

State Fiscal Year 2025 Unified Planning Work Program (UPWP)

July 1, 2024 – June 30, 2025



**ALBANY AREA METROPOLITAN PLANNING
ORGANIZATION (AAMPO)**

Adopted April 24, 2024

The development of this document and the implementation of tasks outlined in this document are made possible through the US Department of Transportation (US DOT) funds, under the Federal Highway Administration's Public Law (PL) and Federal Transit Administration's Section 5303. The required matching dollars for PL fund is provided by the Oregon Department of Transportation (ODOT) and the matching fund for the transit fund is provided in the form of In-Kind Match by the City of Albany Transit System (ATS) and Benton County's Special Transportation Fund (STF).

RESOLUTION No. 24-01

**FOR THE PURPOSE OF APPROVING THE SFY 2025 ALBANY AREA METROPOLITAN
PLANNING ORGANIZATION'S
UNIFIED PLANNING WORK PROGRAM (UPWP)**

WHEREAS, the Governor of the State of Oregon, pursuant to USC 23 §123 & 450, has designated representatives of the cities of Jefferson, Millersburg, Albany, and Tangent, Benton and Linn counties, and the Oregon Department of Transportation (ODOT) as the Albany Area Metropolitan Planning Organization to carry out the requirements of the Metropolitan Transportation Planning Process; and

WHEREAS, among the major requirements of the Metropolitan Transportation Planning Process is the development of an annual Unified Planning Work Program that delineates the MPO's planning and programming activities and its associated working budget over a fiscal year; and

WHEREAS, the Albany Metropolitan Planning Organization has developed a Unified Planning Work Program for SFY 2025, in coordination with local governments, the US DOT and ODOT and in compliance with all applicable federal and state requirements; and

WHEREAS, the City of Albany and Benton County have agreed to provide 'in-kind' local match for the Federal Transit Administration's Section 5303 Funds that are applied by the MPO to partially cover the cost of its transportation planning activities in SFY 2025;

NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the Albany Area MPO approves the SFY 2025 Albany Area Unified Planning Work Program and its associated budget.

Dated on this April 24, 2024

APPROVED:

Ray Kopczynski

Councilor Ray Kopczynski, Policy Board Chair
Albany Area MPO

ATTESTED:

Nicholas S Meltzer

Nick Meltzer, Manager
Albany Area MPO

ABOUT THE ALBANY AREA METROPOLITAN PLANNING ORGANIZATION

Policy Board

Ray Kopczynski (Chair)	City of Albany
Patrick Malone	Benton County
Walt Perry	City of Jefferson
Roger Nyquist	Linn County
Mike Hickam	City of Millersburg
Joe Samaniego	City of Tangent
Darrin Lane	Citizens' Representative
Christine Hildebrandt (Vice Chair)	Oregon Department of Transportation

Technical Advisory Committee (TAC)

Chris Cerklewski (Chair)	City of Albany
Gary Stockhoff	Benton County
David Watkins	City of Jefferson
Daineal Malone	Linn County
Janelle Booth	City of Millersburg
Vacant	City of Tangent
James Feldmann	Oregon Department of Transportation

TAC Ex-Officio Members

Federal Highway Administration (FHWA), Oregon Division
Federal Transit Administration (FTA), Region 10
Oregon Department of Land Conservation and Development (DLCD) Oregon
Oregon Department of Transportation, Regional Transit Coordinator
Department of Environmental Quality (DEQ)
Oregon Division of State Lands (DSL)

AAMPO Staff

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SECTION I: INTRODUCTION

What is a Metropolitan Planning Organization (MPO)?

A Metropolitan Planning Organization (MPO) is an organization of local governments designated per 23 USC and 23 CFR 450 to provide transportation planning and programming in areas with a collective population of 50,000 or over, termed as an Urbanized Area. As a condition for receiving federal transportation dollars, MPOs must have a *continuing, cooperative and comprehensive* transportation planning process in cooperation with their state Department of Transportation. The MPOs are responsible for development of a Regional Transportation Plan (RTP), development of a Metropolitan Transportation Improvement Program (MTIP), and development of a Unified Planning Work Program (UPWP).

What is the Albany Area Metropolitan Planning Organization?

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

AAMPO is governed by an eight member Policy Board consisting of representatives of the cities of Jefferson, Millersburg, Albany, and Tangent, Benton and Linn counties, the Oregon Department of Transportation (ODOT), and a Citizens' Representative. AAMPO's Technical Advisory Committee (TAC) is made up of professional staff of the above entities and an ODOT Transportation Planner. Unlike the Policy Board, the TAC does not include a Citizens' Representative. The representatives of relevant federal and other state agencies have ex-officio status on TAC. The TAC reviews technical material and provides recommendations to the Policy Board.

The Oregon Cascades West Council of Governments, under a three-year contract with the Policy Board, provides administrative services, fiscal services, and staffing to AAMPO.

The City of Albany is the owner of the Albany Transit System and their representation on the MPO Policy Board and TAC also represents the interests of the transit system.

What is the Purpose of this Document?

In accordance with federal regulations (23 CFR 450.308), the functions and responsibilities of AAMPO include development of a Regional Transportation Plan (RTP), development of a Metropolitan Transportation Improvement Program (MTIP) and development of a Unified Planning Work Program (UPWP), as noted above. In addition, the MPO produces an annual list of obligated projects and a Public Participation Plan (PPP). AAMPO must also demonstrate compliance with Title VI and other non-discrimination requirements. The State Fiscal Year 2025 UPWP demonstrates how AAMPO will fulfill these requirements between July 1, 2024 and June 30, 2025.

Any changes following the approval of this UPWP document will be approved via the Technical Advisory Committee and Policy Board review and subsequent re-adoption.

SECTION II: WORK PROGRAM OVERVIEW

Funding Sources and Match Documentation

Funding from FHWA, FTA, and ODOT supports the AAMPO planning program. The Infrastructure Investment and Jobs Act (IIJA Act) currently provides funding authorization for the nation's surface transportation. A provision of the Transportation Act, referred to as PL Funding, provides transportation planning dollars to support MPOs across the country and acts as the majority of AAMPO's annual budget. Additional AAMPO support comes from FTA 5303 planning funds.

FHWA apportions funds to ODOT and ODOT allocates funds to MPOs using a formula developed cooperatively by ODOT and MPOs, and approved by FHWA. The budget assumptions in this document are according to the most recent ODOT's allocation of PL and 5303 Funds to each MPO. The expenditure assumptions of the budget are based on the best estimates and the latest information available at the time of developing the document.

ODOT State Planning and Research (SPR) and Oregon Transportation Growth Management (TGM) funds often provide support for other specific planning tasks not yet funded or in process at the time of UPWP development. Additionally, AAMPO applies for other federal and state grant opportunities that are applicable and of interest to the region.

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 process these amendments on as-needed basis and decide the level of engagement needed by the Technical Advisory Committee and/or Policy Board.

Larger amendments to the UPWP may necessitate Policy Board approval of an updated UPWP as well as multiple MTIP and Statewide Transportation Improvement Plan (STIP) amendments. For example, a MTIP/STIP amendment may be needed to update the amount of planning funds the MPO receives under the MPO's annual work plan project, an additional amendment may then be needed to allocate those new funds to a specific project included in the MTIP/STIP. Depending on the amount of funds and degree of change, proposed amendments to the UPWP, STIP, and MTIP may require public comment periods as directed by the AAMPO Policy Board. AAMPO's MTIP revision policy is posted on the AAMPO website, under the Transportation Improvement Program tab: <https://www.ocwcog.org/transportation/aampo/aampo-plans-programs/>.

Engagement and Process

It is a goal of AAMPO to gain the maximum possible public input into its transportation planning and programming activities. To this end the agency has developed and formally adopted a Public Participation Plan that outlines strategies and efforts that are conducted in association with the tasks in the Work Program. A copy of the AAMPO's Public Participation Plan is posted at the AAMPO's Website: <https://www.ocwcog.org/wp-content/uploads/2022/02/AAMPO-Public-Participation-Plan-Approved-1.26.2022.pdf> Engagement levels vary depending on the deliverable.

For the development of the UPWP, AAMPO engages stakeholders and the public by:

- Emailing stakeholders and interested parties regarding draft UPWP discussion and opportunity for public comment via email or during regularly scheduled AAMPO meetings

- Holding a 14-day comment period, from April 12 – April 26 2024, prior to a decision by the Policy Board to adopt the UPWP
- Providing public comment opportunities at all monthly 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

Federal Performance Based Planning Requirements

As a federally designated metropolitan planning organization, AAMPO is required to develop and adopt performance targets for Safety, Pavement Condition, Bridge Condition, National Highway System (NHS) Performance, Greenhouse Gas (GHG) Emissions, and Freight Movement/Reliability. Neither of the Congestion Mitigation and Air Quality (CMAQ) measures apply as the Albany region is in attainment.

All Interstate sections and portions of the National Highway System (NHS) within the planning area are owned and maintained by the Oregon Department of Transportation. This fact, coupled with the limited staff capacity of a small MPO, led AAMPO to adopt the state targets for Safety, Pavement/Bridge Condition, NHS Performance and Freight Reliability. While AAMPO does not have direct jurisdiction over any infrastructure, the Safety and Transit performance measures apply to all public roads.

Safety

The AAMPO encourages the safe travel of all modes of transportation through emphasizing the preservation and upgrading of existing infrastructure, prior to constructing any new infrastructure. This is reflected in their Surface Transportation Block Grant Program (STBG) project selection, which consists of predominantly resurfacing projects. Resurfacing often presents opportunities to expand shoulders for bike lanes, improve crosswalks, and reduce the maintenance need of transit vehicles. AAMPO supports the safety of the traveling public through this approach. Furthermore, the City of Albany in combination with the Oregon Department of Transportation are working to upgrade multiple signals, which will increase safety for all modes through modern technology.

Transit

AAMPO staff wrote the Public Transit Agency Safety Plan (PTASP) for Albany Transit System (ATS), as well as the Linn Benton Loop, which is operated by ATS. In this sense, staff are intimately familiar with the transit performance measures and have incorporated into our work plan the annual updating of the document.

Summary

The following table provides a summary of ODOT and AAMPO’s adopted performance measures. ODOT’s adopted FHWA performance management areas, measures, and targets for Oregon DOT can be found at: <https://www.oregon.gov/ODOT/PerformMang/Documents/FHWA%20Performance%20Management%20Area%20Targets.pdf>

Performance Measure Adherence	Current Status	Next Update
Transportation Safety	Supported ODOT’s Measures, January 2018	2026*
Bridge and Pavement	Supported ODOT’s Measures, November 2018	2026*
Transportation System	Supported ODOT’s Measures, November 2018	2026*
Transit Performance Measures	PTASP Adopted August 2020, updated early 2022	June 2024
Greenhouse Gas (GHG) Emissions	New supported ODOT measures	August 2024

*Next update refers to mid performance period review and update of statewide measures.

Status of AAMPO and Regional Transportation Documents

Key Documents	Current Status	Next Update
AAMPO Regional Transportation Plan (RTP)	Adopted November 2023	May 2028*
SFY 2024-2027 Metropolitan Transportation Improvement Program (MTIP)	Adopted June 2023	June 2026
SFY26 Unified Planning Work Program	Adoption scheduled for April 2024	January 2025
Title VI and Environmental Justice Plan	Updated and approved in April 2020	Winter 2024**
Public Participation Plan	Updated in 2022	Winter 2024**
Other Documents	Current Status	Next Update
Benton County Transportation System Plan	Adopted March 2019	TBD
Bicycle & Pedestrian Plan	Adopted April 22, 2023	TBD
Linn County Transportation System Plan	Adopted in 2018	TBD
Albany Transportation System Plan	Adopted February 2010	In Progress
Albany Transit Development Plan	Approved May 2018	TBD
Jefferson Transportation System Plan	Approved in June 2022	TBD
Tangent Transportation System Plan	Adopted in 2010	In progress
Millersburg Transportation System Plan	Adopted December 2016	In Progress

*2027, AAMPO and Corvallis Area MPO (CAMPO) as of this document are planning to adopt a unified RTP

**AAMPO and CAMPO are intending to adopt unified plans

Annual and Semiannual Reporting

AAMPO’s SFY24 accomplishments, occurring between July 1, 2023 and June 30, 2024, can be found on the AAMPO webpage at <https://www.ocwcog.org/transportation/aampo/> under the Plans, Projects, Programs, and Pages subsection.

SECTION III: PLANNING TASKS

Task 100 – Program Management

The purpose of this task is to provide management and administrative support for the MPO’s planning and programming activities. Components of this task are:

110 – MPO Operation

The administration of the MPO operation and MPO office will include:

- Working with the MPO Policy Board and the Technical Advisory Committee to meet the transportation planning and programming needs of the MPO Area
- Holding regular meetings of the Policy Board and the Technical Advisory Committee
- Coordinating the MPO’s planning and programming activities with local planning officials, economic development agencies, local environmental organizations, transit providers, ODOT, FHWA, FTA and Tribal governments
- Attending trainings, transportation-related conferences, and statewide and local transportation-related meetings. At a minimum, staff expect to attend:
 - The National Association of City Transportation Officials (NACTO) annual conference
 - Technical trainings offered by OSU and other state entities as available
 - Attend City of Albany Transportation Advisory Commission meetings
 - Attend Oregon American Planning Association meetings
- Involving the public in transportation planning and programming activities; public education; implementation of the AAMPO’s public participation process
- Coordinating the MPO’s transportation planning and programming with the Cascades West Area Commission on Transportation (CWACT) and the associations of peer MPOs
- Participating in the Oregon Modeling Statewide Collaborative (OMSC), helping to guide the Oregon Modeling Improvement Program
- Participating on the Oregon Metropolitan Planning Organization Consortium (OMPOC), a forum for Oregon’s MPOs to address common needs, issues and solutions to transportation and land use challenges facing Oregon’s metropolitan regions and surrounding area
- Complying with all applicable federal requirements, particularly, Americans with Disabilities (ADA), Title VI requirements and Environmental Justice Executive Order 12898 and DOT Order 5610.2(a)
- Coordinating regional transportation projects within the Albany Area MPO

Product: *Regular meetings of the MPO Policy Board and Technical Advisory Committee and an AAMPO presence at regional and state meetings*

Schedule: *Task is ongoing throughout the fiscal year*

120 – MPO Administration

Activities under this item will include:

- Complying with required paperwork and documentation of activities as well as the maintenance of

the MPO records

- Accounting, bookkeeping, and invoicing
- Preparing and submitting semi-annual and annual reports to ODOT. Semi-annual reports are submitted by January 15th, annual reports are submitted by July 30th
- Preparing the agency's financial audit
- Upkeep and maintenance of the agency's website, including adding all MPO designation documents. Consider updating website to more accessible version
- Attending organizational and personnel-related meetings
- Creation and maintenance of an MPO continuity of operations binder

Product: *Compliance with federal and state transportation planning regulations, semi-annual reports and invoices, financial audit results, up to date website*

Schedule: *Task is ongoing throughout the fiscal year*

130 – Annual Document Review

This task is intended to review, update and publish any changes to the major documents AAMPO is required to maintain. An annual review at the least will be conducted, with updates completed as necessary. This includes:

- Posting of Obligated Transportation Projects on the website, per Federal Requirements
- Reviewing the Title VI/Non-discrimination Plan in conjunction with Task 310
- Reviewing the Public Participation Plan in conjunction with Task 310, and updating to include enough specificity that members of the public can clearly know the duration of comment periods for each MPO document or change, and how to best access the information
- Developing the SFY26 Unified Planning Work Program and budget, and subsequent approval
- Amending the SFY25 Unified Planning Work Program as needed

Product: *An SFY26 UPWP that outlines the work program and budget for the coming year. Amendments to required federal planning documents as needed*

Schedule: *Task is ongoing throughout the fiscal year*

140 – MPO Education and Training

This task is intended to educate and inform newly appointed Policy Board members and members of the public about the role MPOs have in coordinating regional transportation planning. Additional trainings on principles of transportation planning will also be considered. Materials will include the following:

- What is an MPO
- MPO's role in transportation planning
- Transportation planning principles, including education on the Corvallis Albany Lebanon Model by TPAU when requested
- Walking, bicycling, and transit tours of the AAMPO planning area
- Providing TAC and Policy Board monthly grant opportunity updates when applicable
- Transportation oriented speaker series (may be done in conjunction with CAMPO and local

jurisdictions)

Product: Educate new MPO members and the public as requested

Schedule: Task is ongoing throughout the fiscal year

TASK 100: PROGRAM MANAGEMENT	
Task Component	SFY25
110: MPO Operation	\$60,000
120: MPO Administration	\$30,000
130: Annual Document Review	\$7,500
140: MPO Education and Training	\$7,500
Total	\$105,000

Task 200 – Long Range Transportation Planning

The purpose of this task is to provide for the long range transportation planning needs within the Albany Metropolitan Planning Area. While some tasks could be perceived as “short range,” they generally contribute to the long term needs and knowledge of the region, and intentionally help to build technical capacity of member jurisdictions (i.e. without the MPO they would not have the same opportunity). This task is funded through a combination of PL and 5303 Funds.

Task 210: Technical Assistance to Communities

AAMPO is continually working to better serve the communities of Albany, Jefferson, Millersburg, and Tangent, as well as Benton and Linn counties. Understanding that many cities are understaffed and/or overworked, the MPO proposes 40 hours of staff time to each member community to work towards a long range transportation project. Whether that’s assistance on an existing project, completing a quick analysis that’s been on the to-do list for months, or doing some conceptual design work for transportation improvements. Projects would have to adhere to requirements in 23 CFR 450, which outline the tasks eligible for reimbursement with PL funding. This includes but is not limited to:

- Transportation Scoping Studies
- Bicycle/Pedestrian/Vehicle Count Analysis
- Transportation System Plan Project Identification
- Conceptual Design Recommendation

Product: 240 hours of staff time to AAMPO members. A summary of tasks completed presented to the Technical Advisory Committee and Policy Board

Schedule: Task is ongoing throughout the fiscal year

Task 220: AAMPO RTP Performance Monitoring

The purpose of this work item is to continue placing staff effort on RTP implementation including dissemination of information about the plan and pursuit of project funding. Regular performance monitoring will also be performed as part of this work task. One aspect of this task could include a “Transportation Project Tracker,” which captures local and regional infrastructure improvements on a year by year basis, to share with the public as well as the policy board.

Product: Development of high-level overview document summarizing the AAMPO RTP for elected officials and general public, progress funding projects listed in RTP, amendments to RTP as needed, ongoing performance monitoring and reporting

Schedule: Task is ongoing throughout the fiscal year

Task 230: Oregon Pop-Up Infrastructure

Using and expanding on planning research completed for the SFY24 UPWP, continue refining local methodology.

- In combination with Task 210, provide education and implementation assistance to communities
- Work with TAC and partner jurisdictions to identify potential project locations

Product: Usable implementation strategies for a variety of common uses, as well as identifying member specific interests through the TAC and Policy Board

Schedule: Task is ongoing throughout the fiscal year

Task 240: Regional Count Feasibility Study

Investigate methods and best practices for performing traffic counts within the AAMPO region, potentially including cross-MPO work with Corvallis Area MPO (CAMPO). Current direction for the task is to focus on bicycle and pedestrian counts along paths and corridors that will be identified during the study.

Product: Regional traffic count methodology

Schedule: Q2-Q3 of SFY 2025

TASK 200: LONG RANGE TRANSPORTATION PLANNING	
Task Component	SFY25
210: Technical Assistance to Communities	\$35,000
220: AAMPO RTP Performance Monitoring	\$13,000
230: Oregon Pop-Up Infrastructure	\$15,000
240: Regional Count Feasibility Study	\$4,160
Total	\$67,160

Task 300 – Inter-Regional Transportation Planning

The purpose of this task is to focus on the inter-regional needs and opportunities of the Albany Area Metropolitan Planning Area. This task recognizes the interrelated transportation needs of both AAMPO and the Corvallis Area MPO and sets aside funds to work on projects affecting both MPOs as well as the greater region. This task is funded through a combination of PL and 5303 Funds.

Task 310 – CAMPO Collaboration

As the greater Albany-Corvallis region grows in both population and employment, there will be increased stress on the major commuter routes throughout the region. This task allocates money towards collaboration with the Corvallis Area MPO (CAMPO) to address regional travel demand and alignment of programs. These specific tasks include, but are not limited to:

- Hosting joint TAC and Policy Board meetings
- Aligning key documents to reduce agency redundancy
- Planning for regional freight connections and subsequent improvements
- Exploring funding opportunities for local transportation project implementation
- Continuing to study and work to modernize regionally significant corridors, such as highways 20 and 34

CAMPO has identified similar funding to contribute in their upcoming UPWP. As projects are expected to develop over the fiscal year, no definitive product other than meeting minutes currently exists. Any project will be approved by both Policy Boards prior to beginning.

Product: Meeting minutes, regional maps, plans and lists of funding opportunities

Schedule: Task is ongoing throughout the fiscal year

Task 320 – Local Transit Planning Support

As increased funding for transit leads to expansion of Albany Transit System, AAMPO provides support for ongoing planning activities, including service design and service analysis. With the design of the Transit Operations Facility (TOF) which will support both Albany Transit and Linn Benton Loop, increased collaboration is expected. With transitions to electric fleets, Albany Transit is also in need of an electric bus fleet transition plan, which will be completed under this task. In SFY21, AAMPO prepared the Public Transit Agency Safety Plan (PTASP) for Albany Transit System. As that document requires updating once a year, that will be incorporated into this task.

Products: Technical assistance as needed to Albany Transit System. Information dissemination from state and federal partners. Public Transit Agency Safety Plan (PTASP) annual update. Potential match for STIF regional transit enhancement projects

Schedule: Task is ongoing throughout the fiscal year

Task 330: Linn-Benton Loop Support

The purpose of this task item is to capture CAMPO staffing support for the Linn-Benton Loop Governing Board and Technical Advisory Committee (TAC). Additional aspects include serving on the Loop TAC and as the liaison between the CAMPO Policy Board and Linn-Benton transit service. CAMPO will continue to assist in the implementation of the Linn-Benton Loop Service Development Plan.

Product: Staffing support and technical assistance to the Linn-Benton Loop; information dissemination from state and federal partners

Schedule: Task is ongoing throughout the fiscal year

Task 340: Travel Model Coordination

This task is focused on the regional travel demand model and data collection, analysis and development. An up-to-date travel demand model is useful for both MPO led and non-MPO led plans and projects (e.g. corridor studies, capital projects, land use planning studies and land use developments). AAMPO staff will continue to work with ODOT’s Transportation Planning and Analysis Unit (TPAU) to refine the Corvallis Albany Lebanon Model (CALM), used by both AAMPO and CAMPO.

This task also includes work related to the Oregon Household Activity Survey (OHAS). The OHAS is a periodic statewide effort, led by the Oregon Modeling Statewide Collaborative (OMSC), to capture demographic and travel behavior of Oregon residents. This data is used to update travel demand models and answer other transportation related questions. AAMPO is involved in the OHAS effort though the MPO’s commitment to provide funding (Task 420: OHAS Set Aside) as well as attendance at OMSC and OHAS meetings, proving input and feedback on the OHAS effort.

Product: Up to date regional travel demand model, active participation in OHAS effort

Schedule: Task is ongoing throughout the fiscal year

TASK 300: INTER-REGIONAL TRANSPORTATION PLANNING	
Task Component	SFY25
310: CAMPO Collaboration	\$25,000
320: Local Transit Planning Support	\$25,000
330: Linn-Benton Loop Support	\$15,000
340: Travel Model Coordination	\$10,000
Total	\$75,000

Task 400 – Transportation Programming

The purpose of this task is to continually perform transportation programming for the Albany MPO Area through the development of new Metropolitan Transportation Improvement Programs (MTIP) and the upkeep of the existing MTIP for inclusion in the Statewide Transportation Improvement Program (STIP).

410 – MTIP Amendments

This task provides for the necessary amendments to the SFY21-24 and SFY24-27 MTIP and STIP documents. The amendments are generally initiated either by member jurisdictions or by ODOT.

Product: *Up-to-date SFY21-24 and SFY24-27 MTIP document*

Schedule: *Task is ongoing throughout the fiscal year*

Task 420 – 2030 Oregon Household Activity Survey (OHAS) Funding Set-Aside

AAMPO is expected to participate in the 2030 Oregon Household Activity Survey, the MPO anticipates the following data collection costs, although TPAU indicates that no approach has been as yet determined. The OHAS is necessary to develop data that feeds the Corvallis-Albany-Lebanon Model (CALM). These regional models are a required part of long range planning for MPOs. Setting aside money now for the survey in 10 years will allow AAMPO to offset the costs without using STBG funds member agencies need for construction projects. Annually, \$10,000 will be set aside, for a total of \$80,000 over 8 years. This money will be held in an account by ODOT through a memorandum of understanding.

Product: *Starting in SFY 24 and continuing to SFY32, A total of \$80,000 to contribute to the 2030 OHAS*

Schedule: *Ongoing for this fiscal year and into the future*

TASK 400: TRANSPORTATION PROGRAMMING	
Task Component	SFY25
410: MTIP Amendments	\$10,080
420: 2030 OHAS Set-Aside	\$10,000
Total	\$20,080

Task 500 – Special Projects

This task focuses on special projects that are of interest to the MPO and broader transportation organizations. Task 500 is created for the explicit purpose to capture one time projects that are not re-occurring to AAMPO year to year.

Task 510: Special Project Pool

AAMPO created this special project pool task to enable the MPO to pursue projects of interest as such opportunities arise. Project will require support of the AAMPO Technical Advisory Committee and Policy Board.

Product: Product is dependent on the projects pursued and interests of the AAMPO TAC and Policy Board

Schedule: Schedule is dependent on project pursued

TASK 500: Special Projects	
Task Component	SFY25
510: Special Project Pool	\$90,800
Total	\$90,800

SECTION IV: BUDGET SUMMARY

The following budget tables detail the planned activities for State Fiscal Year 2024-2025. In addition, a breakdown of expenses and funding sources is provided.

SFY25 Budget by Subtask

Task	SFY25 Amount	SFY24 Amount	Dollar Change	Percent Change
TASK 100: Program Management	\$105,000	\$97,460	\$7,540	7%
110: MPO Operation	\$60,000			
120: MPO Administration	\$30,000			
130: Annual Document Review	\$7,500			
140: MPO Education and Training	\$7,500			
TASK 200: Long Range Transportation Planning	\$67,160	\$70,000	(\$2,840)	-4%
210: Technical Assistance to Communities	\$35,000			
220: AAMPO RTP Performance Monitoring	\$13,000			
230: Oregon Pop-Up Infrastructure	\$15,000			
240: Regional Count Feasibility Study	\$4,160			
TASK 300: Inter-Regional Transportation Planning	\$75,000	\$61,461	\$13,539	18%
310: CAMPO Collaboration	\$25,000			
320: Local Transit Planning Support	\$25,000			
330: Linn-Benton Loop Support	\$15,000			
340: Travel Model Coordination	\$10,000			
TASK 400: Transportation Programming	\$20,080	\$25,000	(\$4,920)	-25%
410: MTIP Amendments	\$10,080			
420: 2030 OHAS Set-Aside	\$10,000			
TASK 500: Special Projects	\$90,800	\$5,520	\$85,280	94%
510: Special Project Pool	\$90,800			
TOTAL	\$358,039.85	\$259,441	\$98,599	28%

Note: \$358,039.85 is the SFY25 funding amount provided by ODOT on February 9, 2024

SFY25 Budget by Fund Source

The Infrastructure and Investment Jobs Act (IIJA) created a new requirement that 2.5% of planning funds must be spent towards creating safe and accessible transportation options. This set aside must be clearly identified in metropolitan work plans. These funds are labeled in the table below under Safe and Accessible Transportation Options, or SATO. These funds do not require a local match.

Task	Task Budget Total (Personnel + Non-Payroll + Contracted Staff)	PL Funds	FTA 5303/SATO Funds	PL Match Funds (10.27% from ODOT)	Local Match (5303/SATO) (Funds and In-kind)
Task 100: Program Management	\$105,000	\$94,217	\$0	\$10,784	\$0
Task 200: Long Range Transportation Planning	\$63,000	\$56,530	\$0	\$6,470	\$0
*Task 240: Regional Count Feasibility Study	\$4,160		\$4,160		\$0
Task 300: Inter-Regional Transportation Planning	\$75,000	\$0	\$67,298	\$0	\$7,703
Task 400: Transportation Programming	\$20,080	\$18,018	\$0	\$2,062	\$0
Task 500: Special Projects	\$90,800	\$0	\$81,475	\$0	\$9,325
Total SFY25 Budget*	\$358,039.85	\$168,764.26	\$152,932.07	\$19,315.83	\$17,027.69

*Totals are provided by ODOT, AAMPO is unable to anticipate costs to the cent

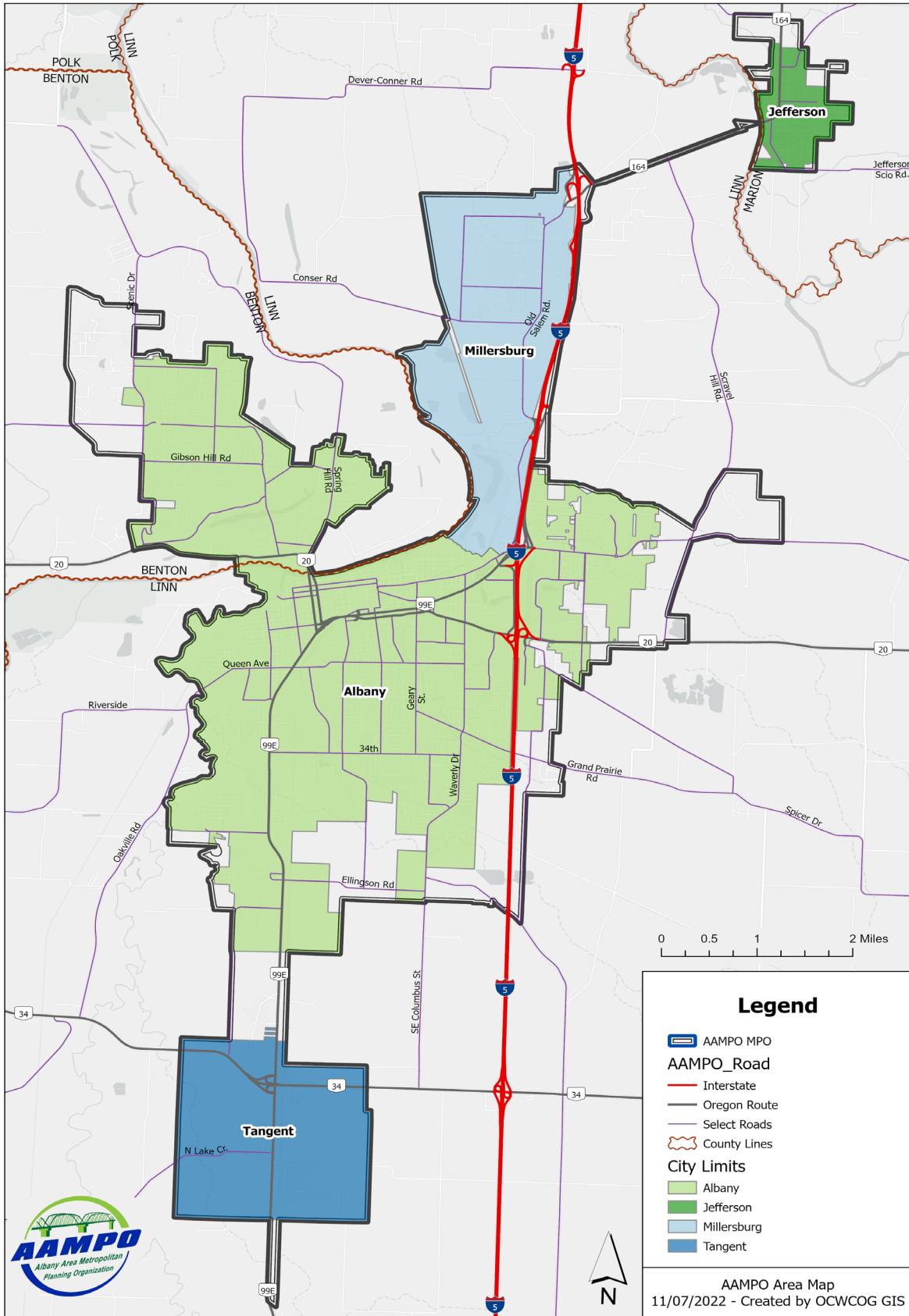
SFY25 Expenses

Cost	Amount	Percent of Total Budget
AAMPO Staff Payroll Expenses	\$202,177	56%
AAMPO Non-Payroll Expenses	\$65,063	18%
Advertising	\$1,000	
Board/Comm/Meeting Expense	\$1,000	
Contract Expense (OCWCOG & External)	\$10,000	
Copying	\$500	
Dues and Memberships	\$1,000	
Legal Expenses	\$1,000	
Licenses and Fees	\$2,000	
Maintenance and Repair	\$1,000	
Overhead and Administration	\$32,612	
Postage	\$500	
Printing	\$500	
Rent	\$6,451	
Supplies	\$500	
Telephone	\$1,000	
Training	\$4,000	
Travel	\$2,000	
Special Project Pool	\$90,800	25%
Total*	\$358,039.85	100%

*Contracted task support includes part time work from the COG Transportation Planner as well as technical assistance from external contractors. The special projects pool can be payroll, material or contract expense, and will be approved by the Policy Board prior to expenditure.

*Totals are provided by ODOT, AAMPO is unable to anticipate costs to the cent

APPENDIX A: AAMPO PLANNING AREA AND INTER-REGIONAL MAP



APPENDIX B: OTHER TRANSPORTATION PLANNING ACTIVITIES IN THE MPO AREA

The following is a list of concurrent transportation planning activities within the MPO Area:

1. Tangent TSP. Awarded via TGM in 2022, expected to begin in calendar year 2024.
2. Millersburg TSP Update. Update funded via state Climate Friendly and Equitable Communities (CFEC) rules, expected to begin in calendar year 2024.
3. Albany TSP Update. Update funded via state CFEC rules, process is currently underway.

APPENDIX C: GLOSSARY OF ACRONYMS

ATS	Albany Transit System
AAMPO	Albany Area Metropolitan Planning Organization
CED	Community and Economic Development Department of OCWCOG
COG	Council of Governments
CPT-HSTP	Coordinated Public Transit-Human Service Transportation Plan
CTS	Albany Transit System
CWACT	Cascades West Area Commission on Transportation
DEQ	Department of Environmental Quality
DLCD	Department of Land Conservation and Development
GHG	Green House Gases
FAST	Fixing America’s Surface Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
IGA	Intergovernmental Agreement
IJIA	Infrastructure Investment and Jobs Act
ITS	Intelligent Transportation System
MAP-21	Moving Ahead for Progress in the 21 st Century
MPO	Metropolitan Planning Organization
MTIP	Metropolitan Transportation Improvement Program
OCWCOG	Oregon Cascades West Council of Governments
ODOT	Oregon Department of Transportation
OSU	Oregon State University
PEA	Planning Emphasis Areas
PL Fund	Planning Funds allocated to Metropolitan Transportation Planning activities
RTP	Regional Transportation Plan
ROI	Return on Investment
SAFETEA-LU	Safe, Accountable, Flexible, Efficient, Transportation Equity Act, a Legacy for Users
SATO	Safe and Accessible Transportation Options
Section 5303	FTA’s program of financing transit planning activities of MPOs
5307	FTA’s program of financing urban transit systems
Section 5310	FTA’s program of financing transit for the elderly and people with disabilities
Section 5311	FTA’s program of financing rural transit services
STF	Strategic Highway Research Program
STIP	Special Transportation Fund
STBG(P)	Statewide Transportation Improvement Program
TAC	Surface Transportation Block Grant Program
TDP	Technical Advisory Committee
TGM	Transit Development Plan
TIP	Transportation Growth Management
TPAU	Transportation Improvement Program
TSP	Transportation and Planning Analysis Unit of ODOT
	Transportation System Plan

UPWP
USC
USDOT

Unified Planning Work Program
United States Code
United States Department of Transportation

APPENDIX D: FHWA AND FTA JOINT PLANNING EMPHASIS AREAS

FHWA and FTA issued new, joint Planning Emphasis Areas (PEAs) in December 2021. These updated Planning Emphasis Areas are intended to be used by metropolitan planning organizations, state departments of transportation, transit agencies, and federal land management agencies in their Unified Planning Work Programs and State Planning and Research Work Programs. The link below provide additional information about the new PEAs.

<https://www.transit.dot.gov/regulations-and-programs/transportation-planning/2021-planning-emphasis-areas>

Task	Tackling the Climate Crisis	Equity and Justice 40	Complete Streets	Public Involvement
TASK 100: Program Management				
110: MPO Operation				
120: MPO Administration	X			X
130: Annual Document Review				X
140: MPO Education and Training		X	X	X
TASK 200: Long Range Transportation Planning				
210: Technical Assistance to Communities				
220: AAMPO RTP Performance Monitoring	X	X	X	
230: Oregon Pop-Up Infrastructure	X	X	X	X
240: Regional Count Feasibility Study	X		X	
TASK 300: Inter-Regional Transportation Planning				
310: CAMPO Coordination				
320: Local Transit Planning Support	X	X		
330: Linn-Benton Loop Support	X	X		
340: Travel Model Coordination				
TASK 400: Transportation Programming				
410: MTIP Amendments				X
420: 2030 OHAS Set-Aside				
TASK 500: Special Projects (new task in SFY23)				
510: Special Project Pool				

Task	Strategic Highway Network	Federal Land Management Agency Coordination	Planning and Environment Linkages	Data in Transportation Planning
TASK 100: Program Management				
110: MPO Operation	X	X	X	
120: MPO Administration		X	X	
130: Annual Document Review				X
140: MPO Education and Training			X	X
TASK 200: Long Range Transportation Planning				
210: Technical Assistance to Communities	X			X
220: AAMPO RTP Performance Monitoring	X		X	X
230: Oregon Pop-Up Infrastructure			X	
240: Regional Count Feasibility Study			X	X
TASK 300: Inter-Regional Transportation Planning				
310: CAMPO Coordination	X			
320: Local Transit Planning Support			X	X
330: Linn-Benton Loop Support			X	X
340: Travel Model Coordination				X
TASK 400: Transportation Programming				
410: MTIP Amendments				X
420: 2030 OHAS Set-Aside				
TASK 500: Special Projects (new task in SFY23)				
510: Special Project Pool				

APPENDIX E: IN-KIND MATCH OVERVIEW

The purpose of this appendix is to outline in-kind match funding as shown in the State Fiscal Year (SFY) 2024 Albany Area MPO Unified Planning Work Program (UPWP). The Albany Area MPO Unified Planning Work Program (UPWP) show the details for the tasks one through five as listed below in the “SFY25 Budget by Fund Source” table. This table is also included in Section V of the UPWP above.

SFY25 Budget by Fund Source

Task	Task Budget Total (Personnel + Non-Payroll + Contracted Staff)	PL Funds	FTA 5303/SATO Funds	PL Match Funds (10.27% from ODOT)	Local Match (5303/SATO) (Funds and In-kind)
Task 100: Program Management	\$105,000	\$94,217	\$0	\$10,784	\$0
Task 200: Long Range Transportation Planning	\$63,000	\$56,530	\$0	\$6,470	\$0
*Task 240: Regional Count Feasibility Study	\$4,160		\$4,160		\$0
Task 300: Inter-Regional Transportation Planning	\$75,000	\$0	\$67,298	\$0	\$7,703
Task 400: Transportation Programming	\$20,080	\$18,018	\$0	\$2,062	\$0
Task 500: Special Projects	\$90,800	\$0	\$81,475	\$0	\$9,325
Total SFY25 Budget*	\$358,039.85	\$168,764.26	\$152,932.07	\$19,315.83	\$17,027.69

The following sections provide additional detail on in-kind match by source.

AAMPO Technical Advisory Committee Meetings

- 9 TAC meetings at 1.5 hours per meeting
- \$100/hour loaded rate per staff person
- \$32.37/hour for elected official volunteer time
- Total: \$7,187

AAMPO TAC MEETINGS		
Jurisdiction	Loaded rate/hour	Rate for nine 1.5-hour TAC meeting
Albany	\$100	\$1,350
Millersburg	\$100	\$1,350
Jefferson	\$32 (elected official)	\$437
Tangent	\$100	\$1,350
Benton County	\$100	\$1,350
Linn County	\$100	\$1,350
Total		\$7,187

AAMPO Policy Board Meetings

- 9 Policy Board meetings at 1.5 hours per meeting
- \$32.37/hour for elected official volunteer time
- Total: \$2,622

AAMPO POLICY BOARD MEETING		
Jurisdiction	Volunteer rate/hour	Rate for nine 1.5-hour Policy Board meetings
Albany	\$32	\$437
Millersburg	\$32	\$437
Jefferson	\$32	\$437
Tangent	\$32	\$437
Benton County	\$32	\$437
Linn County (paid)	-	-
Citizens' Representative	\$32	\$437
Total		\$2,622

Other In-Kind Sources

Albany Transit Match

Provided quarterly by Albany Transit System Business Manager. Includes meetings, document review, and other tasks. Total of \$4,000

Overall In-Kind Breakdown

Item	Amount
9 TAC Meetings	\$7,187
9 Policy Board Meetings	\$2,622
Albany Transit Match	\$4,000
Total	\$13,809
In-kind match need for SFY 2025	\$12,987

APPENDIX F: SUMMARY OF COMMENTS

See comment tracker following this page

Albany Area MPO FY25 UPWP
Comment Tracker

Item	Page	Comment	By	AAMPO Response
1	-	<p>CFR 450.306. Upon review, the UPWP does not seem to address CFR 450.306 (B) (9 & 10). "The metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors": 9 = improve resiliency and reliability of transportation system and reduce or mitigate stormwater impacts of surface transportation 10 = enhance travel/tourism https://www.ecfr.gov/current/title-23/chapter-I/subchapter-E/part-450/subpart-C/section-450.306#p-450.306(b)</p>	ODOT-TPAU	Reviewed
2	-	<p>CFR 450.306(g). CFR 450.306(g) states: "The metropolitan transportation planning process shall (to the maximum extent practicable) be consistent with the development of applicable regional intelligent transportation systems (ITS) architectures, as defined in 23 CFR part 940." https://www.ecfr.gov/on/2024-01-25/title-23/chapter-I/subchapter-K/part-940</p> <p>Consider referencing ITS or ODOT's ITS architecture in the UPWP.</p>	ODOT-TPAU	Considered
3	-	Safety section on Fed. performance based planning requirements on page 3 mentions ped. fatalities and ped/bike injuries, but the UPWP does not explicitly address such users nor intent to improve safety.	ODOT-TPAU	Removed per suggestion
4	-	<p>Consider providing an UPWP timeline: draft, review, adoption, OTC review, and FHWA & FTA</p> <pre> graph LR A[DEC/JAN Draft UPWP] --> B[FEB/MAR Review by FHWA, FTA, & ODOT] B --> C[MAR/APR Adoption by MPO] C --> D[APRIL Statewide budget to OTC] D --> E[JUNE Approval by FHWA & FTA] </pre>	ODOT-TPAU	Considered
5	vi	Table of Contents. There is a refereneing error to Section III.	ODOT-TPAU	Fixed
6	1	<p>What is AAMPO? Please list the member communities. "Member communities" is referenced in Task 210. <i>320hr/40hr = 8 communities</i>, however only 7 are listed in the 1st paragraph of this section: Jefferson, Millersberg, Albany, Tangent, Benton Co, Linn Co, Marion Co.</p>	ODOT-TPAU	Clarified in Task description
7	3	Engagement Process. Bullet 2. Please add year after April.	ODOT-TPAU	Completed
8	3	Engagement Process. Bullet 3. Please include number or frequency of Policy Board and TAC meetings.	ODOT-TPAU	Completed

Albany Area MPO FY25 UPWP

Comment Tracker

9	3	Federal Performance Based Planning Requirements. Since AAMPO is adopting state targets for Safety, Pavement Condition, Bridge Condition, NHS Performance, and Freight Reliability, consider adding a table (perhaps in the Appendix) of/a link to, ODOT's target document: https://www.oregon.gov/ODOT/PerformMang/Documents/FHWA%20Performance%20Management%20Area%20Targets.pdf	ODOT-TPAU	Included URL
10	4	Status of AAMPO. AAMPO RTP. Please confirm if next update year is 2027 or 2028.	ODOT-TPAU	Next required update for AAMPO is 2028, but AAMPO will be working with CAMPO to update RTP one year earlier
11	4	Status of AAMPO. Other Documents. Please add AAMPO's "Bike and Ped Plan" (if appropriate). https://www.walkbikeplan2021.com/	ODOT-TPAU	Added
12	5	Task 110. Bullet 7. OMSC stands for "Oregon Modeling Statewide Collaborative". Also: this work serves to implement the OMSC biennial workplan, not OMIP. Please correct.	ODOT-TPAU	Completed
13	6	Task 140. MPO Education and Training. Consider including the travel demand model and OHAS as additional training topics.	ODOT-TPAU	Included that TPAU is willing to brief members for educational purposes
14	8	Task 210. For reference (and an example of such tracker) is ODOT's Project Tracker: https://gis.odot.state.or.us/tpt/projects?map=show	ODOT-TPAU	Noted and thank you
15	9	Task 240 Schedule. Please add FY.	ODOT-TPAU	Added
16	10	Task 300's subtask/s. Should include SATO Funding. Should make mention of "SAFE and ACCESSIBLE" transportation.	ODOT-TPAU	Considered
18	10	Task 310. "Such has highways". Minor, grammatical comment. Consider replacing with "such as:".	ODOT-TPAU	Corrected
19	11	Task 340. Please correct the OMSC name (see previous comment).	ODOT-TPAU	Corrected
20	12	Task 420. 2030 OHAS Funding Set Aside. This incorrectly states ODOT, OMSC, MPOs are coordinating the next OHAS and that is not true. The description needs to be corrected to reflect the MPO anticipation of data collected using an undetermined approach.	ODOT-TPAU	Noted
21	12	Task 420. 2030 OHAS Funding Set Aside. Please note that AAMPO has the set-aside at \$10K over 8 years, but CAMPO has it at \$8K over 10 years. Should these be consistent with one another?	ODOT-TPAU	Unnecessary
22	13	Task 510. Should include OPTION for SATO funding if criteria are met (assuming SAFE AND ACCESSIBLE)	ODOT-TPAU	Considered
23	13	Task 510. Consider adding examples of previous special projects (to help in understanding).	ODOT-TPAU	Considered
24	14	Task Schedule. Please add Task 130.	ODOT-TPAU	Task is ongoing, changed to reflect this

Albany Area MPO FY25 UPWP

Comment Tracker

25	16, 22	Task 240. "Task 240: Reg Count Program Whitepaper". This whitepaper is not defined previously. Is this the Regional Count Feasibility Study? Either way, please clarify.	ODOT-TPAU	Corrected
26	16	"318688.60; 168764.26; 117622.20; 19315.83;12986.31". Reporting to the cent looks deceptively accurate. Please consider rounding to the nearest dollar.	ODOT-TPAU	Fund totals included were received from ODOT
27	19	Appendix C. Please review and include terms that have not been defined [e.g., SATO, COG, PEA, STBG].	ODOT-TPAU	Included
28	20	Appendix D. Along with the link, please consider providing a brief description of the four PEAs.	ODOT-TPAU	Considered
29	21	Task 410. "Task 410: TIP Amendments" - Typo. TIP should be MTIP	ODOT-TPAU	Corrected
30	5, 11	OMSC stands for Oregon Modeling Statewide Cooperative	ODOT-TPAU	Corrected
31	8,12	"Year by year, long range". Minor, grammatical comment. Try to be consistent with dashes [e.g., high-level, year-by-year, long-range, up-to-date, set-aside].	ODOT-TPAU	No change required
32	15	Please make sure your FY25 Budget by Subtask are the same as listed in your Task Component.	ODOT	Completed
33	23	Please update the SFY to 2025 and \$12,987	ODOT	Completed
34	1	Just for historical purposes, add complete date February 6, 2013.	FHWA	Change made
35	2	AAMPO Staff - Is it clear to folks what would constitute an approval from FHWA/FTA? i.e. Dollar amount threshold etc...Yall did a great job handling an AAMPO UPWP amendment years ago!	FHWA	No change required
36	2	I spent very little time looking at the MTIP Revision Policy. Regarding: "5. Cancelling a federally funded and regionally significant project" Please note that canceling a project alone is considered a full amendment. Also, I did not see AAMPO's current TIP on the AAMPO website.	FHWA	Webpage change requested from Ashlyn M., verified fixed
37	3	Appreciate this section very much! See this link for planning implementation for all PMs (GHG has not been added yet): LEARN THE TERRAIN - Study PBPP requirements in the FHWA/FTA planning rule - Roadmap - Performance Based Planning - Planning - FHWA (dot.gov)	FHWA	You're welcome!
38	4	Provide more precise dates if they are available. For example, the next RTP/MTP is due by November 29, 2028.	FHWA	Estimated update date month inserted

Albany Area MPO FY25 UPWP

Comment Tracker

39	4	Of course there is Justice 40, and a Public Involvement document that came out to encourage outreach to underserved communities etc. Justice40 Initiative US Department of Transportation (recently updated) PROMISING PRACTICES FOR MEANINGFUL PUBLIC INVOLVEMENT IN TRANSPORTATION DECISION-MAKING	FHWA	Thank you for the additional resources!
40	5	Any remaining AAMPO Census activities left to document here?	FHWA	Nick might know this. Possibly linked to FAUB/FFC
41	6	Any grant interest / opportunities? DOT Navigator US Department of Transportation New Grant - Prioritization Process Pilot Program Discretionary Grant (NOFO is expected to be posted in the Winter of 2024). https://www.fhwa.dot.gov/planning/pppp/index.cfm https://www.congress.gov/117/bills/hr3684/BILLS-117hr3684enr.pdf	FHWA	Bullet item added to task list
42	8	(Repeat comment, just making sure AAMPO's MTIP also address PM requirements).	FHWA	Noted
43	16	Please calculate the 2.5% of the PL funds so we know how much it is and tie it to an activity in this UPWP.	FHWA	
44	16	Is this PL amount based on the #s ODOT provided?	FHWA	This is the total Federal Share as indicated in
45	3	Add 2021, or write more generically.	ODOT	Talked to Mary about updating this and the response/info led to this outcome being chosen
46	8	Thanks for including this.	ODOT	You're welcome!
47	8	Consider identifying willing partner jurisdictions, and potential locations?	ODOT	Included in task bullet list
48	8	Clarify if this is for all modes (CAMO UPWP refers to this as a multi-modal program). Consider identifying willing partner jurisdictions, and potential count locations?	ODOT	Clarification included
49	14	This info looks lonely. Add other tasks, like 230, or consider removing section and adding schedule info to relevant task above.	ODOT	Removed per suggestion, as no other non-continuous tasks are planned by AAMPO for SFY 2025
50	15	Is this the most current amount?	ODOT	Yes
51	16	SFY vs FY elsewhere. Use FY25?	ODOT	All acronym references to "fiscal year" changed to SFY to indicate State Fiscal Year, and avoid confusion with Federal Fiscal Year

Signature: Ray Kopczynski

Ray Kopczynski (May 13, 2024 17:15 PDT)

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