unique regional role that brings together members of local cities, counties, and the DOT to aid in the development of local transportation plans and programs that address the metropolitan area's needs. In this role, MPOs can help local public officials understand how Title VI and environmental justice requirements improve planning and decision-making.

This purpose of this document is to provide the needed assurances, regulations, and frameworks that MPOs must follow, and clarifies roles, responsibilities, and procedures for assuming compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives.

AAMPO Planning Area



AAMPO Organization and Governance



Chapter 2: Nondiscrimination and Environmental Justice

Authorities and Guidance

Two key federal actions provide the basis for the civil protections addressed in this plan:

1. The Civil Rights Act of 1964, as amended, (42 USC 2000d to 2000-4) (23 CFR Part 200 and 49 CFR Part 21) and specifically Title VI of the Act, which states that: "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." (Nondiscrimination)
2. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations: "Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations." (Environmental Justice)

There are three fundamental environmental justice principles summarized from Executive Order 12898 and related USDOT and FHWA orders:

1. Avoid, minimize or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
2. Ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. Prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and/or low-income populations.

Planning with environmental justice in mind, particularly in public participation and analysis of impacts and benefits, is fundamental for transportation projects.

Other authorities and guidance, including the following is listing of legal regulations, statutes or orders that, along with Title VI, establish an MPO's legal requirements for nondiscrimination:

- The Civil Rights Restoration Act of 1987, (Pub. L. No. 100-259): Broadens the scope of Title VI by expanding the definitions of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors.

- Federal Aid Highway Act of 1973, (23 USC 324): Stipulates that no person on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.
- Age Discrimination Act of 1975, (42 USC 6101): Provides that no person in the United States shall, on the basis age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.
- Americans with Disabilities Act of 1990, (Pub. L. No. 101-336): Provides that no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a state or a local government.
- Section 504 of the Rehabilitation Act of 1973: Provides that no qualified handicapped person, shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.
- Limited English Proficiency - Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency: Prohibits recipients of Federal financial assistance from discriminating based on national origin by failing to provide meaningful access to services to individuals who are Limited English Proficiency (LEP). This protection requires that LEP persons be provided an equal opportunity to benefit from or have access to services that are normally provided in English. According to FHWA, a limited English proficient person is an individual who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English.
- Additional Authorities and Citations: 20 CFR 50.3; 28 CFR Part 42; FTA Circular 4702.1

ODOT Title VI Requirements for MPOs

As a sub-recipient of federal funds, the Albany Area MPO must comply with the following Oregon Department of Transportation (ODOT) Title VI requirements:

1. Appoint a Title VI coordinator

AAMPO is staffed by the Oregon Cascades West Council of Governments (OCWCOG), and the OCWCOG Executive Director is ultimately responsible for implementation of the Title VI Program. The current AAMPO Coordinator shall serve as the Title VI Coordinator and shall be responsible for initiating and monitoring Title VI activities, preparing reports, and completing other responsibilities as required. In addition, the COG also has a certified ADA Coordinator, Katie Trebes, who has recently completed the

ADA Coordinator Certification Program through the University of Missouri and the Great Plains ADA Center. Katie has been a resource for the AAMPO Title VI program and will continue to provide guidance, support, and resources as we move forward. The AAMPO Coordinator and ADA Coordinator will also work with the OCWCOG Community and Economic Development (CED) Director and OCWCOG Executive Director to implement the Title VI Plan.

<u>AAMPO Coordinator:</u>	Albany Area MPO Staff dnichols@ocwcog.org / (541) 924-4548
<u>CED ADA Coordinator:</u>	Katie Trebes ktrebes@ocwcog.org / (541) 812-2004
<u>CED Director:</u>	Phil Warnock pwarnock@ocwcog.org / (541) 924-8474
<u>OCWCOG HR Director:</u>	Ryan Schulze rschulze@ocwcog.org / (541) 812-2000
<u>OCWCOG Executive Director:</u>	Currently VACANT

2. Obtain Title VI training for coordinator and other key staff

Albany Area MPO staff shall attend applicable USDOT or Oregon Department of Transportation (ODOT) Title VI trainings when available. The ADA Coordinator maintains certification through continuing education credits.

Training courses the MPO is considering for future continuing education include:

- *Title VI and Public Transit*, National Transit Institute
- *National Environmental Justice Conference & Training Program*, Washington D.C.
- *Introduction to Environmental Justice*, National Transit Institute
- *Diversity and Inclusion Training Series*, American Planning Association

3. Proactively prevent discrimination as defined in Title VI and related authorities

The Albany Area MPO updates plans frequently (every 1-5 years), and each time looks for ways to increase defenses against discrimination and adverse environmental justice impacts. The MPO includes required language on meeting agendas, plans and policies, and on the website to ensure the public has easy access to documents, or has the opportunity to access them through a special accommodation. The MPO also follows all public comment protocol and actively works to engage the public in planning efforts.

Since MPOs also serve as the primary forum where DOTs, transit providers, local agencies, and the public develop local transportation plans and programs that address the metropolitan area's needs, MPOs need to:

- Enhance their analytical capabilities to ensure that the long-range transportation plan and the transportation improvement program (TIP) comply with Title VI.
- Identify residential, employment, and transportation patterns of low-income and minority populations so that their needs can be identified and addressed, and the benefits and burdens of transportation investments can be fairly distributed.
- Evaluate and—where necessary—improve their public involvement processes to eliminate participation barriers and engage minority and low-income populations in transportation decision-making.

AAMPO also has a Public Participation Plan (PPP) that outlines actions to encourage the inclusion of the general public, including minorities and those of Limited English Proficiency (LEP) in AAMPO planning, programming and decision-making processes. The PPP is designed to:

- Encourage citizen participation
- Reach out to all jurisdictions within the MPO area to encourage participation
- Specifically encourage involvement of stakeholders and disadvantaged communities
- Address physical accessibility, language barriers and other accommodations to ensure participation by Title VI protected groups and individuals

4. Include Title VI complaint language in all contracts to second tier sub-recipients.

The Albany Area MPO will make every effort to obtain early resolution of complaints at the lowest level possible, and accept both formal and informal complaints regarding its compliance with Title VI and related regulations. Informal complaints are those that have not been made in writing and not through the formal complaint process described below ([Appendix E](#)). Informal complaints may be addressed and resolved directly by the MPO even if the MPO is identified in the incident.

AAMPO will also institute and publish a formal public complaint and investigation process as outlined in [Appendix E](#). Members of the public may file a signed, written complaint up to ninety (90) days from the date of alleged discrimination. Complaints may be filed through any of the methods listed below. Information about the complaint process, including the complaint form, will be available on the AAMPO website. Significant Title VI issues shall be reported directly to the CED Director. A sample Title VI Complaint Form can be found in [Appendix F](#).

Complaints may be submitted:

By Mail: Albany Area MPO

Oregon Cascades West Council of Governments
1400 Queen Ave SE, Suite 205
Albany, OR 97322

By Email: dnichols@ocwcog.org, ktrebes@ocwcog.org, or echavez@ocwcog.org

By Phone: (541) 812-2004

The Title VI Coordinator will maintain a log of all complaints, including any complaints or concerns raised to the MPO outside of the formal written complaint process. The log shall also include up-to-date information regarding any investigations or lawsuits. The log will be maintained at the Albany Area MPO administrative offices: 1400 Queen Ave SE, Suite 205, Albany, OR 97322. Records and investigative working files will be retained for four years internally.

5. Obtain and maintain data on race, ethnicity, age, gender, disability, Limited English Proficiency, and income of populations in service area.

In order to measure the effectiveness of its outreach, AAMPO gathers and maintains statistical data on race, ethnicity, and sex of participants in, and beneficiaries of, federally funded programs. For example, AAMPO maintains and reports on the composition and demographics of its policy board and technical advisory committee members, as well as staff involved in MPO projects. Additionally, the MPO submits an Annual Accomplishments Report that outlines the demographic profile of the MPO planning area using the most recent and appropriate statistical information available on income, race and ethnicity, national origin, age, and other pertinent data.

As a recipient of federal funds, AAMPO must take reasonable steps to ensure meaningful access to its planning and programming activities. To ensure that individuals with Limited English Proficiency can access and participate in MPO planning, programming, and decision-making processes, AAMPO developed a Language Assistance Plan as shown in [Appendix B](#).

AAMPO collects data to identify populations in the MPO area who may speak languages other than English at home and those who speak English less than well or not at all and would be classified as Limited English Proficient or “LEP”. This data is collected to identify populations in the MPO area who may speak languages other than English at home. Those who speak English less than “very well” or not at all will be classified as Limited English Proficient or “LEP”. This data is also used to help identify any potential impacts and benefits of proposed projects on minority and low-income neighborhoods and to inform the development and implementation of the PPP, the four-factor analysis for LEP outreach activities, and other outreach strategies.

Data is gathered from the decennial U.S. Census and American Community Survey. Data may also be gathered from school districts, religious and/or community organizations, and other state and local

government agencies. Data will be represented in tables, charts, and GIS maps and made available on the MPO website. Additionally, AAMPO may utilize a voluntary public involvement survey at public meetings to gauge participation by protected population and those of Limited English Proficiency. A sample voluntary public involvement survey is shown in [Appendix C](#).

This plan includes a four-factor analysis identifying the following reasonable steps to ensure access:

- Keep on file a list of OCWCOG staff members who speak languages other than English. These individuals may be called upon to assist in working with community members who have limited English proficiency.
- Utilize professional translation and interpretation services.
- Place notices and announcements in appropriate community media, in applicable language(s) when issues or actions may affect areas or neighborhoods with significant LEP populations.
- Include Title VI / Nondiscrimination Statements ([Appendix D](#)) on the AAMPO website as well as in the MPO's Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), Public Participation Plan (PPP) and other planning and programming documents.
- Include on all meeting agendas a statement regarding accessibility of AAMPO meeting locations. The statement will also provide a number to call at least 48 hours prior to the meeting if special accommodations are needed to participate, such as interpretation and translation services. If interpretation or translation services are needed, OCWCOG staff will first be asked to provide the requested services. If OCWCOG staff are unavailable or unable to provide the requested services, a translation service company will be contacted.
- Consider requests for language assistance from past meetings and events to anticipate the possible need for assistance at upcoming meetings.

6. Proactively include traditionally under-represented populations (hard to reach through traditional notification process) in public involvement and informational processes.

A Title VI / Nondiscrimination Statement (see [Appendix D](#)) is posted on the AAMPO website, as well as in the MPO's Regional Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, and other planning and programming documents as applicable. All agendas for MPO meetings will also include a statement regarding ADA accessibility of meeting locations and a number to call for special accommodations, including interpretation and translation services.

7. Analyze the benefits and burdens of activities and projects on the service area Title VI protected population.

As part of the *Annual Accomplishments Report* that AAMPO develops for Title VI requirements, demographic information about the region is compiled to review and monitor populations covered under Title VI requirements. Part of this task includes analyzing the potential benefits and burdens to certain Title VI protected populations.

8. Perform periodic self-assessments for Title VI compliance.

The MPO reviews Title VI and Environmental Justice compliance when reviewing and updating plans, compiling data for the Unified Planning Work Program and Annual Accomplishments Report, and when developing new plans, activities and projects.

9. Develop annual Title VI reports and respond to periodic Title VI reviews by ODOT.

The Albany Area MPO shall complete the following required Title VI reports:

An *Annual Title VI Work Plan* will be included in the annual Unified Planning Work Program. This work plan will outline Title VI monitoring and review activities planned for the coming year and will provide a target completion date for each activity.

- a. *An Annual Accomplishment Report* describing major Title VI activities. This report will include Title VI compliance activities occurring during the preceding State of Oregon fiscal year. The Report shall be submitted to the ODOT Office of Civil Rights, Title VI Team for inclusion in ODOT's Annual Report to FHWA. A copy should also be provided to ODOT Region Planning staff upon their request. The report will provide an overall review of the efficacy of the MPO's Title VI/Nondiscrimination procedures, with specific information describing:
 - Summary of any approved changes to the Title VI Plan during the reporting period. If changes occurred, a signed copy of the revised document shall be included.
 - A description of the Title VI reporting structure, including the Title VI Coordinator, MPO Manager and any support staff. This may include a listing of race, ethnicity, gender for each staff person.
 - List any Title VI complaints received during the reporting period, including the basis for the complaint (ethnicity, gender, etc.) and summarize the outcome or resolution.
 - A summary of the MPO's planning ,programming activities and a listing of Title VI activities occurring during those activities
 - A summary of any consulting contracts and Title VI activities that occurring during the RFP process and implementation of the contract. This includes efforts made to utilize DBE consultants.
 - A listing of Title VI / Nondiscrimination trainings which MPO staff participated in
- b. *Annual Title VI Certifications and Assurances*, for submission with the annual Unified Planning Work Program.

The MPO also complies with, and responds to, periodic reviews by the Oregon Department of Transportation (ODOT). ODOT's Office of Civil Rights performed a "Sub-recipient Title VI Program Review" on November 1, 2017. As part of this review, ODOT looked at the MPO's Title VI reports,

website, and a survey questionnaire to develop a scorecard for the agency and, ultimately, provide the MPO with a final report detailing observations, scores, accomplishment, and recommendations.

10. Correct any deficiencies identified through a review or complaint

The MPO has not received any Title VI complaints to date, however there were recommendations provided to the MPO by ODOT during the review process that are continuing to be worked on. These two recommendations were to:

- Continue to work towards compliance with ADA Title II Transition Plans, and
- Create an LEP Plan as required by Executive Order 13166.

The MPO applied for, but was not successful in, a grant from the Transportation and Growth Management Program to fund an ADA Transition Plan. At this time, AAMPO is still determining how a project of this size would be accomplished and through what means it might be funded.

AAMPO developed a LEP plan following the review, which can be found in [Appendix B](#).

Chapter 3: AAMPO Area Demographic Profile

This section serves as a resource for transportation planning in the AAMPO area by providing recent and statistically reliable information about areas of identified populations and population demographics. These population analyses and maps have been prepared to identify, assist, and evaluate impacts to Title VI and environmental justice protected populations in the AAMPO region.

The AAMPO Planning Area includes the cities of Albany, Jefferson, Millersburg, and Tangent as well as adjacent parts of Marion, Linn and Benton Counties. It is important to understand the demographic profile of this collective area in order to ensure that all persons have an equal opportunity to benefit from or have access to the activities of the MPO and to avoid any disproportionate impacts from those activities. The following demographic profile utilizes 2013-2017 American Community Survey (ACS) data for the *Albany Urbanized Area* to identify the general demographic characteristics of the AAMPO area.

Income

Approximately 15.1% of individuals and 11.2% of families have an income below the poverty level. More specifically, an estimated 33.6% of families with a female householder and no husband present have an income below the poverty level.

Table 1: Percentage of Families and People below the Poverty Level

	Percent
All families	12.8%
With related children under 18 years	21.7%
With related children under 5 years only	18.2%
Married couple families	4.4%
With related children under 18 years	7.6%
With related children under 5 years only	10.3%
Families with female householder, no husband present	33.6%
With related children under 18 years	43.9%
With related children under 5 years only	42.2%
All people	17.2%
Under 18 years	23.1%
Related children under 18 years	22.8%
Related children under 5 years	19.9%
Related children 5 to 17 years	23.8%
18 years and over	15.3%
18 to 64 years	17.7%
65 years and over	4.7%

People in families	13.2%
Unrelated individuals 15 years and over	30.0%

2013-2017 American Community Survey 5-Year Estimates, DP03. Describes poverty during a 12-month period.

Race and Ethnicity

Approximately 90.1% of residents of the Albany Urbanized Area are white, 0.8% are American Indian or Alaska Native and 2.0% are Asian. Residents of Hispanic or Latino descent (of any race) made up 13.1% of the population. The latest U.S. Census considered race and ethnicity as separate and distinct identities, with Hispanic or Latino origin asked as a separate question.

Table 2: Race of Residents in the Albany Urbanized Area

Race	Estimate	Percent
Total population	59,724	
One race	57,497	96.3%
White	53,794	90.1%
Black or African American	367	0.7%
American Indian and Alaska Native	477	0.8%
Cherokee tribal grouping	59	0.1%
Chippewa tribal grouping	10	0.0%
Navajo tribal grouping	3	0.0%
Sioux tribal grouping	12	0.0%
Asian	1,185	2.0%
Asian Indian	164	0.3%
Chinese	84	0.1%
Filipino	96	0.2%
Japanese	262	0.4%
Korean	113	0.2%
Vietnamese	144	0.2%
Other Asian	322	0.5%
Native Hawaiian and Other Pacific Islander	52	0.1%
Native Hawaiian	5	0.0%
Guamanian or Chamorro	47	0.1%
Samoan	0	0.0%
Other Pacific Islander	0	0.0%
Some other race	1,622	2.7%
Two or more races	2,227	3.7%
White and Black or African American	373	0.6%
White and American Indian and Alaska Native	970	1.6%
White and Asian	324	0.5%
Black or African American and American Indian and Alaska Native	40	0.1%

2013 – 2017 American Community Survey 5-Year Estimates, DP05

Race alone or in combination with one or more other races		
Total population	59,724	

White	55,876	93.6%
Black or African American	896	1.5%
American Indian and Alaska Native	1,520	2.5%
Asian	1,583	2.7%
Native Hawaiian and Other Pacific Islander	213	0.4%
Some other race	1,755	3.3%
Hispanic or Latino Race		
Total population	59,724	
Hispanic or Latino (of any race)	7,844	13.1%
Mexican	6,911	11.6%
Puerto Rican	193	0.3%
Cuban	73	0.1%
Other Hispanic or Latino	607	1.2%
Not Hispanic or Latino	45,711	87.9%
White alone	42,451	81.6%
Black or African American alone	363	0.7%
American Indian and Alaska Native alone	330	0.6%
Asian alone	1,120	2.2%
Native Hawaiian and Other Pacific Islander alone	47	0.1%
Some other race alone	0	0.0%
Two or more races	1,400	2.7%
Two races including Some other race	7	0.0%
Two races excluding Some other race, and Three or more races	1,393	2.7%

2013-2017 American Community Survey 5-Year Estimates, DP05

National Origin

An estimated 94.3% of residents of the Albany Urbanized Area were born in the United States and 5.7% are foreign-born. According to the data, most foreign-born residents were born in Latin American, followed by Asia, North America, and Europe. Of those born in the United States, German is the most common ethnic background, followed by English and Irish.

Table 3: National Origin of Albany Urbanized Area Residents

Subject	Estimate	Percent
Place of Birth		
Total population	59,724	
Native	56,329	94.3%
Born in United States	55,855	93.5%
State of residence	33,819	56.6%
Different state	22,036	36.9%
Born in Puerto Rico, U.S. Island areas, or born abroad to American parent(s)	474	0.8%
Foreign born	3,395	5.7%
World Region of Birth of Foreign-Born		
Foreign-born population, excluding population born at sea	3,395	
Europe	108	3.2%

Asia	769	22.7%
Africa	68	2.0%
Oceania	31	0.9%
Latin America	2,226	65.6%
Northern America	193	5.7%
Ancestry		
Total population	59,724	
American	2,733	4.6%
Arab	252	0.4%
Czech	190	0.3%
Danish	520	0.9%
Dutch	1,073	1.8%
English	6,317	10.6%
French (except Basque)	1,440	2.4%
French Canadian	368	0.6%
German	12,199	20.4%
Greek	192	0.3%
Hungarian	120	0.2%
Irish	6,200	10.4%
Italian	1,800	3.0%
Lithuanian	115	0.2%
Norwegian	2,105	3.5%
Polish	714	1.2%
Portuguese	260	0.4%
Russian	311	0.5%
Scotch-Irish	865	1.4%
Scottish	1,729	2.9%
Slovak	27	0.0%
Sub-Saharan African	122	0.2%
Swedish	1,145	1.9%
Swiss	250	0.4%
Ukrainian	61	0.1%
Welsh	697	1.2%
West Indian (excluding Hispanic origin groups)	74	0.1%

2013-2017 American Community Survey 5-Year Estimates, DP02

Age

The population in the Albany Urbanized Area is estimated to be 49.4% male and 50.6% female. The median age is 36.7, just about 1 year short of the national median age of 37.8. The largest age group is 20-29 years old, which indicates a slightly younger population than the nation as a whole.

Table 4: Age of Residents in the United States Compared to the Albany Urbanized Area

Sex and Age	United States - Percent of total population	Albany Urbanized Area – Percent of Total Population
Total population	321,004,407	59,724
Male	49.2%	49.4%
Female	50.8%	50.6%
Under 5 years	6.2%	6.0%
5 to 9 years	6.4%	7.2%
10 to 14 years	6.5%	6.7%
15 to 19 years	6.6%	6.8%
20 to 24 years	7.0%	7.1%
25 to 29 years	7.0%	7.0%
30 to 34 years	6.7%	6.7%
35 to 39 years	6.4%	6.8%
40 to 44 years	6.3%	6.1%
45 to 49 years	6.5%	6.4%
50 to 54 years	6.7%	6.9%
55 to 59 years	6.9%	5.6%
60 to 64 years	6.0%	5.8%
65 to 69 years	5.0%	4.4%
70 to 74 years	3.6%	4.1%
75 to 79 years	2.6%	2.9%
80 to 84 years	1.8%	1.5%
85 years and over	1.9%	2.0%

2013-2017 American Community Survey 5-Year Estimates, DP05

Persons with Disabilities

An estimated 16.6% of residents of the Albany Urbanized Area have a disability. Of those 65 and over, 36.0% live with a disability.

Table 5: Disability Status within the Albany Urbanized Area

Disability Status	Estimate	Percent of Total
Total Civilian Non-institutionalized Population	59,146	
With a disability	9,799	16.6%
Under 18 years	14,482	
With a disability	1,067	10.9%
18 to 64 years	35,942	
With a disability	5,199	53.1%
65 years and over	8,722	
With a disability	3,533	36.0%

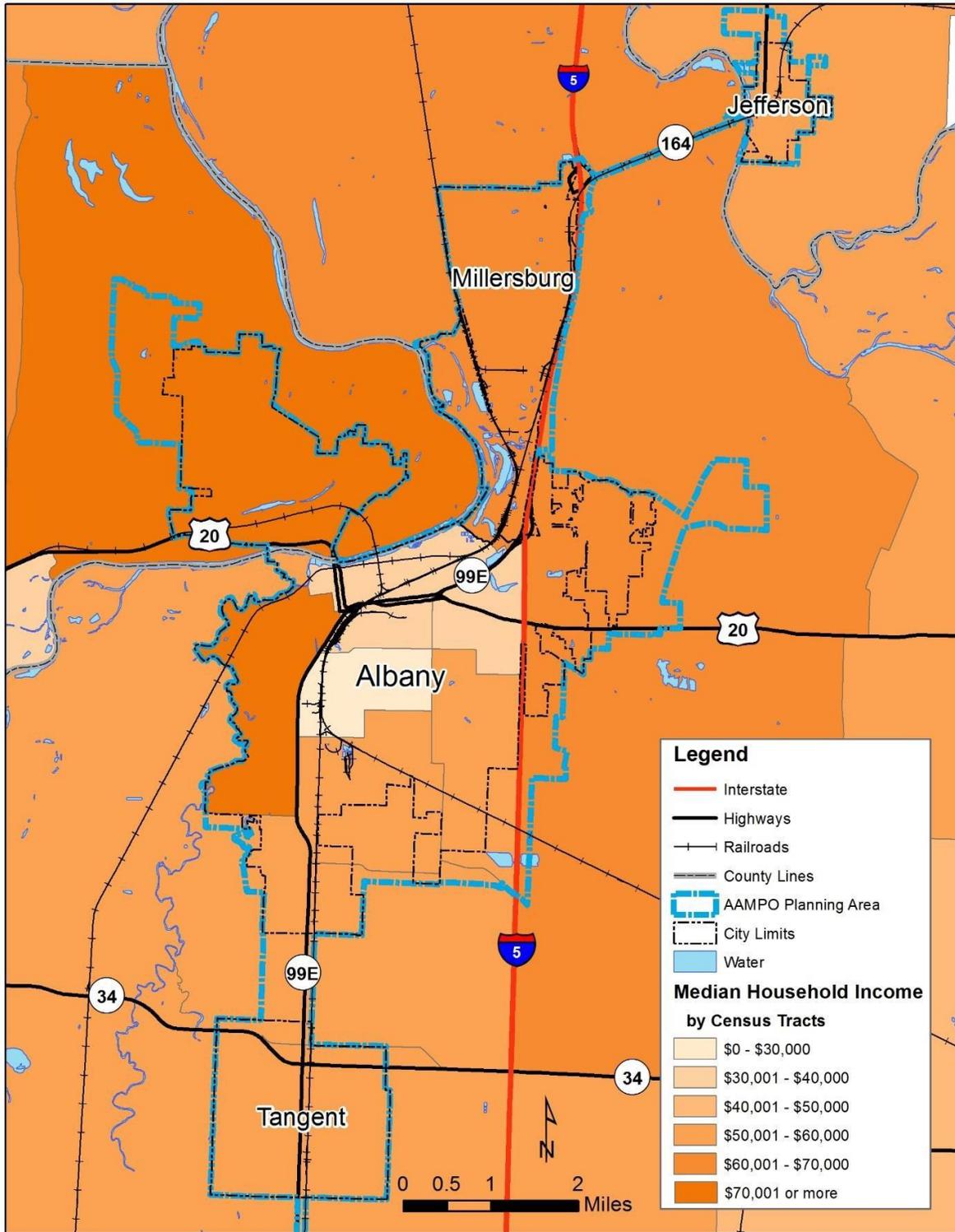
2013-2017 American Community Survey 5-Year Estimates (S1810)

Language Spoken at Home in the Albany Urbanized Area

Language Spoken at Home	Estimate	Percent of Total
Population 5 years and over	56,111	
Speak English only	49,967	89.1%
Language other than English	6,144	10.9%
Speak English less than "very well"	1,508	2.7%
Spanish	5,100	9.1%
Speak English less than "very well"	1,296	2.3%
Other Indo-European languages	432	0.8%
Speak English less than "very well"	15	0.0%
Asian and Pacific Islander languages	445	0.8%
Speak English less than "very well"	157	0.3%
Other languages	167	0.3%
Speak English less than "very well"	40	0.1%

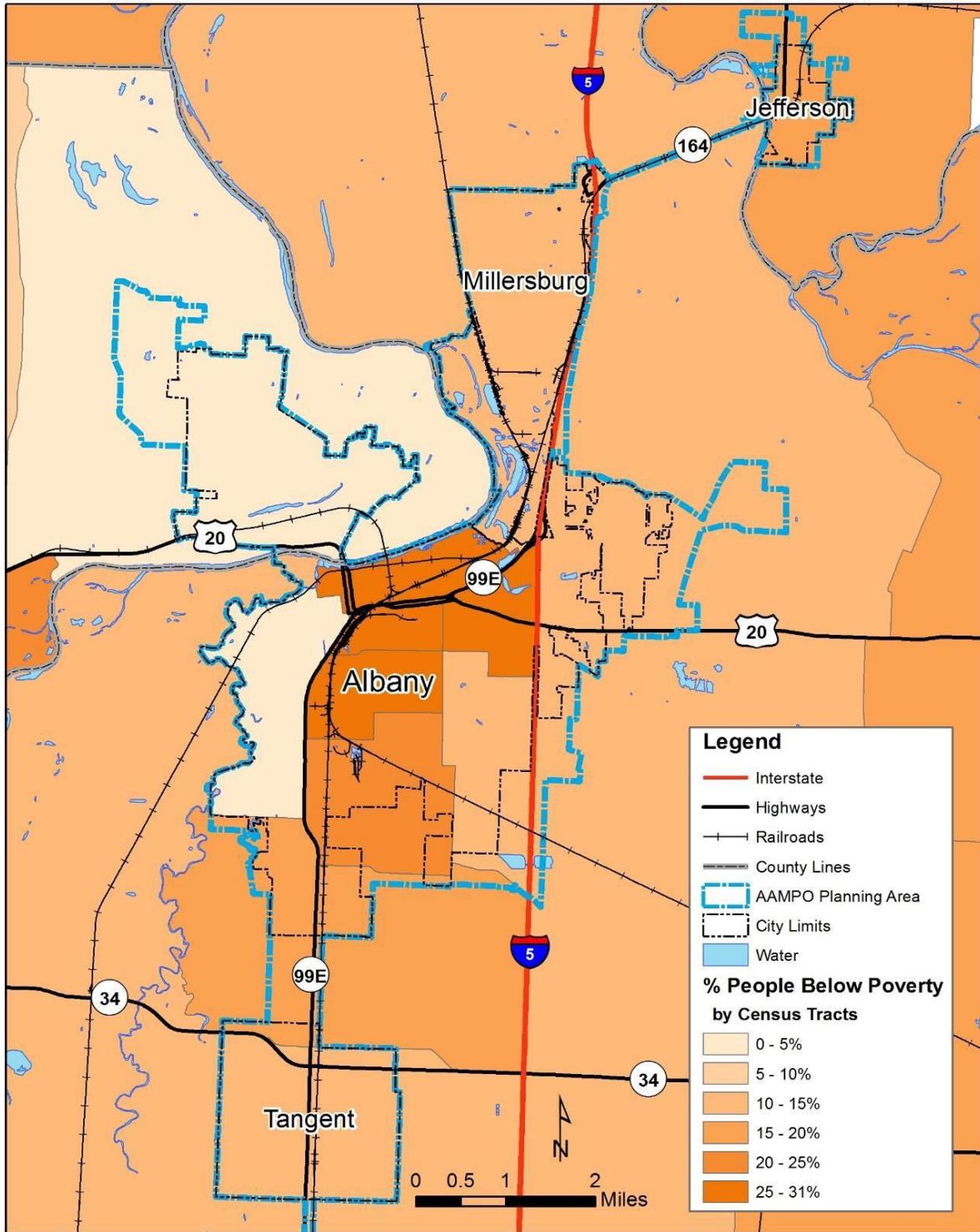
2013-2017 American Community Survey 5-Year Estimates, S1601

Map 1: Median Income in the AAMPO Area by Census Tract



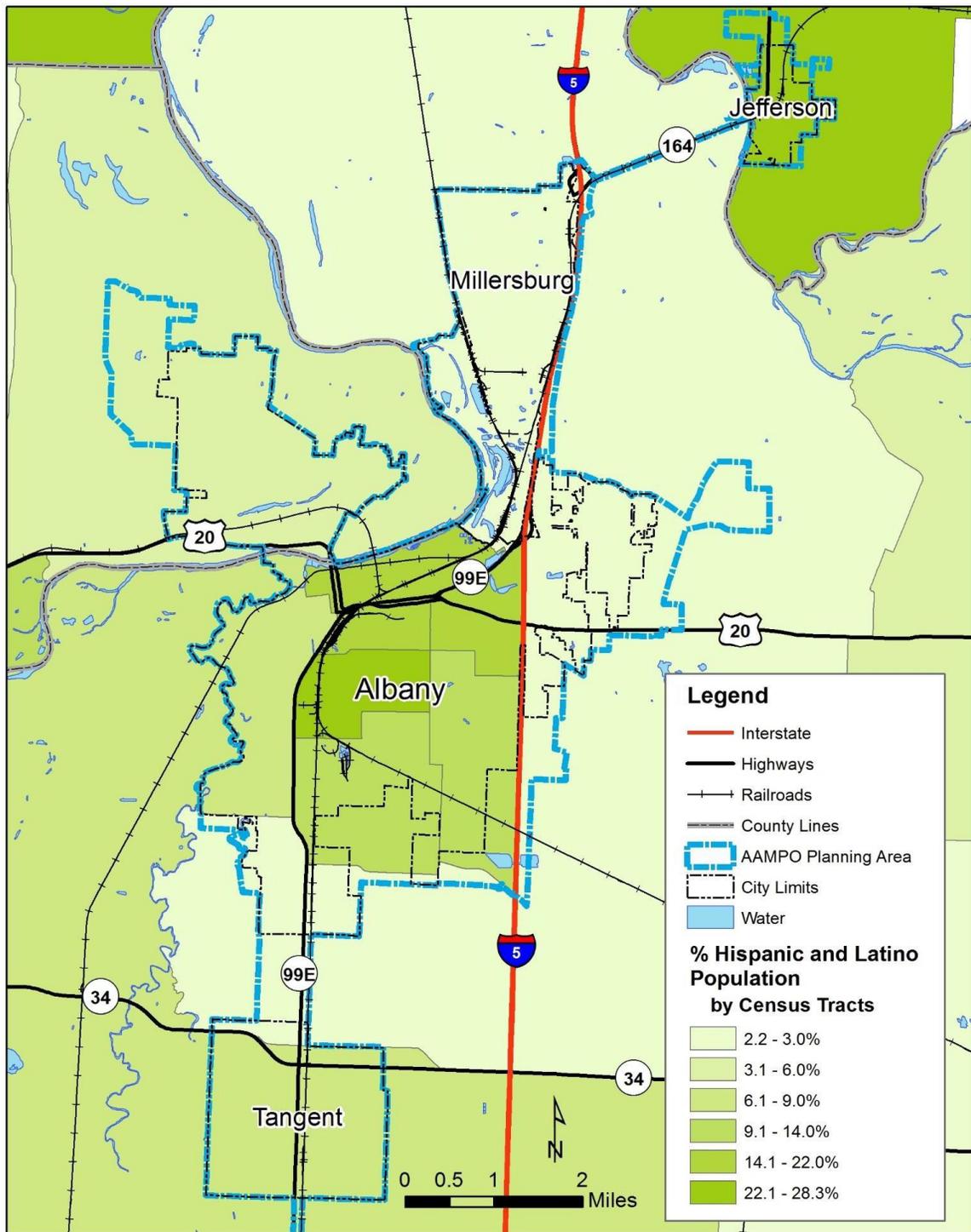
2012-2016 American Community Survey 5-Year Estimates

Map 2: Poverty Level in the AAMPO Area by Census Tract



2012-2016 American Community Survey 5-Year Estimates

Map 3: Hispanic and Latino Population in the AAMPO Area by Census Tract



2012-2016 American Community Survey 5-Year Estimates

Chapter 4: Implementation Strategies

Since the creation of this plan in 2014, AAMPO has been diligently working towards a continuing, comprehensive, and cooperative planning process involving Title VI and Nondiscrimination policies. Early efforts have been successful, and as we move into the future, we have identified some implementation steps and strategies for our vision.

The following table provides a list of strategies we have identified in the plan, how we intend to move forward with them, and what the overall timing of the implementation might look like.

STRATEGY	PROCESS	TIMING
Data Collection		
Collect data for planning and monitoring	Use American Community Survey, most up-to-date Census information, Portland State population estimates, and other relevant sources to identify, monitoring, and plan for Title VI and EJ populations.	Annually
Collect data on staff, Policy Board, and TAC demographic information	Utilize existing reporting form to collect demographic data from Policy Board and TAC members, annually. Update Title VI plan when new staff come on board to update demographic data.	Annually
Collect data on members of the public that participate in AAMPO projects, or attend AAMPO events	Continue to collect information about any public outreach events. Host an "Interested Parties" email list for members of the general public to receive MPO information.	As needed
Complaint Process		
Make Title VI complaint procedure available on the AAMPO website	Have a Title VI landing page that contains information about Title VI complain process. This information is available in English and Spanish. A future project may be to organize this page better and create an online submission form.	Current, future, updated as needed
Keep a log to track Title VI complaints	Maintain records of complaints, appurtenant materials, and corrective actions for any Title VI complaints.	On-going
Accessibility		

Make meetings accessible	Meeting locations are accessible to persons with disabilities. Sign language, interpreter services, or other accommodations can be provided by contacting staff at least 48 hours prior to a meeting.	Current and on-going
Prepare Title VI and EJ information and make available to public	Ensure website is updated with current and relevant Title VI and EJ information. Revise and prepare public noticing documents with Title VI and EJ issues and population in mind.	Current and on-going
Training		
Attend and participate in trainings and activities related to Title VI and EJ	Include at least one training per year in UPWP, in addition to a budget, if needed. Continue to research Title VI and EJ best practices and look for conferences and trainings that address these issues.	As needed
Ensure ADA coordinator maintains certification	Provide any support needed to maintain ADA coordinator certification and continuing education.	Future, and on-going
Public Participation		
Investigate ways to target Title VI and EJ populations for better information dissemination and opinion gathering	Techniques for public engagement should be researched periodically to inclusion in Public Participation Plan to meet Title VI and EJ requirements. Formal or informal feedback from staff, boards and committees, or the public might trigger a review of the public involvement process.	Current and on-going
Update Public Participation Plan regularly	Review, and update if needed, Public Participation Plan annually to ensure a relevant connection between methods for outreach and Title VI and EJ populations. An update will also be prepared when new local, state, or federal legislation changes are made.	Annually
Evaluation		
Evaluate effectiveness of communication efforts	Review communication procedures for public comment, website, meeting notification, and others annually for effectiveness.	Annually, as needed

Evaluate distribution of transportation projects, including benefits and burdens	Upon the development of new plans, or update of existing plans, perform an analysis of benefits and burdens of planned transportation projects on protected populations. Evaluate accessibility to jobs, schools, and other common destination for protected populations by transit, bike, and walk modes.	Future, and on-going
Annual Reporting		
Prepare Annual Accomplishments Report	Report is provided to the Oregon Department of Transportation Office of Civil Rights and includes demographic information for the region, policy board and TAC composition data, and Title VI plan compliance.	Annually
Include planned Title VI activities in UPWP	The Unified Planning Work Program is reviewed each year by state and federal partners, a component of which is updates to the Title VI plan and any corresponding activities.	Annually
Program Development and Planning		
Ensure all contracts and IGAs have needed Title VI language	Work with OCWCOG's contract procurement staff to ensure this language is included in all agreements and contracts.	Current, and on-going
Include Title VI and EJ evaluation criteria in STBG and RTP project selection	Bring to the TAC and Policy Board for consideration the inclusion of Title VI and EJ criteria into planning policies for STBG funding and RTP.	Future
Environmental Justice		
Public Involvement	Ensure methods for participation are inclusive: take into account the potential for poor internet access, inability to travel to meetings, inability to attend meetings due to timing, etc. Strive for an inclusive planning process that specifically works to engage known EJ populations – utilize the skills and relationships of existing agencies and organizations that might work with these populations already.	Future
Mitigate and Avoid Adverse Effects	Conduct a benefits and burdens analysis/gap analysis for current conditions. Look at the impact of proposed projects in future plans. Avoid adverse effects: increased traffic congestion, isolation, exclusion, or separation of minority or low-income individuals within a given community or from the broader community.	Future

Appendix A: USDOT Standard Assurances and Appendices

The United States Department of Transportation (US DOT) Standard Title VI/Nondiscrimination Assurances, DOT Order No.: 1050.2A

The Albany Area Metropolitan Planning Organization (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability);
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 *et seq.*), (prohibits discrimination on the basis of disability);
- 49 C.F.R. Part 21 (entitled Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 49 C.F.R. Part 27 (entitled Nondiscrimination On The Basis Of Disability In Programs Or Activities Receiving Federal Financial Assistance);
- 49 C.F.R. Part 28 (entitled Enforcement Of Nondiscrimination On The Basis Of Handicap In Programs Or Activities Conducted By The Department Of Transportation);
- 49 C.F.R. Part 37 (entitled Transportation Services For Individuals With Disabilities (ADA));
- 23 C.F.R. Part 200 (FHWA’s Title VI/Nondiscrimination Regulation);
- 28 C.F.R. Part 35 (entitled Discrimination On The Basis Of Disability In State And Local Government Services);
- 28 C.F.R. section 50.3 (DOJ Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory citations hereinafter are referred to as the “Acts” and “Regulations,” respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"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 otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including from FHWA and FTA.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination requirements (The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes. These requirements are to include all programs and activities of the Recipient, so long as any portion of the program is federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its federally assisted Albany Area Metropolitan Planning Organization:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal Highway Administration or Federal Transit Administration programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source: The Albany Area Metropolitan Planning Organization, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively insure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.
3. The Recipient will insert the clauses of **Appendix A and E** of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of **Appendix B** of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in **Appendix C** and **Appendix D** of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. The period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. The period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the Albany Area Metropolitan Planning Organization also agrees to comply (and require any subrecipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the **FHWA and FTA** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by **FHWA and FTA**. You must keep records, reports, and submit the material for review upon request to **FHWA and FTA**, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The Albany Area Metropolitan Planning Organization gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S.

Department of Transportation under **FHWA** and **FTA** programs. This ASSURANCE is binding on Albany Area Metropolitan Planning Organization, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in AAMPO programs. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Name of Recipient: _____

Signature of Authorized Official: _____

Dated: _____

APPENDIX A (to the United States Department of Transportation Standard Assurances)

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, **Federal Highway Administration**, and **Federal Transit Administration** as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient, the **Federal Highway Administration**, or the **Federal Transit Administration** to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient the **Federal Highway Administration**, or the **Federal Transit Administration**, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor’s noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the **Federal Highway Administration** or the **Federal Transit Administration** may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the contractor under the contract until the contractor complies; and/or

- b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the **Federal Highway Administration** or the **Federal Transit Administration** may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B (to the United States Department of Transportation Standard Assurances)

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the Department of Transportation as authorized by law and upon the condition that the Albany Area Metropolitan Planning Organization will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United State Code, the Regulations for the Administration of **Federal Highway Program or Federal Transit Program**, and the policies and procedures prescribed by the **Federal Highway Administration or the Federal Transit Program** of the Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Albany Area Metropolitan Planning Organization all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the Albany Area Metropolitan Planning Organization and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the Albany Area Metropolitan Planning Organization, its successors and assigns.

The Albany Area Metropolitan Planning Organization, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the Albany Area Metropolitan Planning Organization will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended, and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above

described land and facilities will thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI.)

APPENDIX C (to the United States Department of Transportation Standard Assurances)

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Albany Area Metropolitan Planning Organization pursuant to the provisions of Assurance 9(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land”] that:
 - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race (equates to minority), color, national origin, sex, age, disability, low-income, or LEP will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, the Albany Area Metropolitan Planning Organization will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, , the Albany Area Metropolitan Planning Organization will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of, the Albany Area Metropolitan Planning Organization and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to effectuate the purpose of Title VI.)

APPENDIX D (to the United States Department of Transportation Standard Assurances)

The following clauses will be included in deeds, licenses, permits, or similar instruments/ agreements entered into by the Albany Area Metropolitan Planning Organization pursuant to the provisions of Assurance 9(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, “as a covenant running with the land”) that (1) no person on the ground of race (equates to minority), color, national origin, sex, age, disability, low-income, or LEP will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, sex, age, disability, low-income, or LEP will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, the Albany Area Metropolitan Planning Organization will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Nondiscrimination covenants, the Albany Area Metropolitan Planning Organization will there upon revert to and vest in and become the absolute property of the Albany Area Metropolitan Planning Organization and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to effectuate the purpose of Title VI.)

APPENDIX E (to the United States Department of Transportation Standard Assurances)

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

Appendix B: Language Assistance Plan and Four Factor Analysis

As a recipient of federal funds, AAMPO must take reasonable steps to ensure that those of Limited English Proficiency have meaningful access to the information and services the MPO provides. As stated in Federal Register, Volume 70, Number 239, there are four factors to consider when determining “reasonable steps.” This “four-factor analysis” is outlined below:

Factor 1: The number of proportion of LEP persons eligible to be served or likely to encounter an MPO program, activity or service.

Factor 2: The frequency with which LEP individuals come in contact with MPO programs, activities or service.

Factor 3: The nature and importance of the program, activity, or service provided by the MPO to LEP community.

Factor 4: The resources available to the MPO and overall costs.

For the purpose of this planning practice, the AAMPO Planning Area is defined as the Albany Urbanized Area. The AAMPO planning area extends beyond the Urbanized Area to include some additional areas within the Urban Growth Boundaries and City Limits (whichever is greater) of member jurisdictions, as well as additional land around key transportation facilities. People that speak English “less than very well” are considered ‘LEP’ and are included in the analysis.

Factor 1: The number of proportion of LEP persons eligible to be served or likely to encounter an MPO program, activity or service.

The first step is to collect demographic data on the number of LEP persons in the AAMPO Planning Area who are eligible to be served, likely to be served, or likely to be encountered by the MPO through participation in the transportation planning process. Table 6 is derived from the U.S. Census Bureau’s 2008-2012 American Community Survey 5-year estimates. It shows the number and percent of LEP persons 5 years and over, in total and by ability to speak English or other languages in the Albany Urbanized Area.

The table shows that an estimated 4.4% of the population (aged 5 and over) in the Albany Urbanized Area speak English “less than very well”, and that the majority of those individuals are Spanish speaking. Spanish is the language spoken at home for approximately 7.6% of households within the Albany Urbanized Area, and approximately 3.8% of those Spanish-speaking households speak English ‘less than very well’.

The Department of Justice has established a safe harbor provision that MPOs can comply with to ensure compliance with the requirements to translate vital documents. A vital document is a document that, if not translated, would deny LEP individual(s) access to a service. For example, a Title VI complaint form. The safe harbor for translating vital documents is when populations speaking those languages is 5% of the total population affected or 1,000 persons of the total population affected - whichever is less. If there are fewer than 50 persons in a language group that reaches the 5% trigger, the recipient does not translate vital written materials but provides written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost. The failure to provide written translations under the circumstances outlined in paragraphs does not mean there is noncompliance.

Table 6: Language Spoken at Home in the Albany Urbanized Area

Language Spoken at Home	Estimate	Percent
Population 5 years and over	52,683	
English only	47,221	89.6%
Language other than English	5,462	10.4%
Speak English less than "very well"	2,310	4.4%
Spanish	4,018	7.6%
Speak English less than "very well"	2,019	3.8%
Other Indo-European languages	586	1.1%
Speak English less than "very well"	72	0.1%
Asian and Pacific Islander languages	645	1.2%
Speak English less than "very well"	152	0.3%
Other languages	213	0.4%
Speak English less than "very well"	67	0.1%

Factor 2: The frequency with which LEP individuals come in contact with an MPO programs, activity, or service.

The four-factor analysis identified Spanish as the most significant language spoken by the LEP population in the Albany Urbanized Area. The LEP population will likely continue to increase and, as a result, the probability of increased future contact with AAMPO. To date, AAMPO has not received any formal requests by LEP individuals for language translation of any document or any requests for an interpreter at any public activity.

Factor 3: The nature and importance of the program, activity, or service provided by the MPO to LEP community.

The MPO uses federal funds to plan for and program transportation projects. Although MPO activities do not directly affect immediate access to vital, immediate, or emergency assistance, such as medical treatment or services for basic needs, the impacts of transportation investments resulting from these planning activities affect all residents in the AAMPO planning area. The MPO considers the potential impacts of proposed transportation investments on underserved and underrepresented populations during MPO activities, including the development of the MPO's Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), and Regional Transportation Plan (RTP).

The MPO must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in evaluation and planning processes leading to transportation investments. To encourage involvement, MPO reaching out to stakeholder groups, maintains a public website and conducts other activities to build public understanding of the MPO and its activities. The MPO also encourages public involvement throughout the transportation planning process. The MPO is concerned with input from all stakeholders, and every effort is taken to make the transportation planning process as inclusive as possible.

Involvement by any citizen in AAMPO activities is voluntary and the MPO does not conduct activities requiring interested parties to complete applications, interviews or other activities prior to participation.

Factor 4: The resources available to the MPO and overall costs.

Given the size of the LEP population in the MPO area and current financial constraints, full multi-language translations of large transportation planning documents and maps is not warranted at this time. AAMPO will complete the actions listed below as part of its LEP outreach strategy.

Plan for Assisting Persons of Limited English Proficiency

AAMPO will complete the following ongoing actions as part of its LEP outreach strategy:

- Maintain a list of staff members who speak languages other than English. These individuals may be called upon to assist in working with community members who have limited English proficiency.
- As necessary, utilize professional translation and interpretation services.
- When issues or actions affect concentrated populations of non-English speaking people, place notices and announcements in appropriate community media, in applicable language(s). As identified in the 4-Factor analysis, the most prominent language spoken in the Albany Urbanized Area other than English is Spanish. Therefore, consideration should be given to translating notices and announcements into Spanish and placing the translated announcements in venues identified by representatives of the Spanish-speaking community.
- Include Title VI Nondiscrimination Statements (Appendix G) on the AAMPO website as well as in the MPO's Regional Transportation Plan (RTP), Transportation Improvement Program (TIP) and

other planning and programming documents as applicable.

- Include on all meeting agendas a statement regarding accessibility of AAMPO meeting locations and a number to call for special accommodations, including interpretation services.
- Consider requests for language assistance from past meetings and events to anticipate the possible need for assistance at upcoming meetings.

Appendix C: Sample Title VI Public Involvement Survey

Title VI Public Involvement Survey

Completing this form is voluntary but encouraged.

You are not required to provide the information requested in order to participate in this meeting.

Title VI of the Civil Rights Act of 1964 requires the Albany Area MPO to provide opportunity for everyone to comment on transportation programs and activities that may affect their community. Title VI specifically states that “No person in the United States shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination under any program, service, or activity receiving federal financial assistance.”

By completing this form, you are helping AAMPO comply with Title VI and related statutes, which require the collection of statistical data to help assess how well AAMPO is reaching out to all populations in the MPO area. The AAMPO Title VI Coordinator will handle all information confidentially. Please call Albany Area MPO Staff at 541-924-4548, or e-mail dnichols@ocwcog.org if you have any questions or concerns regarding this form.

Meeting Purpose _____ Location _____ Date: _____

What is your Home Zip Code?	Indicate if you identify as: M=Male or F=Female	Are you?... Check all that apply						
		White	Black or African American	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Pacific Islander	Not Listed (please list)

Appendix D: Albany Area MPO Title VI / Nondiscrimination Statement

**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 / Nondiscrimination Program, including procedures for filing a complaint, contact AAMPO staff:

Phone: 541-924-8405

Email: echavez@ocwcog.org

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

Appendix E: Discrimination Complaint Procedure

Introduction

The complaint procedures outlined herein apply to the Albany Area MPO and other primary recipients and sub-recipients of Federal financial assistance. These procedures cover discrimination complaints filed under Title VI of the Civil Rights Act of 1964, Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, and other nondiscrimination authorities relating to any program, services, or activities administered by the MPO and its sub-recipients, consultants, and contractors.

Complaints of alleged discrimination will be investigated by the appropriate authority. The option of informal mediation meeting(s) between the affected parties and the MPO's Title VI Coordinator may be utilized for resolution. Upon completion of each investigation, the MPO's Title VI Coordinator will inform every complainant of all avenues of appeal.

The purpose of these discrimination complaint procedures is to describe the process used by the MPO for processing complaints under Title VI of the Civil Rights Act of 1964, related statutes and authorities.

The Albany Area MPO will make every effort to obtain early resolution of complaints at the lowest level possible, and accepts both formal and informal complaints regarding its compliance with Title VI and related regulations. Informal complaints are those which have not been made in writing and not through the formal complaint process described herein. Informal complaints may be addressed and resolved directly by the MPO even if the MPO is identified in the incident.

Complaint Procedure

1. Any person who believes he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973, or the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the Albany Area Metropolitan Planning Organization (AAMPO). A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the AAMPO Title VI Coordinator for review and action.

All complaints, whether by a recipient of AAMPO funds or against AAMPO after initial investigation and with recommendations(s) for resolution, will be forward to the ODOT Office of Civil Rights (OCR) Title VI Officer or to the FHWA OCR. All Title VI and Environmental Justice Complaints are required to be submitted to FHWA for final determination where federal funding is utilized on projects.

2. In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 90 days after:
 - a) The date of alleged act of discrimination; or
 - b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, AAMPO may extend the time for filing or waive the time limit in the interest of justice, as long as AAMPO specifies in writing the reason for so doing.

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the alleged discrimination. In the event a person makes a verbal complaint of discrimination to an AAMPO representative or staff, that person shall be interviewed by the AAMPO Title VI Coordinator. If necessary, the AAMPO Title VI Coordinator will assist the person in transcribing the complaint to written form and submitting the written version of the complaint to the person for signature. The complaint shall then be handled according to AAMPO's investigative procedures.
4. Complaints may be submitted to Albany Area MPO Staff, AAMPO Coordinator & Title VI Coordinator, through the following methods:

By Email: dnichols@ocwcog.org

By Mail: Albany Area MPO Coordinator
Oregon Cascades West Council of Governments
1400 Queen Ave SE, Suite 205
Albany, OR 97322

By Phone: 541-924-4548

5. Within 10 days, the AAMPO Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as the Oregon Department of Transportation (ODOT) and U.S. Department of Transportation (USDOT).
6. The AAMPO Title VI Coordinator will advise ODOT and/or USDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to ODOT and/or USDOT:
 - a) Name, address, and phone number of the complainant.
 - b) Name(s) and address(es) of alleged discriminating official(s).

- c) Basis of complaint (i.e., race, color, national origin, or sex)
 - d) Date of alleged discriminatory act(s).
 - e) Date complaint received by the recipient.
 - f) A statement of the complaint.
 - g) Other agencies (local, state, or Federal) where the complaint has been filed.
 - h) An explanation of the actions AAMPO has taken or proposed to resolve the issue in the complaint.
6. Within 60 days, the AAMPO Title VI Coordinator will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the CED Manager. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
7. Within 90 days of receipt of the complaint, the AAMPO Title VI Coordinator will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with ODOT, or USDOT, if they are dissatisfied with the final decision rendered by AAMPO. The AAMPO Title VI Coordinator will also provide ODOT and/or USDOT with a copy of this decision and summary of findings upon completion of the investigation.

All complaints, whether by a recipient of AAMPO funds or against AAMPO after initial investigation and with recommendations(s) for resolution, will be forward to the ODOT Office of Civil Rights (OCR) Title VI Officer or to the FHWA OCR. All Title VI and Environmental Justice Complaints are required to be submitted to FHWA for final determination where federal funding is utilized on projects.

8. Contact information for the state and federal Title VI administrative jurisdiction is as follows:

Oregon Department of Transportation

Rebecca Williams, Title VI/EJ/ADA Program Manager
OCR Title VI Officer
Oregon Department of Transportation, Office of Civil Rights
355 Capitol St. NE
Salem, Oregon 97301
Phone: 503-986-3870

Oregon Division, Federal Highway Administration

530 Center St. NE, Suite 240
Salem, OR 97301
Phone: (503) 399-5749

Federal Transit Administration

Attention: Title VI Program Coordinator

Office of Civil Rights

East Building, 5th Floor - TCR, 1200 New Jersey Ave., SE

Washington, DC 2059

Appendix F: Albany Area MPO Title VI Complaint Form

The Albany Area MPO, as a recipient of federal financial assistance, is required to ensure that all of its activities and any benefits from these activities are conducted in a manner consistent with Title VI of the Civil Rights Act of 1964, as amended. Any person who believes that he or she has been subjected to discrimination under any of AAMPO's programs or activities based on their race, color, national origin, limited English proficiency, sex, income, age or disability by file a written complaint with the MPO.

Complainant

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____

Person discriminated against (if other than the complainant)

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____

Were you discriminated against because of your:

- Race
- Color
- Sex
- Other _____
- National Origin
- Age
- Disability

Date and Time of Alleged Incident: _____

Explain as clearly as possible what happened and how you were discriminated against. Indicate who was involved and any MPO projects, plans or programs that may have led to the situation you are describing. Be sure to include the names and contact information of any witnesses. If more space is needed, please use additional pages.

Have you filed this complaint with any other federal, state or local agency or with any court?

Yes No

If yes, check and identify all that apply:

- Federal Agency _____
- Federal Court _____
- State Agency _____
- State Court _____
- Local Agency _____

Please provide information for a contact person at the Agency or Court where the complaint was filed.

Name: _____

Address: _____

City, State, & Zip Code: _____

Telephone Number: _____

Please sign below. You may attach any additional written materials or other information you believe is relevant to your complaint.

Signature _____

Date _____

Please submit this signed form to and any attachments to:

Albany Area MPO Title VI Coordinator
Oregon Cascades West Council of Governments
1400 Queen Ave SE, Suite 205
Albany OR 97322