

ALBANY AREA METROPOLITAN PLANNING ORGANIZATION



FY '21

UNIFIED

PLANNING

WORK PROGRAM



Adopted by the AAMPO Policy Board on April 22,
2020

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 FY2021 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 2021 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 22TH DAY OF APRIL 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:	\$67,445
PERCENT OF TOTAL BUDGET:	36%

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:	\$61,960
PERCENT OF TOTAL BUDGET:	33%

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:	25%

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:	\$11,433
PERCENT OF TOTAL BUDGET:	6%

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	\$67,445	36%	\$107,465	55%
1.1 Administrative Duties	\$42,178		\$61,890	
1.2 UPWP	\$6,317		\$7,280	
1.3 Public Participation Plan	\$5,318		\$6,119	
1.4 Title VI / Nondiscrimination & ADA	\$6,317		\$12,484	
1.5 Intergovernmental Coordination	\$7,496		\$19,551	
Task 2: Short & Long Range Planning	\$61,960	33%	\$23,228	12%
2.1 Regional Transportation Plan	\$1,415		\$14,519	
2.2 Jefferson Transportation System Plan	\$4,717		-	
2.3 Performance-Based Planning	\$1,415		\$8,709	
2.4 Active Transportation Plan	\$19,521		-	
2.5 Highway 20 - AAMPO/CAMPO Project	\$15,983		-	
2.6 Multi-Modal Counter Program	\$18,908		-	
Task 3: Transit Planning	\$47,292	25%	\$44,148	22%
3.1 Albany Transit System Support	\$33,509		\$4,937	
3.2 Linn-Benton Loop	\$4,210		\$23,238	
3.3 Geographic Information Systems (GIS)	\$4,717		\$4,405	
Task 4: Transportation Programming	\$11,433	6%	\$21,799	11%
4.1 Transportation Improvement Program	\$6,091		\$9,900	
4.2 STBG	\$3,025		\$8,738	
4.3 Annual Listing Obligated Projects	\$2,318		\$3,161	
Totals:	\$188,130	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 \$333,089. 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

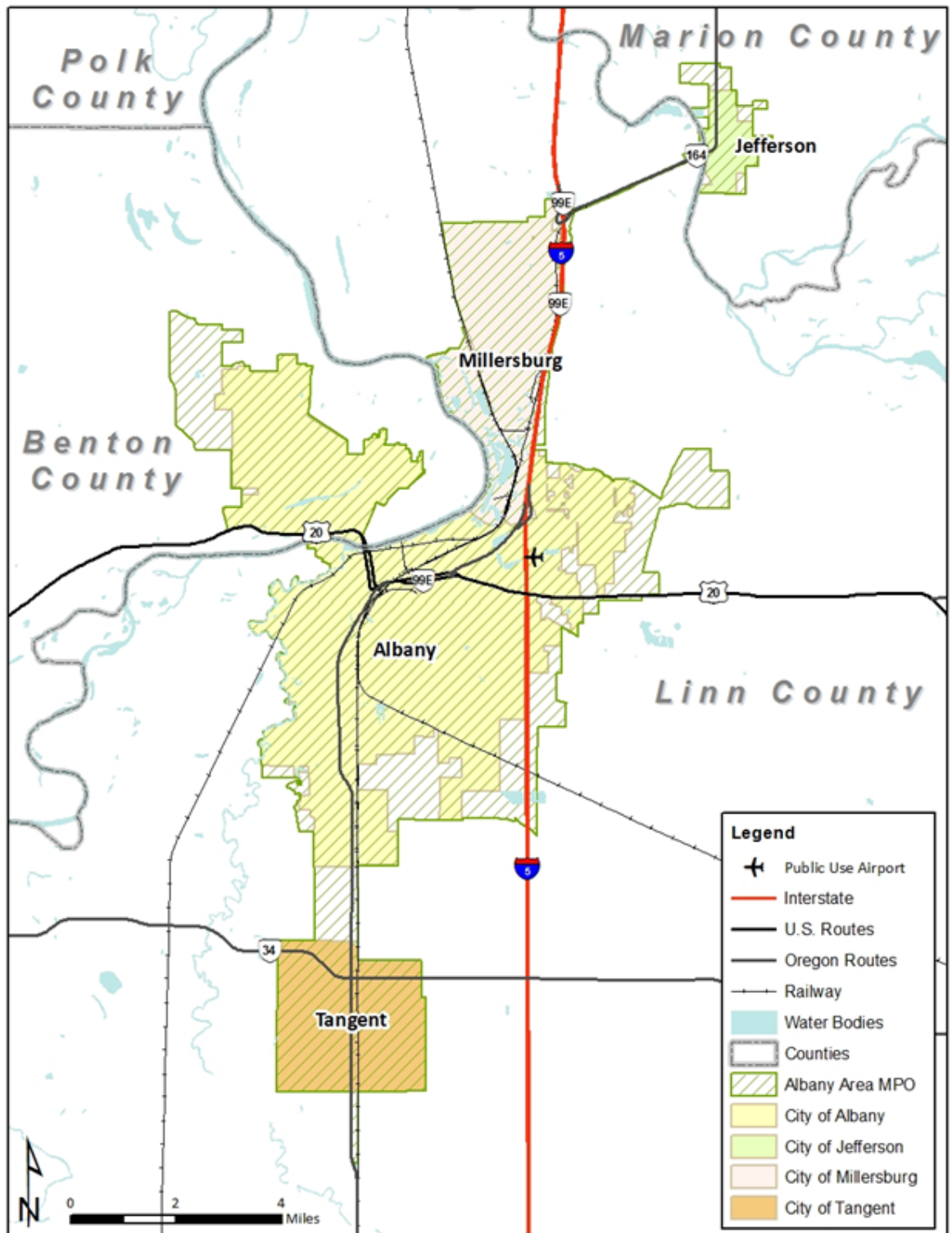
Task 3: Short Range/Transit Planning													
3.1 Albany Transit System Support	X		X				X	X	X			X	X
3.2 Linn-Benton Loop		X					X	X	X	X	X	X	X
3.3 Geographic Information Systems (GIS)	X	X			X				X				
3.4 Multi-Modal Counter Program		X					X						X

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