



# Albany Area MPO Citizen's Handbook

October 2014

*Development of this document was made possible with funding from the Federal Highway Administration, the Federal Transit Administration, and the Oregon Department of Transportation.*

## Table of Contents

---

Introduction to MPOs .....	Page 1
The Albany Area MPO .....	Page 3
Albany Area MPO Map .....	Page 5
The MPO Planning Process .....	Page 6
MPO Work Products .....	Page 7
Additional Responsibilities .....	Page 10
MPO Funding .....	Page 13

## Introduction to Metropolitan Planning Organizations

---

A Metropolitan Planning Organization (MPO) is a transportation policy-making body made up of representatives from local government and transportation agencies with authority and responsibility in metropolitan planning areas. Federal legislation passed in the early 1970s required the formation of an MPO for all urbanized areas (UZAs) with a population greater than 50,000. Today, there are more than 300 MPOs across the country, including eight Oregon MPOs. In addition, there are two bi-state MPOs primarily functioning within the state of Washington.

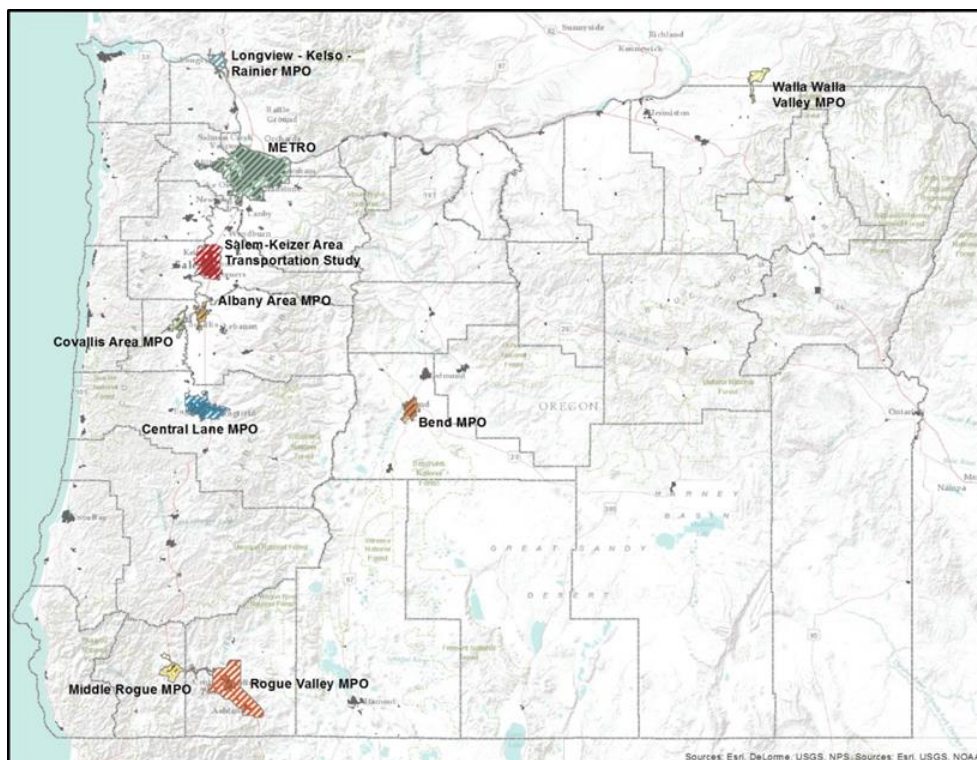
The MPOs in Oregon include:

- Albany Area MPO (AAMPO)
- Bend MPO (BMPO)
- Central Lane MPO (CLMPO)
- Corvallis Area MPO (CAMPO)
- Middle Rogue MPO (MRMPO)
- Portland Metropolitan Area (Metro)
- Rogue Valley MPO (RVMPO)
- Salem-Keizer Transportation Study (SKATS)

The bi-state MPOs include:

- Walla-Walla Valley MPO (containing the city of Milton-Freewater and Umatilla County)
- Longview-Kelso-Rainier MPO (containing the city of Rainier)

### MPOs in Oregon



## Historical Context

While the earliest beginnings of urban transportation planning go back to the post-World War II years, the federal requirement for urban transportation planning emerged during the early 1960s.

The Federal-Aid Highway Act of 1962 created the federal requirement for urban transportation planning largely in response to the construction of the Interstate Highway System and the planning of routes through and around urban areas. The Act required, as a condition attached to federal transportation financial assistance, that transportation projects in urbanized areas of 50,000 or more in population be based on a continuing, comprehensive, urban transportation planning process undertaken cooperatively by the states and local governments — the birth of the so-called 3C, “continuing, comprehensive and cooperative planning process.”



It was not until 1974 that the U.S. Congress amended the Federal Aid Highway Act and mandated the formation of Metropolitan Planning Organizations (MPOs) to carry out the required planning process. MPOs were established to ensure local and regional governments were able to effectively carry out regional transportation planning and programming.

The passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991 further strengthened the metropolitan planning process by enhancing the role of local elected officials, requiring stakeholder involvement, and emphasizing multi-modal planning, system efficiency, mobility and access. The role and authorities of MPOs have been retained by subsequent legislation, including Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21).

## MPO Administrative Structure

Each MPO may select an administrative structure and voting procedure that best meets the needs of its member governments. Typically, an MPO consists of a Policy Board, Technical or Citizen Advisory Committees, and MPO Staff. Some MPOs are within agencies such as Regional Planning Organizations (RPOs) or Councils of Governments (COGs).

The **Policy Board** constitutes the MPO and is ultimately responsible for conducting the urbanized area’s coordinated transportation planning process. The Board typically comprises local elected officials, operators of major modes of transportation, and the State Department of Transportation (DOT).

The **Technical Advisory Committee** may provide recommendations to the Board on specific strategies or projects, provide technical analysis, and provide citizen input on specific issues.

An MPO may also choose to have a **Citizen Advisory Committee** or other subcommittees on specific issues such as bicycle projects, travel demand modeling, or environmental justice.

**MPO staff** assists the Policy Board by preparing documents, fostering interagency coordination, facilitating public input and feedback, and managing the planning process. MPO staff may provide committees with technical assessments and evaluations of proposed transportation initiatives. The MPO staff may engage consultants to generate needed data. MPO staff typically includes a manager and one or more planning, administrative, and technical staff.

## The Albany Area MPO

---

The Albany Area Metropolitan Planning Organization (AAMPO) was formed following the 2010 Census, which determined that the Albany Urbanized Area had reached a population of 56,997. AAMPO was formally designated by the Governor of Oregon on February 6<sup>th</sup> 2013.

As designated, the AAMPO Planning Area covers the Albany Urbanized Area, which is composed of the cities of Albany, Jefferson, Millersburg, and Tangent as well as adjacent parts of Linn, Benton and Marion Counties that are anticipated to become urbanized during the 20 year planning horizon. Although Marion County is not a member of AAMPO, the AAMPO planning area includes the small portion of Marion County included within the City of Jefferson urban growth boundary. A map of the AAMPO planning area is shown on Page 5.

### AAMPO membership includes:

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



AAMPO is governed by a **Policy Board** composed of representatives from its member jurisdictions. A **Technical Advisory Committee** (TAC) composed of representatives from AAMPO member jurisdictions as well as ex-officio members from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the Oregon Department of Land Conservation and Development (DLCD), the Oregon Department of Environmental Quality (DEQ) and the Oregon Department of State Lands (DSL) provides technical assistance and support. **Staffing**, including fiscal and administrative support, is provided through a contract with the Oregon Cascades West Council of Governments (OCWCOG).

In accordance with federal regulations, AAMPO's role is to provide a setting for cooperative regional transportation planning. The MPO supports and builds off local transportation planning efforts and provides a coordination role for planning and programming funds for projects and operations. Specific responsibilities of AAMPO include development of:

- An annual Unified Planning Work Program
- A bi-annual 4-year Transportation Improvement Program

- A Public Participation Plan
- A long-range Regional Transportation Plan
- An annual list of obligated projects

AAMPO also must demonstrate compliance with Title VI of the Civil Rights Act of 1964 and subsequent federal nondiscrimination directives through an adopted Title VI / Non-discrimination Plan. Title VI prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

Funding for these planning and programming activities is primarily provided by the Federal Highway Administration and the Federal Transit Administration. ODOT and the City of Albany provide the required match for those funds, either with state funds (ODOT) or in-kind (Albany).

### **Albany Area MPO Governing Documents**

<b>AAMPO Governing Documents</b>	
<b><i>Intergovernmental Agreement Establishing the Albany Area MPO</i></b>	MPOs are established through intergovernmental agreement, with formal designation by the Governor. The IGA establishing the Albany Area MPO was executed on January 13, 2013 and the Oregon Governor designated the Albany Area MPO on February 6th, 2013.
<b><i>Bylaws</i></b>	The roles and authorities of the MPO Policy Board and its Technical Advisory Committee are outlined in their respective bylaws, as adopted by the Policy Board. The bylaws for the AAMPO Policy Board and TAC were adopted in May 2013.
<b>Other Agreements</b>	
<b><i>ODOT/MPO/Transit Operator Agreement for Financial Plans and Obligated Projects Lists</i></b>	This agreement defines the roles and responsibilities in carrying out the metropolitan planning and metropolitan financial planning processes. This agreement was fully executed in February 2014.
<b><i>Annual Intergovernmental Agreement to fund the Unified Planning Work Program</i></b>	This annual agreement establishes the contractual responsibilities of AAMPO and ODOT for implementation of the MPO's annual Unified Planning Work Program.
<b><i>Direct Recipient of 5307 funds</i></b>	This resolution by the Policy Board establishes the City of Albany as the Direct Recipient of AAMPO's FTA 5307 funds. The resolution states that the funds should be spent on Albany Transit Service programs within the MPO area and in a manner consistent with guidance provided by the AAMPO Policy Board. This resolution went into effect in March 2013, and was filed with ODOT and the FTA.



## Albany Area MPO Citizen's Handbook





## The MPO Planning Process

---

MPOs were created in order to ensure that existing and future expenditures for transportation projects and programs in metropolitan areas were based on a continuing, cooperative, and comprehensive (3-C) planning process. Federal funding for transportation projects and programs is channeled through the MPO. **The primary functions of an MPO are to:**

- Establish a setting for **fair, impartial and effective regional decision-making** for the MPO area
- **Identify and evaluate transportation improvement options** for the MPO area.
- **Develop and update a long-range Regional Transportation Plan** for the MPO area covering a planning horizon of at least twenty years that fosters mobility and access for people and goods, efficient system performance and preservation, and good quality of life.
- **Develop a short-range Transportation Improvement Program** that is based on priorities identified in the long-range plan. This program should be designed to achieve the area's goals using spending, regulating, operating, management and financial tools.
- **Involve the public** and other affected constituencies in the functions listed above

Implementation of these primary functions must also be consistent with overarching federal policy. Current federal policy is to “encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and between States and urbanized areas, while minimizing transportation-related fuel consumption and air pollution.”

More specifically, federal policy guidance dictates that MPO planning and programming activities take into account the following **Eight Planning Factors**:

1. Support economic vitality
2. Increase transportation safety for motorized and non-motorized users.
3. Increase transportation security for motorized and non-motorized users.
4. Increase accessibility and mobility of people and freight.
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system across and between modes for both people and freight.
7. Promote efficient system management and operation.
8. Emphasize preservation of the existing transportation system.

### **Additional Federal Guidance for Consideration:**

The following federal recommendations can help guide the planning process, but are not required:

- *Livability Principles*: From the United States Department of Transportation (USDOT) and Housing and Urban Development (HUD), and the Environmental Protection Agency (EPA). The principles

focus on providing transportation choices; expanding access to affordable housing, located close to transit; enhancing economic competitiveness; targeting federal funds toward existing communities to spur revitalization and protect rural landscapes; increasing collaboration among federal, state, and local governments; and valuing the unique qualities of all communities.

- Bike/pedestrian accommodations: USDOT policy is to incorporate safe and convenient walking and bicycling facilities into transportation projects. Transportation agencies are encouraged to go beyond minimum standards in providing facilities for these modes.



### **Additional Guidance from the State of Oregon:**

In addition to meeting federal mandates, MPOs often have additional responsibilities under state law. For example, in Oregon, MPOs are required to comply with the Transportation Planning Rule (TPR). The TPR guides preparation and adoption of transportation system plans. The rule includes specific requirements for MPOs to expand transportation choices.

Additionally, some Oregon MPOs are required to begin scenario planning work, which addresses climate change mitigation through emissions reductions and other strategies. MPOs can choose to partner with ODOT on other projects as well, including assistance on land use analysis, transportation-related computer modeling, application of access management principles, and other projects.

MPOs are required to coordinate with ODOT regarding the Statewide Transportation Improvement Program (STIP), Oregon's four-year transportation capital improvement program. By federal regulation, the STIP must include the MPO's TIP without change. The STIP identifies the funding for, and scheduling of, transportation projects and programs. It includes projects on the federal, state, city, and county transportation systems, as well as multimodal projects and projects in the National Parks, National Forests, and Indian tribal lands. In Oregon, Area Commissions on Transportation (ACTs) also help prioritize projects to be included in the STIP. The Cascades West ACT and Mid-Willamette Valley ACT cover the AAMPO region.

## **MPO Work Products**

---

The **core products produced** by an MPO through the 3-C planning process are:

- A Public Participation Plan
- A long range Regional Transportation Plan
- An annual Unified Planning Work Program
- A 4-year Transportation Improvement Program

## **Public Participation Plan (PPP)**

The MPO is responsible for actively seeking the participation of citizens, stakeholders and all relevant agencies in the planning process. Towards this effort, every MPO must develop a Public Participation Plan (PPP) in consultation with citizens and other interested parties. The PPP specifies how it will provide reasonable opportunities for public and agency comments on work products, including Regional Transportation Plans and Transportation Improvement Programs.

To the maximum practicable extent, all MPOs must:

- Hold public meetings at convenient and accessible locations and times.
- Employ visualization techniques to describe plans.
- Make information available in electronic formats and by means (such as the internet) that afford reasonable opportunity for public consideration.
- Reach out to interested parties, special-interest groups and other stakeholders.



In addition to the PPP, MPOs develop Title VI / Non-discrimination Plans to ensure that discrimination does not occur during the course of MPO planning and programming activities. Title VI was enacted as part of the Civil Rights Act of 1964 and prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

## **Regional Transportation Plan (RTP)**

The Regional Transportation Plan (RTP) identifies the region's preferred future transportation system and drives MPO decision-making. In Oregon, the RTP can also serve as the Regional Transportation System Plan (RTSP) to establish compliance with Oregon Transportation Planning Rule (TPR).

The RTP must identify transportation system needs over a 20-year period and include a financially constrained list of projects. The RTP must be updated every five years in air quality attainment areas, such as the Albany area, or every four years in nonattainment or maintenance areas.

Every MPO's Regional Transportation Plan must:

1. Be consistent with federal transportation policies.
2. Consider a minimum 20-year forecast period.
3. Identify transportation facilities (including major roadways; transit, multimodal and intermodal facilities; and intermodal connectors) that function as an integrated metropolitan transportation system.
4. Emphasize facilities that serve important national and regional transportation functions.
5. Discuss potential environmental mitigation activities (and potential areas to carry them out), including activities with the greatest potential to restore and maintain the environmental functions affected by the plan.

6. Incorporate a financial plan that: (i) demonstrates how the plan can be implemented, (ii) indicates resources from public and private sources that are reasonably expected to be made available to carry out the plan, and (iii) recommends any additional financing strategies for needed projects and programs.
7. Incorporate operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods.
8. Incorporate investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs.
9. Incorporate transportation and transit enhancement activities.
10. Incorporate performance measures and targets and a report on system performance and condition.

The RTP and any other MPO planning documents must be formally approved by the MPO Policy Board; MPO member jurisdictions are not individually required to adopt the plans. However, in Oregon, MPO member jurisdictions *are* required to review the proposed RTSP component of the RTP and either a) make a finding of consistency with their local land use and transportation plans; or, b) adopt amendments to those local plans in order to establish consistency. MPO transportation plans, including the RTP, must be published or otherwise be made readily available for public review by the MPO.

### **Transportation Improvement Program (TIP)**

The TIP is a programming document that indicates how federal funds will be spent in an MPO area. All federally funded transportation projects (inclusive of all travel modes) within the MPO's boundaries must be included in the TIP. In addition, the TIP should include projects that are considered regionally significant, regardless of funding source. MPOs may also include local, non-regionally significant projects in the TIP as a way of keeping track of improvements throughout their transportation networks.

Current federal regulations require that the TIP cover a minimum of four years and be updated at least every four years. The TIP must conform to, and be consistent with, the approved RTP in order for projects to be approved for federal funds. Additionally, the TIP must be fiscally constrained. Specifically, the TIP may include a project, or an identified phase of a project, only if full funding can reasonably be anticipated to be available for the project within the time period contemplated for completion of the project.

The TIP must be approved by both the MPO Policy Board and the Governor (or the Governor's designee). MPOs are responsible for monitoring the progress and financial status of projects listed in the TIP.



## Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) describes and coordinates the transportation planning activities the MPO intends to undertake over a one or two year period. Because the UPWP reflects local issues and strategic priorities, the contents of UPWPs differ from one metropolitan area to another.

The UPWP typically contains the following elements:

- A description of planning tasks the MPO will undertake with federal funds (e.g., data collection and analysis, public outreach, and preparation of the plan and TIP) and the products that will result from these activities;
- A description of other relevant state and local planning activities occurring in the MPO area;
- Funding sources identified for each project;
- A schedule of activities; and
- The agency responsible for each task or study.

Additionally, the FHWA and FTA may jointly issue an announcement of annual “Planning Emphasis Areas” which should be incorporated into the UPWP. The UPWP must be approved by the MPO’s Policy Board and submitted to the state DOT in electronic format by April of each year.

## Albany Area MPO Transportation Planning Documents

	Approval	Time Horizon	Content	Update Requirements
<b>Public Participation Plan</b>	MPO	Indefinite	Plan to engage, inform the public	Review periodically
<b>Regional Transportation Plan</b>	MPO	4 years	Assess transportation needs and projects	At least every 5 years
<b>Transportation Improvement Plan</b>	MPO/ Governor	4 years	Transportation investments	Every 4 years
<b>Unified Planning Work Program</b>	MPO	1 year	Planning studies and tasks for fiscal year	Annually

## Additional Responsibilities

---

### Quarterly Reports and Invoices

MPOs provide Quarterly Reports to the state DOT, documenting progress on tasks outlined in the UPWP. At the same time, the MPO submits an invoice for reimbursement of work performed under the UPWP that quarter. Generally speaking, the invoice delineates the costs of staff, services and supplies

required to accomplish the work of that quarter, along with the amount of local match applied to the federal funds requested.

### **Annual Performance and Expenditure Report**

In addition to quarterly reports, MPOs must prepare Annual Performance and Expenditure Reports documenting how the MPO accomplished the work outlined in its UPWP. A year-end financial report is also submitted at this time. These reports must be submitted to the state DOT, the Federal Highway Administration (FHWA), and the Regional Office of the Federal Transit Administration (FTA) within 90 days following the close of the state fiscal year.

### **Annual Self-Certification**

The state DOT and MPO must jointly certify that the MPO's transportation planning process is compliant with federal transportation planning laws and regulations, including Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990. AAMPO will complete an annual self-certification each year to satisfy this requirements, concurrent with the TIP. In addition to self-certification, MPOs with populations greater than 200,000 also undergo a formal review by FHWA at least every four years.

#### ***Planning for the Fiscal Year***

*Because MPOs coordinate with federal, state and local partners, several fiscal years can affect an MPO's operational functions:*

- 1. State Fiscal Year: July 1 - June 30*
- 2. Federal Fiscal Year: October 1 - September 30*
- 3. Calendar Year: January 1 - December 31*

### **Annual List of Obligated Projects**

This is a list of all surface transportation projects within the MPO that have had federal funds obligated within the preceding fiscal year. The list of obligated projects is submitted directly to FHWA and ODOT after the close of the federal fiscal year.

### **Federal Functional Classification Maps**

Following each decennial U.S. Census, FHWA requires state DOTs to work with local jurisdictions and MPOs to update Federal Aid Urban Boundaries (FAUBs) and corresponding Federal Functional Classifications of local roadways throughout the state. Updates may be completed outside of this formal process by contacting the state DOT.

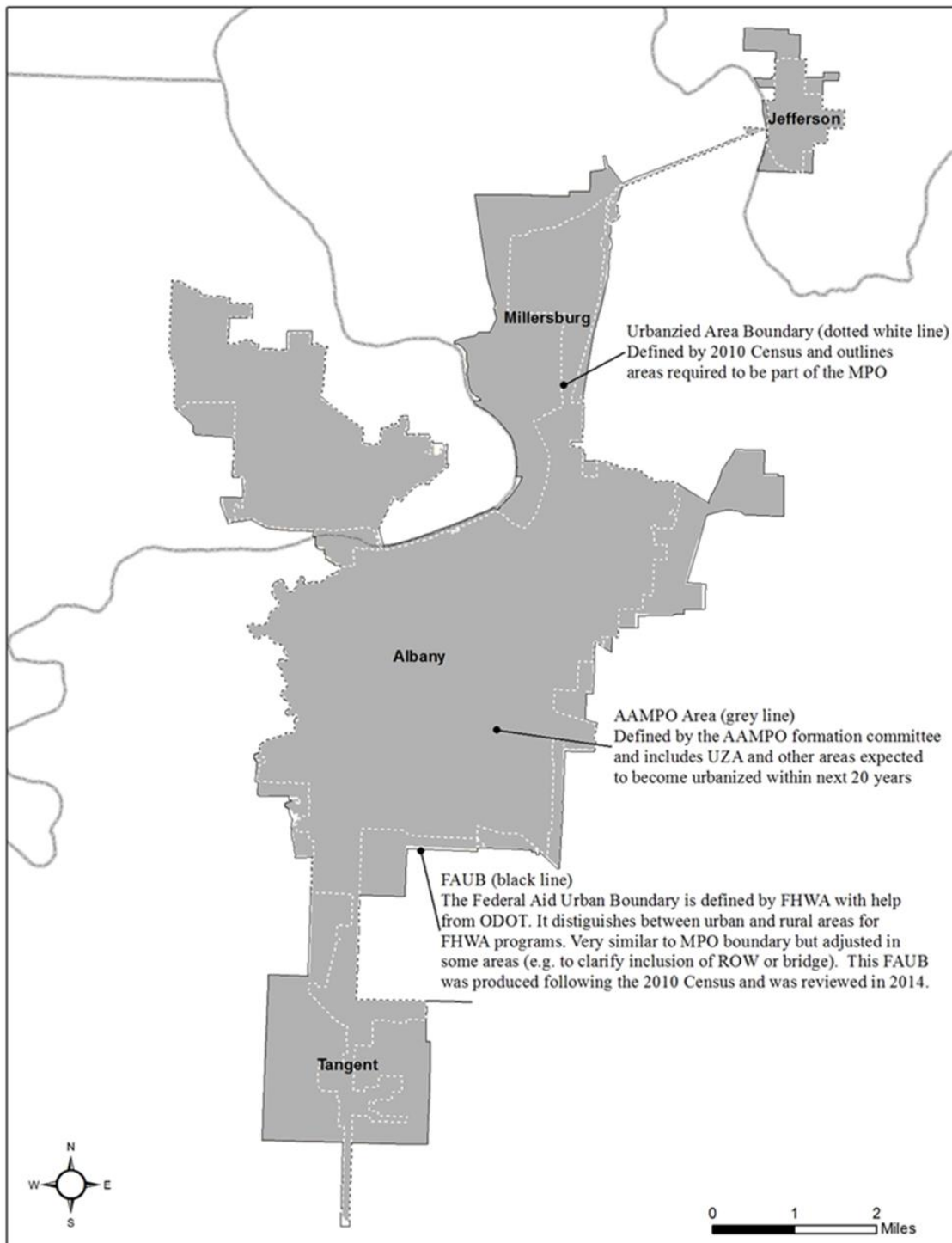
The Federal Functional Classification system is used to identify roadways eligible for federal funds. Typically, to qualify for federal funds, a facility must be classified higher than a 'local' road on the urban and rural system. There are six functional classifications for urban routes:

Interstate	Minor Arterial
Freeway/expressway	Major Collector
Other Principal Arterial	Minor Collector
	Local



The FAUB is the dividing line between urban and rural federal functional classifications. It includes the Urbanized Area and MPO planning area; however, consideration is also given to major traffic generators, major bus routes, interchanges, bridges and continuity of roadway classification. A map illustrating AAMPO's Urbanized Area, FAUB and MPO planning area is shown below.

#### **AAMPO Urbanized Area, Federal Aid Urban Boundary and Planning Area Map (2014)**



## Other Requirements

**MPOs with a population of 200,000 or greater and those with air quality concerns must comply with additional planning requirements. These are not applicable to the Albany Area MPO.**

### Air Quality Planning

MPOs within an air quality nonattainment areas (NAAs), are subject to additional requirements. Transportation plans, programs, and projects must conform to the state's air quality plan, known as the State Implementation Plan (SIP). In nonattainment or maintenance areas for air quality, the MPO is responsible for coordinating transportation and air quality planning.

### Transportation Management Areas

MPOs with populations of 200,000 or greater are designated as transportation management areas (TMAs) and must comply with additional requirements. TMAs must have a congestion management process (CMP) that identifies actions and strategies to reduce congestion and increase mobility. Although TMAs have additional requirements, they are able to receive surface transportation program (STP) and other funds directly from the USDOT.

## MPO Funding

---

Federal funds are typically the primary funding source for MPO planning and programming activities. MPOs with populations over 200,000 typically receive their funds directly from the USDOT and MPOs with populations under 200,000 receive their federal funding through the state DOT. Below is a listing of the typical funds available to the Albany Area MPO.

### Surface Transportation Program (STP)

The Surface Transportation Program (STP) provides flexible funding that may be used by states and localities for projects to preserve and improve the conditions and performance on any federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals. These funds are used to implement projects identified in the Regional Transportation Plan and prioritized by the MPO.

MPOs with 200,000 or greater in population receive STP allocations directly from the USDOT, whereas smaller MPOs receive their STP funds through the state DOT. In Oregon, STP funds are distributed to MPOs under 200,000, cities and counties based on an Intergovernmental Agreement between the Association of Oregon Counties, League of Oregon Cities and ODOT. According to this agreement, small MPOs receive STP funding based on population. The State of Oregon allows jurisdictions within small MPOs to complete fund exchange agreements with ODOT, which allows additional flexibility in how the funds are used.

## **Section 5307**

Federal Transit Administration 5307 funding is provided to MPOs for public transportation capital, planning, job access and reverse commute projects. 5307 funds may also be used for operating expenses in MPOs of less than 200,000 or if the system has fewer than 100 buses.

The State of Oregon is the 'Designated Recipient' of these funds for MPOs under 200,000. ODOT sub-allocates these funds to 'Direct Recipients' approved by each MPO. The City of Albany is the Direct Recipient of AAMPO's 5307 funds. The funds should be expended by the City of Albany consistent with the AAMPO regional transportation plan and the guidance provided by the AAMPO Policy Board.

## **PL Funds**

FHWA metropolitan planning funds, also known as Public Law (PL) funds, are distributed to each state by an apportionment formula prescribed by law. Currently, PL funds are apportioned to the states based on a ratio of urbanized population in individual states to the total nationwide urbanized area population. PL funds are intended to support activities undertaken by the MPOs for developing long-range regional transportation plans, transportation improvement programs, and the planning process in general as described in 23 USC §134.

In Oregon, ODOT redistributes the state's allocation of PL funding among Oregon's MPOs according to a statewide formula, with lesser amounts provided to the bi-state MPOs. ODOT currently provides the required 10.27% match for Oregon MPOs.

## **Section 5303**

These FTA metropolitan transit planning funds are intended for multimodal transportation planning in MPO areas. Planning efforts should be cooperative, continuous, and comprehensive, resulting in long-range plans and short-range programs of transportation investment priorities.

5303 funds are apportioned to states by a formula that includes each state's urbanized area population in proportion to the total urbanized area population for the nation, as well as other factors. Similar to the PL funds, the 5303 funds are redistributed by state DOTs to MPOs by statewide formulas. The City of Albany currently provides the required 20% match for these funds through in-kind work related to the MPO.

## **Section 5310**

This program is intended to enhance mobility for transit-dependent seniors and persons with disabilities by providing funds for programs beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services. A portion of



each state's 5310 allocation is intended to be spent within MPO areas. MPOs with populations of 200,000 or greater receive these funds directly; however, the funds intended to be spent within smaller MPOs flow through the state DOT.

In Oregon, 5310 Special Transportation Fund (STF) agencies receive the 5310 funds on behalf of the smaller MPOs (with populations less than 200,000). The STF agencies coordinate with those MPOs to determine how those funds will be spent within the MPO area. Projects selected for funding must be included in a coordinated public transit-human services transportation plan.



### Federal Funding Process

Federal funds are made available through a specific process:

- **Authorizing Legislation:** Congress enacts legislation that establishes or continues the existing operation of a federal program or agency, including the amount of money it anticipates to be available to spend or grant to states, MPOs, and transit operators. Congress generally reauthorizes federal surface transportation programs over multiple years. The amount authorized, however, is not always the amount that ends up actually being available to spend.
- **Appropriations:** Each year, Congress decides on the federal budget for the next fiscal year. As a result of the appropriation process, the amount appropriated to a federal program is often less than the amount authorized for a given year and is the actual amount available to federal agencies to spend or grant.
- **Apportionment:** The distribution of program funds among states and metropolitan areas (for most transit funds) using a formula provided in law is called an apportionment. An apportionment is usually made on the first day of the federal fiscal year (October 1) for which the funds are authorized. At that time, the funds are available for obligation (spending) by a state, in accordance with an approved STIP. In many cases, the state is the designated recipient for federal transportation funds; in some cases, transit operators are the recipient.
- **Determining Eligibility:** Only certain projects and activities are eligible to receive federal transportation funding. Criteria depend on the funding source.
- **Match:** Most federal transportation programs require a non-federal match. State or local governments must contribute some portion of the project cost. This matching level is established by legislation. For many programs, the amount the state or local governments have to contribute is 20 percent of the capital cost for most highway and transit projects.