



Albany Area Metropolitan Planning Organization

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

Policy Board Meeting Agenda

Date: Wednesday, April 22, 2020
Time: 2:30 to 4:30 pm
Location: <https://zoom.us/j/96245659569>
Phone: 1-669-900-6833
Meeting ID: 962 4565 9569
Contact: Dana Nichols, Transportation Planner

1. 2:30 **Call to Order, Agenda Review, and Introductions** **Chair Malone**

2. 2:40 **Public Comment** **Chair**

3. 2:45 **Approval of Meeting Minutes** **Chair**
March 25, 2020 Policy Board Minutes (Attachment A)
ACTION: Approve Minutes

4. 3:00 **Active Transportation Plan (Attachment B)** **Staff**
At the March meeting, Staff at the Institute for Policy Research and Engagement (IPRE) presented a draft proposal for the outreach and engagement portions of the Regional Active Transportation Plan. The Policy Board should discuss the proposed activities, make changes as needed, and if deemed appropriate, approve the scope of work.
ACTION: Discussion and Approval

5. 3:15 **Unified Planning Work Program (Attachment C)** **Staff**
Staff has provided a copy of the FY21 Unified Planning Work Program for your review and approval.
ACTION: Approval

6. 3:30 **Title VI Plan (Attachment D)** **Staff**
In the FY20 UPWP, AAMPO Staff stated a desire to update the Title VI and Public Participation Plans. Staff has provided a draft of the Title VI Plan update for your review and approval.
ACTION: Approval

7. 3:45 **Discussion of Other Work Items** **Staff**
 - COVID-19 on-going discussion
 - K20184 STIP Amendment (**Attachment E**)
 - MTIP
 - ATS/Loop Funding Update
 - Corvallis to Albany Bike Path

The meeting location is accessible to persons with disabilities. Sign language, interpreter services or other accommodations can also be provided by contacting Emma Chavez at least 48 hours prior to the meeting. Emma can be reached at 541-967-8551 (TTY/TTD 711) or echavez@ocwcog.org.

ACTION: Discussion

**8. 4:00 Jurisdictional Updates
ACTION: Discussion**

All

9. 4:30 Adjourn

**ALBANY METROPOLITAN PLANNING ORGANIZATION
POLICY BOARD TELECONFERENCE**

Wednesday, March 25, 2020

2:30 – 4:30 pm

Oregon Cascades West Council of Governments
Upstairs Conference Room / 1400 Queen Ave. SE, Albany

DRAFT MINUTES

Members: Greg Jones, Pat Malone, Roger Nyquist, and Darrin Lane

Alternates: Georgia Edwards, Gary Stockhoff, and James Feldmann

Guests: Aniko Drlik-Muehleck, and Michael Howard, University of Oregon IPRE

Staff: Nick Meltzer, Dana Nichols, and Emma Chavez

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order, Agenda Review, and Introductions		Meeting called to order at 2:33 pm by Chair, Commissioner Pat Malone. Agenda Item 5 moved up prior to Active Transportation Plan.
2. Public Comment		There were no public comments.
3. Approval of Meeting Minutes from February 26, 2020	Delete Georgia Edwards's duplicated name under attendance. There were no objections to approving the minutes.	Consensus to approve the February 26, 2020 meeting minutes with correction.
4. Active Transportation Plan	Aniko Drlik-Muehleck with the University of Oregon's Institute of Policy Research and Engagement (IPRE) provided a presentation on their program and a proposed scope of work for AAMPO's Active Transportation Plan. IPRE Background: IPRE serves Oregon communities (particularly rural communities) and educates the next generation of planners and policymakers. IPRE	April 2020 Agenda will include a decision on IPRE's scope of work.

	<p>achieves this by supporting community planning and policy needs, and by directing engagement of students.</p> <p>IPRE has worked on hundreds of projects, some that are relevant to the Active Transportation Plan include; Rogue Valley's Highway 99 Corridor High Capacity Route Study, the Cascades West Economic Development District (CWEDD) Resilience work, and Oregon Cascades West Council of Governments (OCWCOG) Hwy 99 Feasibility Study.</p> <p>Drlik-Muehleck advised that students bring creativity and energy at an affordable, high-capacity level. It is a great opportunity for the next generation and a great value added for the community, while contributing to the educational components.</p> <p>When asked what the cost would be if AAMPO hired a contractor, rather than IPRE; Drlik-Muehleck advised that AAMPO would be getting a larger number of hours for a lesser cost.</p> <p>Drlik-Muehleck moved on to review the IPRE's scope of work for AAMPO's Active Transportation Plan, noting that the scope of work can be modified by AAMPO direction. She noted that IPRE's work is guided by AAMPO throughout the entire process.</p> <p>The goal is to help AAMPO understand current conditions, barriers, opportunities, and provide feedback. This would be accomplished in a two-year timeframe, starting in the summer of 2020 and would be accomplished in three phases; 1. Groundwork, 2. Engagement Round 1, and 3. Engagement Round 2 (feedback). Drlik-Muehleck provided detailed from at each phase.</p> <p>Commissioner Roger Nyquist stated that oftentimes, this type of work is conducted with a predetermined result in mind. He would like to ensure that the process engages the community and not active transportation advocates. Drlik-Muehleck advised that to help accomplish this, IPRE plans to conduct an online survey, provide</p>	
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	<p>presence at other events (e.g. festivals), workshops, and hold focus groups. To this, Commissioner Nyquist questioned the statistical significance of the survey methodology for reaching the correct populations. Mike Howard with UO advised that the team is able to target various distribution lists, but that unless you do a mailed survey, you will not have technical statistical significance. Drlik-Muehleck added that while a mailed survey goes out to people of all ages, people in older age groups are more likely to respond. Also, the online survey can target specific people and fill in gaps where needed. OCWCOG staff, Nick Meltzer, noted that for the 99W Feasibility Study survey, IPRE is compiling demographic information from the Census to compare it to the survey results submitted to measure whether the data matches the community profile.</p> <p>Drlik-Muehleck continued with the presentation, noting that an additional component in the scope of work is that if AAMPO were to find pilot projects, IPRE could assist with pre and post evaluations.</p> <p>Commissioner Malone asked for a definition of Active Transportation. Nichols advised that Active Transportation is use of any active form of transportation to get people where they need to go. She noted that part of this process will include defining what Active Transportation means to AAMPO.</p> <p>Nichols noted that at the last meeting, there was a concern brought up on how to monitor student team work. Drlik-Muehleck advised that the student team has faculty staff overlooking their work at all times. IPRE is also able to provide monthly updates to AAMPO to ensure their work is in line with expectations. She noted that the processes are set to ensure they are working in concert with the client.</p> <p>It was noted that AAMPO had previously asked what the cost of professional polling may look like. Drlik-Muehleck advised that, in her experience, it is costly and the best way to reach a broad range of people is by having a multi-faceted approach. Commissioner Malone concurred that polling is fairly expensive. Darrin Lane noted that he is</p>	
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	<p>open to the process as it's laid out, with AAMPO providing feedback and guidance throughout the process.</p> <p>Members discussed the next steps and concluded that the Board should make a decision on whether to move forward with IPRE at its April meeting. This will allow for IPRE to schedule out the summer and reserve a student team.</p>	
<p>5. Metropolitan Improvement Program /State Transportation Improvement Program (MTIP/STIP) Amendments</p>	<p>Staff Dana Nichols reviewed the two amendment requests:</p> <p><u>K22105: I-5 Guardrail Upgrades</u> ODOT has requested an amendment to the TIP for the region. This request was approved by the Policy Board last month as a "TIP Adjustment", however the state has provided notice that it must be approved as a full "TIP Amendment." The request is to add a new project to the 18-21 STIP that would update guardrails on I5 to current standards. The location of the work is on I-5 North Bound and South Bound from MP175.8MP281.7, at a total cost of \$300,000.</p> <p>Any revisions to the TIP must follow the procedures set forth by the approved document. In this case, the request falls under a "TIP Amendment" because this is a new project. TIP Amendments require approval of the MPO Policy Board at a public meeting, as well as a 30-day comment period for the public. The project summary is attached.</p> <p><u>K20599: Albany Area MPO Planning SFY21</u> The Oregon Department of Transportation (ODOT) has requested an amendment to the 18-21 Transportation Improvement Program (TIP) for the region. The Amendment adds \$333,089.31 to the Albany Area Metropolitan Planning Organization's planning funds for Federal Fiscal Year. This additional funding constitutes "savings" from previous years that are rolled over into the upcoming MPO budget.</p> <p>Any revisions to the TIP must follow the procedures set forth by the approved document. In this case, the request falls under a "TIP Amendment" because the total cost exceeds \$100,000. TIP</p>	<p>Consensus to approve the MTIP/STIP Amendments as presented.</p>

	Amendments require approval of the MPO Policy Board at a public meeting, as well as a 30-day comment period for the public.	
6. Discussion of Other Work Items	<ul style="list-style-type: none"> • COVID-19 Discussion – Nichols advised that meetings will need to continue to be scheduled via zoom at least through the end of April. She asked if there were any suggestions on how to handle the meetings. Commissioner Malone suggested following the K-12 schedule when considering the remote meeting schedule. Meltzer advised that OCWCOG was proactive in its decision for the MPOs to move to remote meetings. Nichols went on to state that this could become an OMPOC discussion on how to handle meetings in the future. Darrin Lane advised that the zoom system seems to be working well for him. • UPWP, Title VI Plan, MTIP – Nichols noted that at the next Board meeting, the UPWP, Title VI Plan, and MTIP will all need to be approved, and a quorum will need to be met. After discussing the review timeline for members, it was decided that Nichols will email the documents to Board members following the April TAC meeting. • Joint PB April Meeting – Due to COVID-19 and the need to hold remote meetings, the April joint MPO Board meeting has been cancelled. Staff see the importance of holding an in-person joint meeting, therefore, a hold to meet in person will be placed on the month of October. <p>Nichols noted that she is in contact with Jenna Berman from ODOT for Berman to provide a presentation on the Blueprint for Urban Design.</p>	
7. Jurisdictional Updates	Benton County – The Hwy 20 Albany to Corvallis Bike Path has been at stall for approximately six months. The Railroad advised that there may be an issue with the naming of the project. The County continues to work out those details. There may also be legislation regulations that would require ODOT to evaluate if the path needs to be identified in their Safety Improvement Plan and be added in the overall project. Additionally, Dial-a-Bus ridership is down by 80%, and the Coast to Valley has been stopped. The County is also looking to shut down 99	

	<p>Express. These are all impacts of COVID-19.</p> <p>City of Tangent – The office is closed down, and city staff are working remotely.</p> <p>ODOT – The Draft 2021-2024 STIP is available for public comment through mid-April.</p> <p>Linn County – Old Salem Road work will begin in May. There are three other bridge projects outside of AAMPO. The County is open for business with some staff working remotely.</p> <p>OCWCOG – Staff has been tracking funding and transit issues, as well as the stimulus bill due to COVID-19.</p>	
8. Adjournment	Next meeting is on April 22 nd at 2:30.	Meeting adjourned at 4:08 pm.

ALBANY AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO) ACTIVE TRANSPORTATION PLAN PUBLIC ENGAGEMENT PROPOSAL

Background and Purpose

The Albany Area Metropolitan Planning Organization (AAMPO) is interested in pursuing the creation of an Active Transportation Plan. As part of the planning process, AAMPO may engage in the following tasks:

1. Data gathering
2. Developing a vision for an active transportation network
3. Creating functional classifications of an active transportation network
4. Creating examples of preferred infrastructure design and treatments
5. Identifying a prioritized list of projects
6. Testing pilot projects
7. Investigating what a “right-sized” transportation options program would look like for AAMPO
8. Developing an implementation plan that considers project feasibility and cost

As AAMPO begins to plan for active transportation, it is critical to understand the needs of the communities who live and work within AAMPO’s boundaries. The University of Oregon’s Institute for Policy Research and Engagement (IPRE) proposes to assist with developing and implementing a variety of community engagement activities that would support the development of a robust Active Transportation Plan for AAMPO. By assisting with the collection and analysis of quantitative and qualitative data about community members’ perceptions and habits around active transportation, IPRE will provide AAMPO with the information necessary to shape the priorities and projects included in the Active Transportation Plan.

Here, we offer a menu of tasks IPRE proposes to complete related to the community engagement aspect of the active transportation planning process. Each task describes possible activities, outcomes, and deliverables. All tasks presented are flexible. This proposal is meant as a starting point for future discussions with AAMPO about how IPRE’s services might most effectively be leveraged.

Framing

IPRE believes that meaningful and respectful community engagement is the backbone of any planning process. Community engagement requires the development of relationships and trust building, activities which take time and effort. We therefore recommend that clear expectations about how the community’s input will be incorporated into the plan are defined at the beginning of the planning process and that community engagement is ongoing throughout the planning process. These measures will ensure that AAMPO develops a trusting and respectful relationship with its community members, which in turn will lead to useful insights about community members’ needs and desires around active transportation. The tasks proposed in this work program are designed to promote respect and transparency throughout the planning process.

Proposed Tasks

The proposed tasks are designed to be completed over an 18-month time frame, beginning in July 2020. Tasks 1 – 7 would primarily happen in the Summer and Fall of 2020, while Tasks 8 and 9 would primary happen in the late Spring through Fall of 2021. Tasks would be completed by IPRE faculty members Aniko Drlik-Muehleck and Michael Howard, with support from students in the School of Planning, Public Policy, and Management at the University of Oregon.

Key Questions

The various engagement activities proposed here are designed to help AAMPO answer three categories of questions:

- **Current Conditions:** Who currently uses active transportation and how?
- **Barriers & Opportunities:** How do people perceive active transportation modes, what prevents people for using active transportation more frequently, and what interventions would make people use active transportation more frequently?
- **Feedback:** How do community members feel about the priorities and projects proposed to be included in the final Plan? What modifications to these priorities and projects would they like to see?

The answers to these questions will inform the content and priorities captured in the Active Transportation Plan.

Task 1: Refine Community Engagement Strategy & Create Community Engagement Charter

To set the community engagement process up for success, IPRE proposes to work closely with AAMPO staff and Board members to refine the community engagement strategy proposed here to meet the needs of AAMPO's unique context. We will rely on the recommendations of those most familiar with their communities to tailor an engagement strategy that will reach a broad range of residents and workers. After meeting with AAMPO staff and Board members to discuss the engagement strategy, IPRE will produce a refined work program.

During initial meetings with AAMPO staff and Board members, IPRE also proposes to develop a Community Engagement Charter that will outline how community input will be collected and used in the planning process. The Charter serves to ensure transparency throughout the planning process, giving those living and working in the AAMPO region a clear understanding of how their contributions to the planning process will be considered as the plan is written.

Desired Outcomes: Shared understanding between the IPRE team and AAMPO about community engagement tasks and schedule; clarity for the public about how their input will be used in the planning process

Deliverables: Refined community engagement work program; Community Engagement Charter

Schedule: July 2020

Task 2: Website Development

AAMPO would like to build a website dedicated to the active transportation planning process. IPRE will develop a website structure and work with AAMPO to populate it with the appropriate information. The

website can house an overview of the planning process, provide regular status updates, and offer an online platform for community members to submit comments, questions, and feedback. The website will be jointly maintained by IPRE and AAMPO staff throughout the planning process.

Desired Outcomes: Transparency and accessibility around the active transportation planning process

Deliverables: AAMPO Active Transportation Plan website

Schedule: Developed July 2020, maintained through adoption of the Active Transportation Plan

Task 3: Partnership Development

To reach a broad range of community members in the AAMPO region, IPRE and AAMPO will have to partner with organizations that already have regular, direct contact with community members. This could include major employers in the region, senior centers and senior care providers, health care providers, schools, faith-based organizations, and community service providers. Particularly considering the social and economic changes caused by the COVID-19 pandemic and uncertainty around the future of public gatherings, it will be critical to develop relationships with organizations who are already closely interacting with community members. We can work with these groups to incorporate input-gathering activities into their normal interactions with community members, or to schedule special input activities outside of their normal operations that are publicized to their members.

IPRE will work with AAMPO to identify important organizations to partner with during the planning process. IPRE will create materials describing the hopes for partnerships during the planning process and discuss these ideas with potential partners. After these initial discussions, IPRE will develop agreements with willing organizations outlining expectations for collaboration during the planning process.

Desired Outcomes: Support for the planning process from important organizations that serve the AAMOP region

Deliverables: Partnership agreements

Schedule: July – August 2020

Task 4: Stakeholder Interviews

IPRE will work with AAMPO to identify several representatives of different community perspectives within the AAMPO region. Important perspectives to capture might include seniors without access to personal cars, parents of children who walk or bike to school, retail business owners, large employers, and residents who do not own or have access to a personal vehicle. IPRE will then conduct interviews with these community representatives to understand how they currently experience transportation, the barriers or challenges to safely getting around, and opportunities they see for increasing or enhancing active transportation options.

Desired Outcomes: Identification of the key issues and opportunities from the perspectives of various active transportation stakeholders

Deliverables: Stakeholder Interview Key Themes Memo

Schedule: July 2020 – August 2020

Task 5: Summer 2020 Engagement Activities

Summers offer excellent opportunities to engage with community members as they are out and about enjoying the weather and various summer events. IPRE proposes to engage with community members during the summer through a variety of activities:

- **Survey** – IPRE will work with AAMPO to develop a short survey designed to (1) gather information about community members’ current habits and perceptions of active transportation and (2) identify community members’ priorities for enhancement or expansion of active transportation options. IPRE will deliver the survey online through the Active Transportation Plan website and through email lists of partners. IPRE may also create an intercept version of the survey to deliver in-person at various events and locations throughout the summer.
- **Engagement activities at pre-existing events** – IPRE will work with AAMPO to identify up to four pre-existing events (such as festivals, street fairs, and other community celebrations) that would be willing to host an Active Transportation Plan booth. IPRE will then develop engagement materials for the booth (such as comment boards depicting existing conditions and picture boards with possible active transportation priorities). The IPRE team will staff booths during events to gather community input.
- **Stand-alone community workshop** – If desired, IPRE will work with AAMPO to design, publicize, and execute a workshop dedicated solely to gathering input from community members to inform the Active Transportation Plan. IPRE will develop engagement materials for such an event and facilitate the process.

Given uncertainty around the COVID-19 response, IPRE may have to modify engagement events that involve public gathering. If this is necessary, it will become even more important for IPRE and AAMPO to work closely with partners. Partners can help distribute the survey and recruit participants for online “open-houses” that mimic activities normally conducted in person.

Desired Outcomes: Identification of key issues and opportunities as perceived by the general public

Deliverables: Interim summaries and key themes to emerge from engagement events

Schedule: July – September 2020

Task 6: Fall 2020 Focus Groups

After the generally targeted engagement events during the summer, IPRE will work with AAMPO to plan up to four focus groups with specific populations AAMPO is interested in hearing from in more depth. These could include seniors, school children, and employees. IPRE work with partners to schedule focus groups at senior centers, in classrooms, at workplaces, or at other locations that are willing to participate. These focused conversations will allow AAMPO to explore specific issues related to active transportation in greater depth, clarifying issues and opportunities identified through the survey and summer engagement activities.

Desired Outcomes: More nuanced understanding of the issues and opportunities identified by specific groups likely to be highly impacted by active transportation decisions

Deliverables: Interim summaries and key themes to emerge from focus groups

Schedule: September – October 2020

Task 7: Issues and Opportunities Report

Based on all the information gathered from stakeholder interviews, summer engagement activities, and fall focus groups, IPRE will develop a short report synthesizing the issues and opportunities identified by community members that, along with technical information gathered by AAMPO staff, should inform the priorities and recommendations considered for the Active Transportation Plan.

Desired Outcomes: Holistic information about the issues and opportunities for active transportation, including general community priorities and priorities specific to groups that will be highly impacted by active transportation decisions

Deliverables: Draft and final report

Schedule: September – December 2020

Task 8: Summer 2021 Feedback Activities

After AAMPO has developed a draft of the Active Transportation Plan, IPRE will assist with gathering community feedback on the proposed priorities and projects. IPRE will work with AAMPO staff to “translate” the plan into materials that are easily accessible to the public and designed to gather community reactions. IPRE will gather community input using these materials in a variety of ways:

- **Feedback survey** – IPRE will create another short survey designed to gather reactions to and feedback on key proposed elements of the Active Transportation Plan. As with this initial survey, IPRE will solicit responses online through the Active Transportation Plan website, through email lists of partners, and possibly through in-person intercepting.
- **Engagement activities at pre-existing events** – IPRE will host booths at up to four existing community events to gather feedback from event attendees.
- **Stand-alone community workshop** – If desired, IPRE will work with AAMPO to design, publicize, and execute a workshop specifically designed to gather feedback on the Active Transportation Plan proposals.
- **Focus groups** – IPRE will return to the 2020 focus groups to gather feedback on specific portions of the Plan most relevant to those groups.

Desired Outcomes: Insights into what aspects of the proposed Plan are supported by community members and which aspects may need to be modified

Deliverables: Short report summarizing key findings from the summer feedback activities and suggested modifications for the Active Transportation Plan

Schedule: March – September 2021

Optional Task 9: Pilot Project Evaluation

During the development of the Active Transportation Plan, AAMPO may wish to implement lower-cost, lower-effort pilot projects to support active transportation. IPRE can assist with testing pilot projects by gathering baseline data prior to new street treatments and by collecting data at regular intervals after the interventions. This information will allow us to evaluate the impacts of the changes, helping AAMPO make data-informed decisions about Active Transportation Plan policies, projects, and priorities.

Desired Outcomes: Understanding the impacts of pilot projects on traffic patterns, safety, and other transportation behaviors

Deliverables: Baseline and post-intervention data sets; memoranda describing the impacts of pilot

projects

Schedule: March – September 2021

Budget

IPRE can provide support around Tasks 1-8 for a fixed fee of \$30,000. This includes approximately 275 hours of IPRE faculty and 450 hours of IPRE students for a total of 725 hours over 18 months. The optional Task 9 would require an additional \$11,500 - \$17,500 to complete.

Next Steps

We encourage AAMPO staff, TAC, and Board members to consider the tasks proposed by IPRE and provide feedback that might include:

- Questions or clarifications about task content
- Questions or clarifications about possible schedule and budget
- Ideas about desired modifications

IPRE is flexible and open to suggestions and modifications.

ALBANY AREA METROPOLITAN PLANNING ORGANIZATION



FY '21

UNIFIED

PLANNING

WORK PROGRAM



Adopted by the AAMPO Policy Board on _____

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





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Resolution Number 2020-1

FOR THE PURPOSE OF APPROVING THE FY2020 ALBANY AREA METROPOLITAN PLANNING ORGANIZATION UNIFIED PLANNING WORK PROGRAM

WHEREAS, the U.S. Department of Commerce, Bureau of Census has declared that the City of Albany, City of Millersburg, City of Tangent, City of Jefferson and adjoining areas of Linn, Benton, and Marion Counties form an Urbanized Area named the Albany Urbanized Area; and,

WHEREAS, the Albany Urbanized Area has been designated by the State of Oregon as the official Metropolitan Planning Organization (MPO) of the urbanized area; and,

WHEREAS, federal regulations require that each MPO, in cooperation with the state DOT and public transportation operator(s), develop an annual Unified Planning Work Program outlining planning priorities and tasks for the upcoming fiscal year; and,

WHEREAS, a Unified Planning Work Program is defined as an annual transportation planning work program which identifies the planning budget and the planning activities to be undertaken by the MPO during a program year; and

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

NOW, THEREFORE, BE IT RESOLVED:

That the Policy Board of the Albany Area Metropolitan Planning Organization approves the FY 2020-2021 AAMPO Work Program and its associated budget.

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

SIGNED:

Pat Malone

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

TITLE VI / TÍTULO VI

NOTICE TO THE PUBLIC

COMUNICACIÓN PÚBLICA

Title VI of the Civil Rights Act of 1964 states:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

The Albany Area MPO is committed to complying with the requirements of Title VI in all of its programs and activities. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Albany Area MPO. A complainant may also file a complaint directly with the Federal Transit Administration by addressing the complaint to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor - TCR, 1200 New Jersey Ave. SE, Washington, DC 20590.

MEETING ACCOMMODATIONS

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

The preparation of this report is financed in part by funds from the U.S. Department of Transportation Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), and the Oregon Department of Transportation (ODOT). AAMPO staff, the AAMPO Policy Board, and the AAMPO Technical Advisory Committee are solely responsible for the material contained herein.

For more information about the Albany Area MPO's Title VI / Non-Discrimination Program, including procedures for filing a complaint, contact AAMPO staff:

Phone: 541-924-8405
Email: echavez@ocwcog.org
Visiting: 1400 Queen Ave SE, Suite 205, Albany OR 97322

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

ALBANY AREA MPO

MEMBERSHIP

Policy Board

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

Technical Advisory Committee (TAC)

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

TAC Ex-Officio Members

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

AAMPO Staff

Dana Nichols, Oregon Cascades West Council of Governments

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INTRODUCTION

What is a Metropolitan Planning Organization?

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

What is the Albany Area Metropolitan Planning Organization?

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

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

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

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

What is the Purpose of this Document?

In accordance with federal regulations, the functions and responsibilities of AAMPO include development of an annual Unified Planning Work Program (UPWP), an annual list of obligated projects, a 4-year Transportation Improvement Program (TIP), a long-range Regional Transportation Plan (RTP), and a Public Participation Plan (PPP). AAMPO must also demonstrate compliance with Title VI and other non-discrimination requirements. The FY21 UPWP demonstrates how AAMPO will fulfill these requirements between July 1, 2020 and June 30, 2021.

WORK PROGRAM OVERVIEW

Pursuant to Fixing America's Surface Transportation (FAST) Act guidelines and the code of federal regulations 23 CFR 450.308 (b), the UPWP documents transportation planning activities expected to be in process or completed within the metropolitan area during the fiscal year, performed with funds provided under title 23 U.S.C. and title 49 U.S.C Chapter 53. This document identifies proposed work by major activity and task, outlines funding sources, and includes summary details about expected products. The UPWP guides the work of MPO staff and provides a framework for the coordination of transportation planning efforts for and within the region.

There are four primary tasks within the UPWP:

1. **MPO Program Management;**
2. **Long Range Planning;**
3. **Transit and Short Range Planning; and**
4. **Transportation Programming.**

Each of these tasks is comprised of multiple subtasks, which describe specific work items and deliverables. AAMPO/OCWCOG staff are responsible for completing all tasks, with technical assistance from the AAMPO TAC and approval by the AAMPO Policy Board, unless otherwise indicated. Private consultants also assist with specific planning tasks, such as development of the Regional Transportation Plan (RTP), corridor studies, transit planning, and other technical analyses, as needed. Quarterly billing and twice-annual reports to ODOT, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) document UPWP progress.



ENGAGEMENT & AMENDMENTS

ENGAGEMENT

AAMPO engages stakeholders and the public during the development of the UPWP by:

- Emailing stakeholders, interested parties, and local newspapers regarding draft UPWP discussion and opportunity for public comment during public AAMPO meetings.
- Holding a 15-day comment period prior to a decision by the Policy Board to adopt the UPWP.
- Providing public comment opportunities at all Policy Board and TAC meetings.
- Providing notifications regarding the UPWP public comment period on the AAMPO website, along with agendas and minutes for all Policy Board and TAC meetings.

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

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

AMENDMENTS

Amendments to the UPWP to add or remove funds from the UPWP budget, move funds from one task to another, to add new tasks, or to alter portions of a task are allowed. MPO Staff may make administrative amendments, such as changes to project timelines within the current fiscal year or moving \$5,000 or less between sub-tasks within the same task, with notification to the Policy Board.

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

AAMPO PROJECT STATUS REPORT

FY21 Program Goals

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

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

FY 21 WORK PROGRAM

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

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

FUNDING SOURCES & MATCH DOCUMENTATION

Funding from FHWA, FTA, and ODOT supports the AAMPO planning program. FHWA allocates Metropolitan Planning funds through ODOT to AAMPO by a formula that consists of 89.73% federal funds and 10.27% local required match. ODOT has traditionally met the local match requirement with State planning funds.

Additional AAMPO support comes from FTA 5303 planning funds with a local match requirement provided through in-kind support by the City of Albany. The City of Albany provides a quarterly Project Accounting Report of transportation-project staff time and other AAMPO work, which allows for AAMPO staff to monitor the City's contributions.

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

TASK I

MPO PROGRAM MANAGEMENT

OBJECTIVE

MPO Program Management involves the coordination of all MPO activities necessary for daily operations and adherence to applicable state, federal and local regulations. This includes program administration, coordination of the MPO Policy Board and TAC, public involvement, fiscal management, development of the UPWP, staff training, inter agency and inter-jurisdictional coordination, and participation in statewide planning efforts.

BUDGET	
TASK 1 FUNDING SOURCES:	FHWA PL FUNDS
	10.27% LOCAL MATCH PROVIDED BY ODOT
TASK 1 BUDGET:	\$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

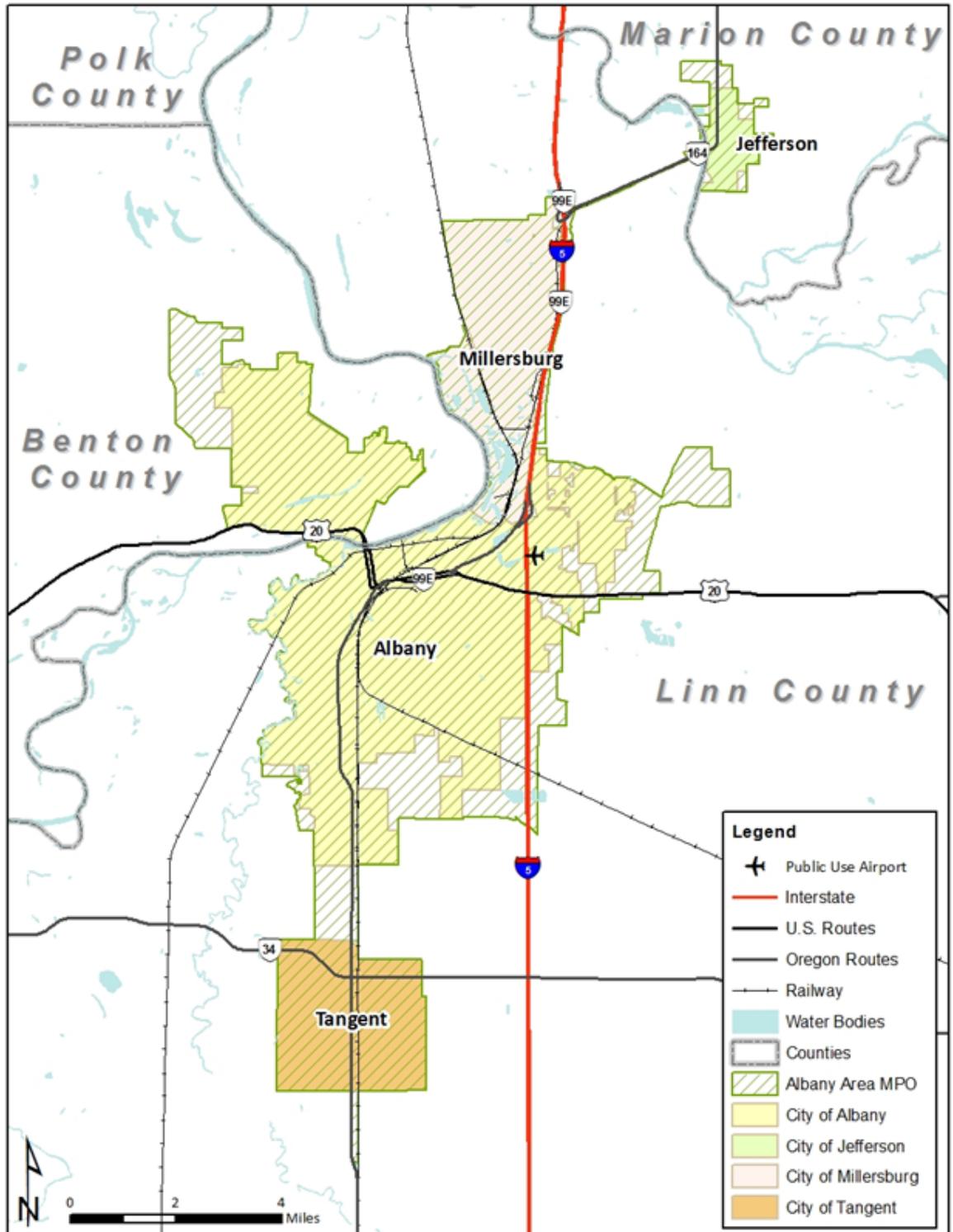
This emphasis area seeks to improve access to essential services by addressing transportation connectivity gaps. Essential services include housing, employment, health care, schools/education, and recreation.

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

Albany Area Metropolitan Planning Organization Title VI / Nondiscrimination Plan

Adopted by the AAMPO Policy Board on **August 27, 2014**

Update approved by the AAMPO Policy Board on **April 22, 2020**

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

Albany Area MPO Membership

Policy Board

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

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

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

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

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

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

Patrick Malone, AAMPO Policy Board Chair

Date

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Introduction

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

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

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

Chapter 1: Albany Area MPO Overview

MPO Roles and Responsibilities

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

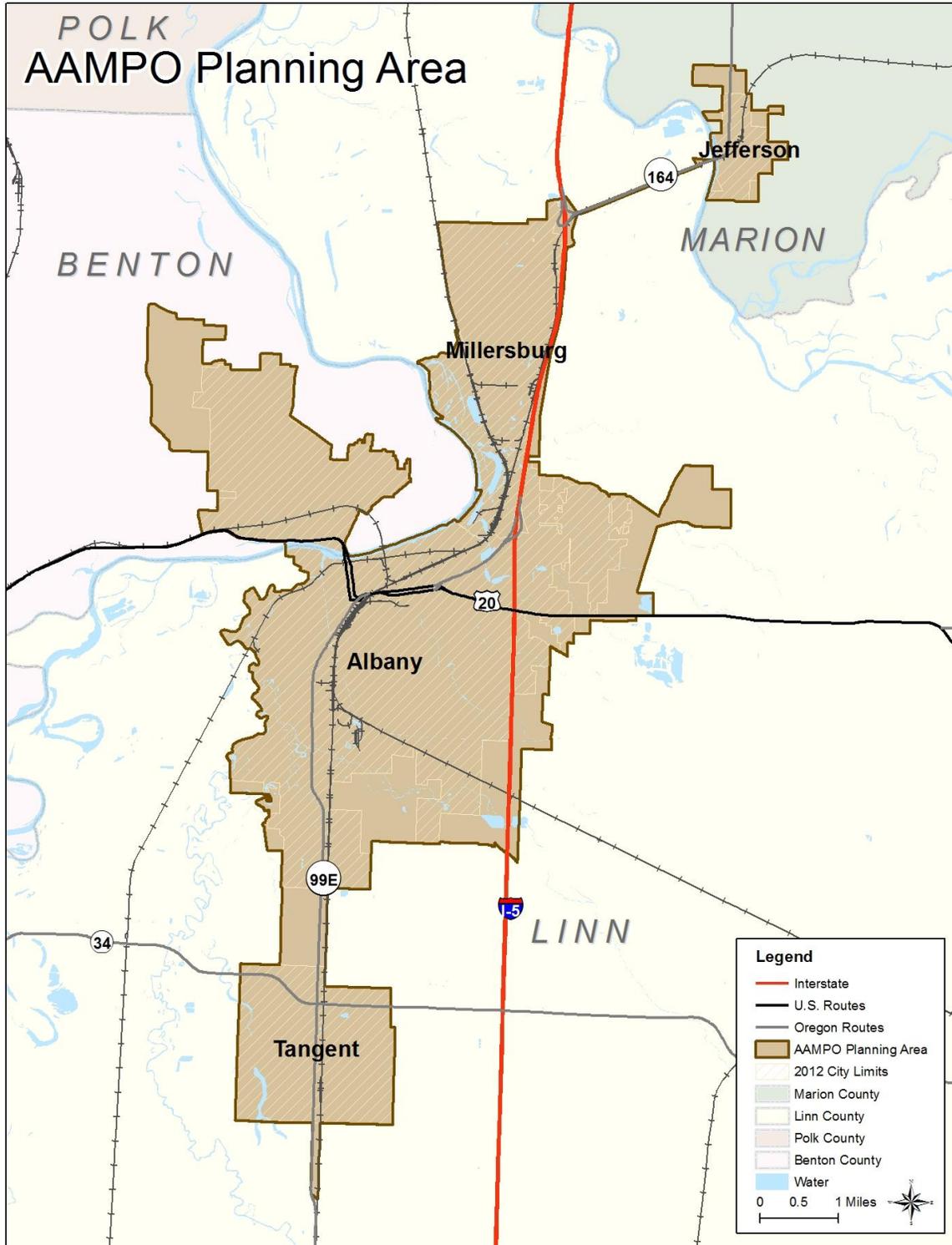
The Albany Area Metropolitan Planning Organization (AAMPO) serves as the MPO for the Albany Urbanized Area, as designated by the Oregon Governor on February 6, 2013. This region includes Cities of Albany, Jefferson, Millersburg, and Tangent, as well as Linn and Benton County. The governing body of AAMPO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

In accordance with federal regulations, the functions and responsibilities of AAMPO include development of an annual Unified Planning Work Program (UPWP), an annual list of obligated projects, a 4-year Transportation Improvement Program (TIP), a long-range Regional Transportation Plan (RTP), and a Public Participation Plan (PPP). AAMPO must also demonstrate compliance with Title VI and other nondiscrimination requirements.

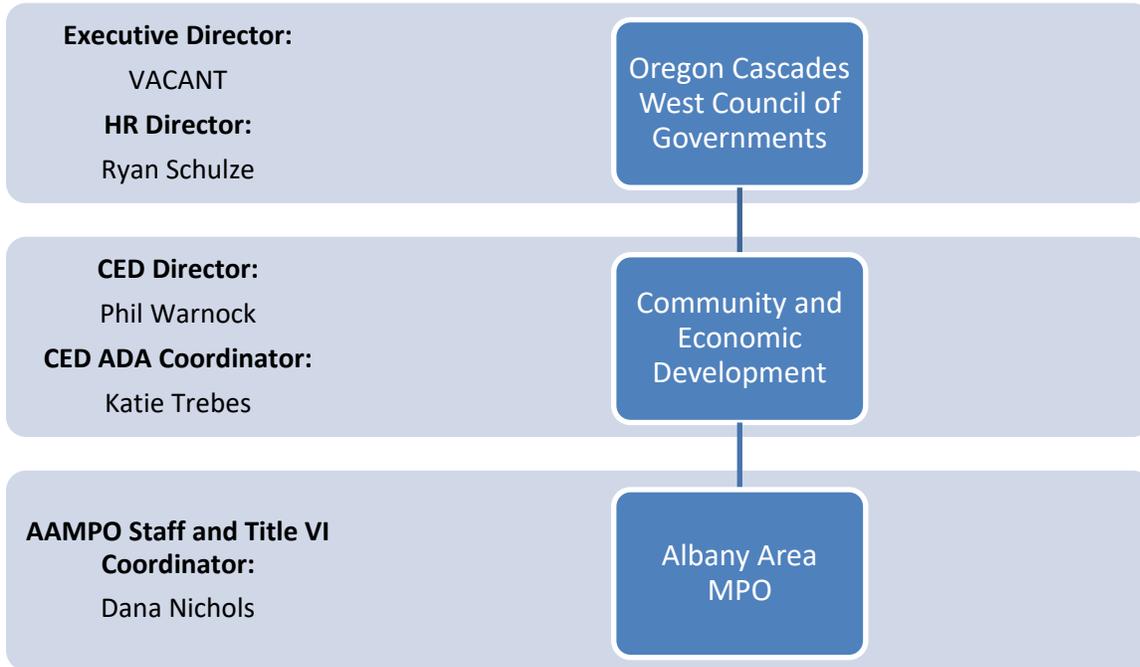
The Albany Area MPO is a recipient of federal funding, and as such is subject to the provisions of various nondiscrimination laws and regulations including Title VI and environmental justice policies. MPO's serve a unique regional role that brings together members of local cities, counties, and the DOT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

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

AAMPO Planning Area



AAMPO Organization and Governance



Chapter 2: Nondiscrimination and Environmental Justice

Authorities and Guidance

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

1. The Civil Rights Act of 1964, as amended, (42 USC 2000d to 2000-4) (23 CFR Part 200 and 49 CFR Part 21) and specifically Title VI of the Act, which states that: "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (Nondiscrimination)
2. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations: "Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations." (Environmental Justice)

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

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

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

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

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

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

ODOT Title VI Requirements for MPOs

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

1. Appoint a Title VI coordinator

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Complaints may be submitted:

By Mail: Albany Area MPO

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

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

By Phone: (541) 812-2004

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

10. Correct any deficiencies identified through a review or complaint

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

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

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

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

Chapter 3: AAMPO Area Demographic Profile

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

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

Income

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

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

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

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

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

Race and Ethnicity

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

Table 2: Race of Residents in the Albany Urbanized Area

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

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

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

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

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

National Origin

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

Table 3: National Origin of Albany Urbanized Area Residents

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

Attachment D

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

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

Age

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

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

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

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

Persons with Disabilities

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

Table 5: Disability Status within the Albany Urbanized Area

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

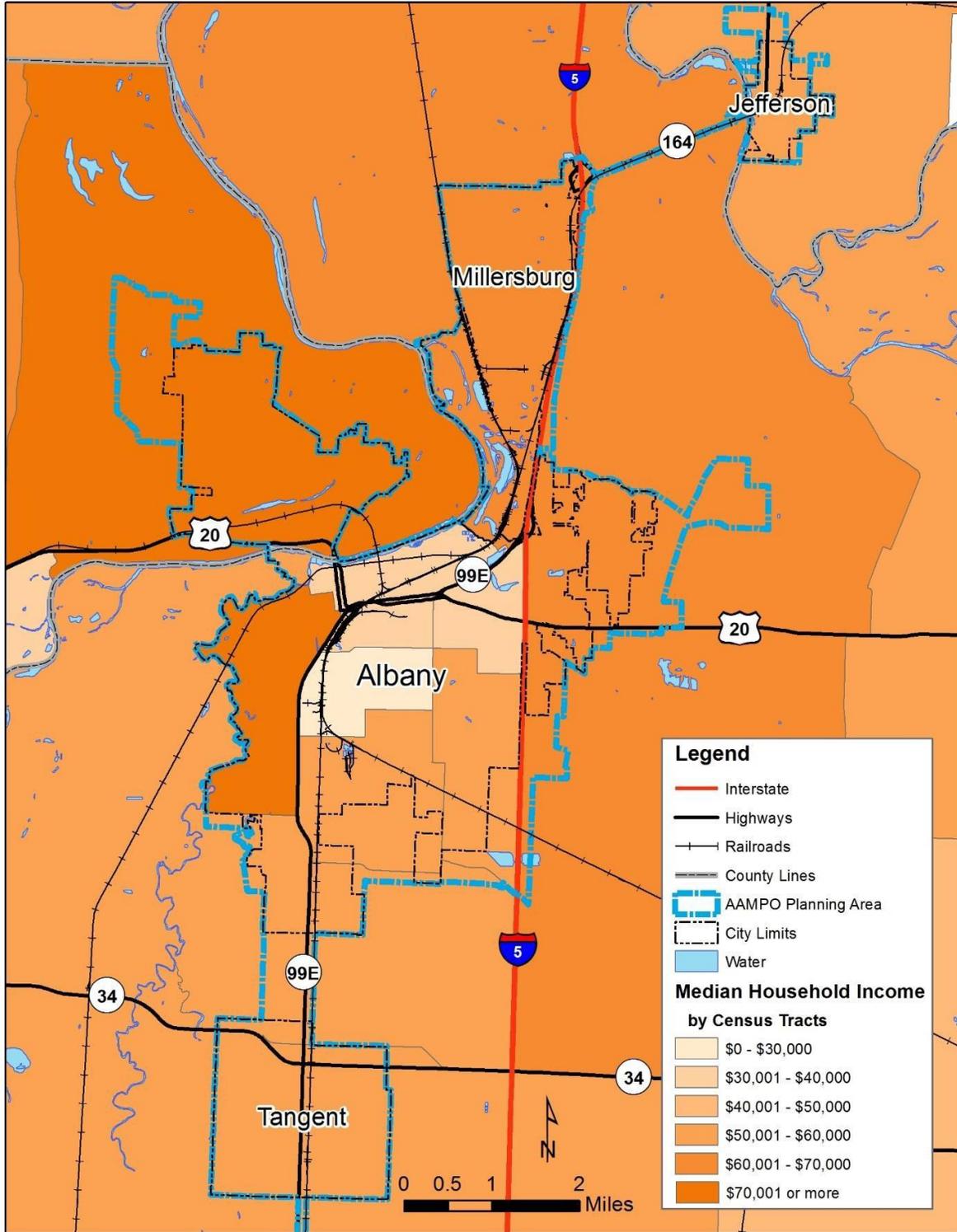
2013-2017 American Community Survey 5-Year Estimates (S1810)

Language Spoken at Home in the Albany Urbanized Area

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

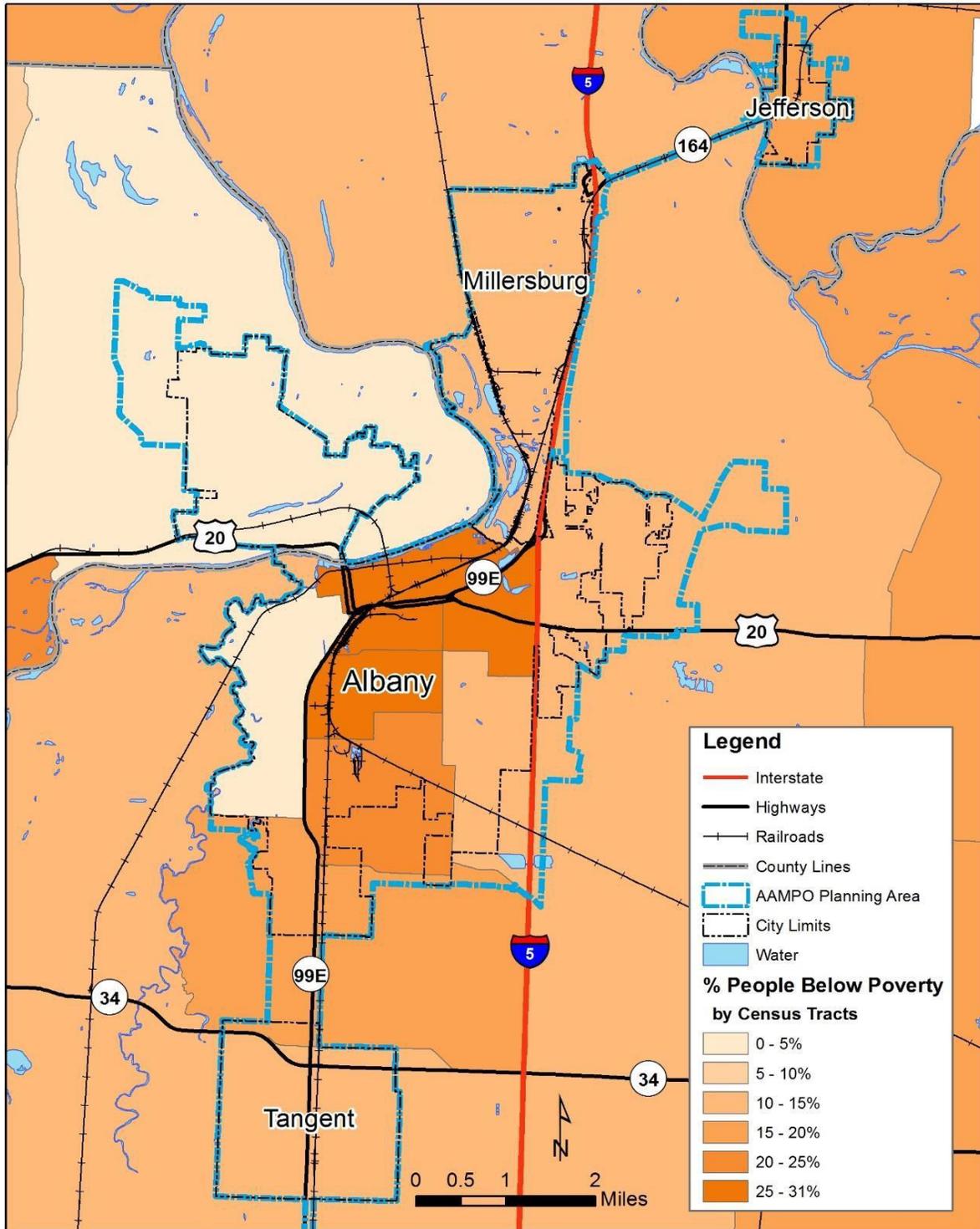
2013-2017 American Community Survey 5-Year Estimates, S1601

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



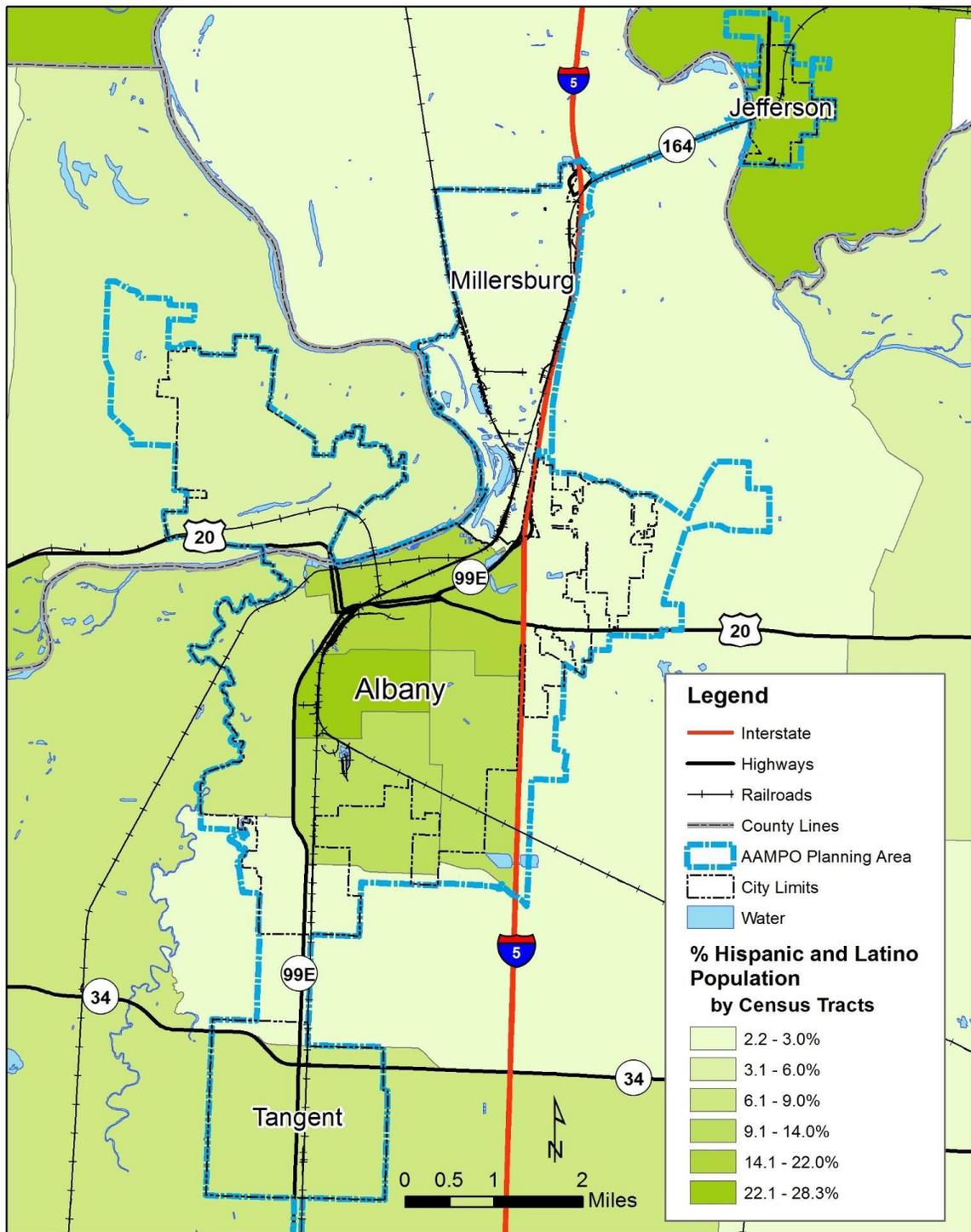
2012-2016 American Community Survey 5-Year Estimates

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



2012-2016 American Community Survey 5-Year Estimates

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



2012-2016 American Community Survey 5-Year Estimates

Chapter 4: Implementation Strategies

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

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

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

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

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

Appendix A: USDOT Standard Assurances and Appendices

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

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

Statutory/Regulatory Authorities

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

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

General Assurances

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

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including from FHWA and FTA.

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

Specific Assurances

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

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

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

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

The Albany Area Metropolitan Planning Organization gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other

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

Name of Recipient: _____

Signature of Authorized Official: _____

Dated: _____

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

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

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

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

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

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

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

(HABENDUM CLAUSE)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Pertinent Nondiscrimination Authorities:

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

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

Appendix B: Language Assistance Plan and Four Factor Analysis

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Plan for Assisting Persons of Limited English Proficiency

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

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

other planning and programming documents as applicable.

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

Appendix C: Sample Title VI Public Involvement Survey

Title VI Public Involvement Survey

Completing this form is voluntary but encouraged.

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

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

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

Meeting Purpose _____ Location _____ Date: _____

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

Appendix D: Albany Area MPO Title VI / Nondiscrimination Statement

**ALBANY AREA MPO'S TITLE VI NOTICE TO PUBLIC
ALBANY AREA MPO'S TÍTULO VI COMUNICACIÓN PÚBLICA**

Title VI of the Civil Rights Act of 1964 states:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

The Albany Area MPO is committed to complying with the requirements of Title VI in all of its programs and activities. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Albany Area MPO. A complainant may also file a complaint directly with the Federal Transit Administration by addressing the complaint to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor - TCR, 1200 New Jersey Ave., SE , Washington, DC 20590.

For more information about the Albany Area MPO's Title VI / Nondiscrimination Program, including procedures for filing a complaint, contact AAMPO staff:

Phone: 541-924-8405

Email: echavez@ocwcog.org

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

Appendix E: Discrimination Complaint Procedure

Introduction

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

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

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

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

Complaint Procedure

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

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

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

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

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

By Email: dnichols@ocwcog.org

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

By Phone: 541-924-4548

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

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

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

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

Oregon Department of Transportation

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

Oregon Division, Federal Highway Administration

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

Federal Transit Administration

Attention: Title VI Program Coordinator

Office of Civil Rights

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

Washington, DC 2059

Appendix F: Albany Area MPO Title VI Complaint Form

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

Complainant

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

Person discriminated against (if other than the complainant)

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

Were you discriminated against because of your:

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

Date and Time of Alleged Incident: _____

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

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

Yes No

If yes, check and identify all that apply:

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

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

Name: _____

Address: _____

City, State, & Zip Code: _____

Telephone Number: _____

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

Signature _____

Date _____

Please submit this signed form to and any attachments to:

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

Key Number: 20184 2018-2021 STIP

Project Name: US20: Geary St. to Waverly St. (Albany) (DRAFT AMENDMENT PROJECT)

Project Overview			
Total Current Estimate	\$1,756,800.00	Description	Install intersection lighting at Waverly; Install raised medians (traffic separators) on US-20 between Waverly and Clay; Install advance guide signs (possibly sign bridge) EB on OR99E in advance of Geary St.
Responsible Region	2	Related Programs	
Project Status Date	10/13/2016	STIP Name	2018-2021 STIP
Project Status	UNAPPROVED	Administrator	ODOT
Monitor	PSEDOC	Applicant	ODOT
Bid Let Date	10/21/2021	MPO	Albany Area MPO
Target Date		Constructor	CONTRACTOR PAYMENTS
Award Date		Functional Class	RURAL PRINCIPAL ARTERIAL-OTHER
Air Quality Approval Req.		Work Class	SAFETY AND TRAFFIC CONTROL
Air Quality Approval Date.		IGA #	
		Contract #	
Created On	10/13/2016	Created By	JOHN MAHER
Last Updated On	4/9/2020	Last Updated By	Alex Schaeffbauer

Locations													
Route	Highway	MP Begin	MP End	Length	Street	City	County	ACT	Bridge	Reg	State Repr Dist	State Sen Dist	US Cngr Dist
OR-99E	058 ALBANY-JUNCTION CITY	1.45	1.45	0.00		ALBANY	LINN	CWACT		2	15	08	4
US-20	016 SANTIAM	0.29	0.49	0.20		ALBANY	LINN	CWACT		2	15	08	4

Phases												
Ph	Phase Total Est. Cost	Original Auth Amount	Original Auth Date	Current Auth Amount	Current Auth Date	Current STIP Amount	Curr STIP Year	Initial STIP Amount	Init STIP Year	EA	Fed Aid ID	Status
PE	401,900.00	219,100.00	7/30/18	401,900.00	12/4/19	219,100.00	2018	219,100.00	2018	PE002987	SA00(190)	APPROVED
RW	338,100.00	0.00		0.00		338,100.00	2020	39,500.00	2019			APPROVED
UR	33,800.00	0.00		0.00		33,800.00	2020	22,300.00	2019			APPROVED
CN	983,000.00	0.00		0.00		983,000.00	2021	972,500.00	2021			APPROVED
Tot	1,756,800.00	219,100.00		401,900.00		1,574,000.00		1,253,400.00				



Statewide Transportation Improvement Program
Amendment Project Summary

Key Number: 20184

2018-2021 STIP

Project Name: US20: Geary St. to Waverly St. (Albany)

(DRAFT AMENDMENT PROJECT)

Work Types					
Phase	Work Type	Percent of Phase	Work Type Amount	Opt Code	Option Desc
PE	SAFETY	100.00%	401,900.00	S	STATE PROJECT
	PE Totals	100.00%	401,900.00		
RW	SAFETY	100.00%	338,100.00	S	STATE PROJECT
	RW Totals	100.00%	338,100.00		
UR	SAFETY	100.00%	33,800.00	S	STATE PROJECT
	UR Totals	100.00%	33,800.00		
CN	SAFETY	100.00%	983,000.00	S	STATE PROJECT
	CN Totals	100.00%	983,000.00		
Grand Totals			1,756,800.00		

Financial Plan -- Target Amounts									
Phase	Funding Resp	STIP	Year	Use Hist Savings	Total Trgt Amt	Fed Trgt Amt	State Trgt Amt	Local Trgt Amt	Comment
PE	FIX-IT REGION 2	2018-2021 STIP	2018		219,100.00	202,054.02	17,045.98	0.00	
	FIX-IT REGION 2	2018-2021 STIP	2019		0.00	0.00	0.00	0.00	
	FIX-IT REGION 2	2018-2021 STIP	2020		0.00	0.00	0.00	0.00	
	PE Totals				219,100.00	202,054.02	17,045.98	0.00	
RW	FIX-IT REGION 2	2018-2021 STIP	2020		39,500.00	36,426.90	3,073.10	0.00	
	RW Totals				39,500.00	36,426.90	3,073.10	0.00	
UR	FIX-IT REGION 2	2018-2021 STIP	2020		22,300.00	20,565.06	1,734.94	0.00	
	UR Totals				22,300.00	20,565.06	1,734.94	0.00	
CN	FIX-IT REGION 2	2018-2021 STIP	2021		972,500.00	896,839.50	75,660.50	0.00	
	CN Totals				972,500.00	896,839.50	75,660.50	0.00	
Grand Totals					1,253,400.00	1,155,885.48	97,514.52	0.00	

Key Number: **20184** **2018-2021 STIP**

Project Name: **US20: Geary St. to Waverly St. (Albany)** **(DRAFT AMENDMENT PROJECT)**

Fund Codes												
Phase	Fund Code	Description	ICA P	Percent of Phase	Total Amount	Federal Percent	Federal Amount	State Percent	State Amount	Local Percent	Local Amount	
PE	ACPO	ADVANCE CONSTRUCT PR	Y	40.55%	163,000.00	100.00%	163,000.00	0.00%	0.00	0.00%	0.00	
	ZS30	HIGHWAY SAFETY IMP PROG FAST	Y	4.93%	19,800.00	100.00%	19,800.00	0.00%	0.00	0.00%	0.00	
	ZS32	SEC 164 PENALTIES HSIP FAST	Y	54.52%	219,100.00	100.00%	219,100.00	0.00%	0.00	0.00%	0.00	
	PE Totals				100.00%	401,900.00		401,900.00		0.00		0.00
RW	ACPO	ADVANCE CONSTRUCT PR		88.32%	298,600.00	92.22%	275,368.92	7.78%	23,231.08	0.00%	0.00	
	MS30	HSIP		11.68%	39,500.00	92.22%	36,426.90	7.78%	3,073.10	0.00%	0.00	
	RW Totals				100.00%	338,100.00		311,795.82		26,304.18		0.00
UR	MS30	HSIP		100.00%	33,800.00	92.22%	31,170.36	7.78%	2,629.64	0.00%	0.00	
	UR Totals				100.00%	33,800.00		31,170.36		2,629.64		0.00
CN	ACPO	ADVANCE CONSTRUCT PR		1.07%	10,500.00	92.22%	9,683.10	7.78%	816.90	0.00%	0.00	
	Z001	NATIONAL HIGHWAY PERF FAST		98.93%	972,500.00	92.22%	896,839.50	7.78%	75,660.50	0.00%	0.00	
	CN Totals				100.00%	983,000.00		906,522.60		76,477.40		0.00
Grand Totals							1,756,800.00		1,651,388.78		105,411.22	0.00

Amendments						
Status Date	Amendment Num.	Status	Project Change Type	S/C	Key Number	Change Reason
4/9/20	18-21-3773	DRAFT	SINGLE PROJECT ADJUSTMENT		20184	Increase the Right of Way estimate by \$30,100 and the Utility Relocation estimate by \$11,500.
12/13/19	18-21-3321	APPROVED	SINGLE PROJECT ADJUSTMENT		20184	Increase the Right of Way phase estimate by \$180,000, adding funds from the fix-it region 2 program savings.
9/5/19	18-21-2621	APPROVED	SINGLE PROJECT ADJUSTMENT		20184	Increase the Preliminary Engineering estimate by \$19,800, the Right of Way phase by \$88,500, and the Construction phase by \$10,500, adding fix-it region 2 program savings.
12/29/18	18-21-2048	APPROVED	SLIP		20184	Slip the Right of Way and Utility Relocation phases to federal fiscal year 2020 for delivery.

Selection Criteria:	STIP	2018-2021 STIP	Key Number	20184	Project ID	42279
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