



## 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**  
**Wednesday, July 24, 2024**  
**2:30 pm to 4:30 pm**

### HYBRID MEETING: IN PERSON AT THE ALBANY ABC CONFERENCE ROOM

1400 Queen Ave, SE Albany, Oregon 97322; Downstairs Conference Room

**OR**

**Via Teams by Clicking [HERE](#)**

Meeting ID: 234 386 466 633

Passcode: SubiQg

**Mobile One Click Number**

**[+1 872 242 8088](tel:+18722428088)**

Phone Conference ID: 983 687 329#

**Contact:** Billy McGregor, [bmcgregor@ocwcog.org](mailto:bmcgregor@ocwcog.org)

## AGENDA

1)	2:30	Call to Order, Agenda Review, and Roll Call	Chair, Ray Kopczynski
2)	2:35	Public Comments	Chair
3)	2:45	Approve minutes of April 24, 2024, Meeting (Attachment A)  <i>Action: Decision on minutes</i>	Chair
4)	2:50	UPWP Amended Budget (Attachment B) <i>Final ODOT update to the MPO FY'25 budgets for AAMPO and CAMPO.</i>  <i>Action: Information and Approval Decision</i>	Staff, McGregor
5)	3:00	TIP Amendments (Attachment C1 & C2) Amendments to projects 23695, 22723, and 23596 of the STIP. Needs approval or recommendation for additional public outreach.  <i>Action: Approval Decision</i>	Staff, McGregor
6)	3:05	MPO Merger Conversation (Presentation) <i>Work-to-date review of the merger, including financial forecasts, and discussion of next steps</i>  <i>ACTION: Discussion</i>	Staff, McGregor

The meeting location is accessible to persons with disabilities. Sign language, interpreter services or other accommodations can also be provided by contacting Ashlyn Muzechenko at least 48 hours prior to the meeting. Ashlyn can be reached at [amuzechenko@ocwcog.org](mailto:amuzechenko@ocwcog.org).

7)	3:45	<p><b>AAMPO Website Transition (Attachment D)</b>  Overview of website changes intended to be made in FY'25 to increase reliability and better align with CAMPO following AAMPO's UPWP task 310.</p> <p><i>Action: Informational</i></p>	Staff, McGregor
8)	3:50	<p><b>Title VI Survey Notice (Attachment E)</b>  Notice of the upcoming Title VI Survey for update of AAMPO/CAMPO's joint Title VI Plan, currently under ODOT review.</p> <p><i>Action: Informational</i></p>	Staff, McGregor
9)	3:55	<p><b>Grant Information (Attachment F)</b>  Notice of Information on federal grant programs.</p> <p><i>Action: Informational</i></p>	Staff, McGregor
10)	4:00	<p><b>Jurisdictional Updates/Other Business</b></p> <ul style="list-style-type: none"> <li>• Staff Updates</li> <li>• Albany</li> <li>• Benton County</li> <li>• Jefferson</li> <li>• Linn County</li> <li>• Millersburg</li> <li>• Tangent</li> <li>• ODOT</li> </ul>	All
11)	4:30	<p><b>Adjournment</b>  <i>Next Meeting: Wednesday, August 28, 2024. If the August Meeting is cancelled, then the next meeting will be Wednesday, September 25, 2024.</i></p>	Chair

## ATTENDANCE (FOR QUORUM PURPOSES)

<b>Board Members</b>	<b>Jurisdiction</b>	<b>Attendance</b>
Walt Perry	City of Jefferson	
Councilor Mike Hickam	City of Millersburg	
Councilor Ray Kopczynski	City of Albany	
Councilor Greg Jones	City of Tangent	
Commissioner Roger Nyquist	Linn County	
Commissioner Pat Malone	Benton County	
Darrin Lane	Citizen Representative	
Christine Hildebrandt	Oregon Department of Transportation	
<b>Alternates</b>	<b>Jurisdiction</b>	<b>Attendance</b>
Councilor David Watkins	City of Jefferson	
Janelle Booth	City of Millersburg	
Chris Cerklewski	City of Albany	
Joe Samaniego	City of Tangent	
Daineal Malone	Linn County	
Gary Stockhoff	Benton County	
James Feldmann	Oregon Department of Transportation	

**Quorum Requirement:** MPO business may be conducted provided a quorum of the Policy Board is in attendance. A quorum consists of at least four members of the Policy Board or their alternates. The Policy Board members may participate telephonically or by other means of electronic communication as provided in Section 6.D (Special or Emergency Meetings).

– AAMPO Policy Board Bylaws, Section 6: Meeting, Subsection E: Quorum

**ALBANY METROPOLITAN PLANNING ORGANIZATION  
POLICY BOARD HYBRID MEETING  
Wednesday, April 24, 2024  
2:30 – 4:30 pm  
Via Microsoft Teams Technologies**

**DRAFT MINUTES**

<b>Board Members</b>	<b>Jurisdiction</b>	<b>Attendance</b>
Walt Perry	City of Jefferson	No
Councilor Mike Hickam	City of Millersburg	Yes
Councilor Ray Kopczynski	City of Albany	Yes
Joe Samaniego	City of Tangent	No
Commissioner Roger Nyquist	Linn County	No
Commissioner Pat Malone	Benton County	Yes
Darrin Lane	Citizen Representative	No
Christine Hildebrandt	Oregon Department of Transportation	Yes
<b>Alternates</b>	<b>Jurisdiction</b>	<b>Attendance</b>
David Watkins	City of Jefferson	No
Janelle Booth	City of Millersburg	No
Chris Cerklewski	City of Albany	No
VACANT	City of Tangent	VACANT
Daineal Malone	Linn County	No
Gary Stockhoff	Benton County	No
James Feldmann	Oregon Department of Transportation	No

**Guests:** There were no guests present.

**Staff Present:** Transportation Program Manager Nick Meltzer, AAMPO Planner Billy McGregor, CAMPO Planner Corum Ketchum, and Administrative Assistant Ashlyn Muzechenko

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order, Agenda Review, and Roll Call	<p>The AAMPO Policy Board Chair, Councilor Ray Kopczynski called the meeting to order at 2:31pm.</p> <p>Staff Billy McGregor conducted roll call for today's AAMPO Policy Board Meeting.</p>	<p><b>The meeting was called to order at 2:31pm by the AAMPO Policy Board Chair, Councilor, Ray Kopczynski.</b></p>
2. Public Comments	<p>There were no public comments presented to the AAMPO Policy board as there were no members of the public present.</p>	<p><b>There were no public comments.</b></p>
3. Approve minutes of the AAMPO Policy Board Meeting of January 24, 2024  (Attachment A)  <b>Action:</b> Decision on Minutes	<p>The AAMPO Policy Board approved the AAMPO Policy Board minutes from January 24, 2024, by consensus with no corrections or adjustments.</p>	<p><b>The AAMPO Policy Board approved the AAMPO Policy Board minutes from January 24, 2024, by consensus.</b></p>
4. TIP Amendments  (Attachment B)  <b>Action:</b> Approval Decision	<p>McGregor provided background on the administrative amendments that need approval from the Policy Board. The amendments cover two different projects in the TIP.</p> <p>One of the projects will be removed from the STIP as the funding is being changed from federal to state fund exchange.</p> <p>Commissioner Malone asked about the reasoning behind the change in funding source.</p> <p>Transportation Program Manager Nick Meltzer provided background on the changing with funding source and noted that the ODOT partners approved of the project being delivered by the city as well.</p> <p>The AAMPO Policy Board Members in attendance approved the TIP Amendments by consensus.</p>	<p><b>The AAMPO Policy Board Members in attendance approved the TIP Amendments by consensus.</b></p>
5. TIP Amendment	<p>McGregor shared that this notice is amendments to staff amendments and</p>	

<p>Notice – staff adjustments (Attachment C)</p> <p><b>Action:</b> Informational</p>	<p>staff adjustments to two different projects.</p> <p>McGregor provided information on the two projects that are being amended.</p>	
<p>6. FAUB – MPA Boundary Adjustments</p> <p><b>Action:</b> Adopting a Metropolitan Planning Area Boundary that coincides with the Federal Urban Aid Boundary</p>	<p>McGregor shared the background of the FAUB and MPA boundaries and noted that state partners are requiring formal approval by the Policy Board.</p> <p>Meltzer shared the purpose of the formal approval and confirmed that this item is realignment of all classifications so all members in the AAMPO region are in agreement.</p> <p>The AAMPO Policy Board Members in attendance approved adopting a metropolitan planning area boundary that coincides with the federal urban aid boundary by consensus.</p>	<p><b>The AAMPO Policy Board Members in attendance approved adopting a metropolitan planning area boundary that coincides with the federal urban aid boundary by consensus.</b></p>
<p>7. UPWP '24 Funding Shift (Attachment D)</p> <p><b>Action:</b> Informational</p>	<p>McGregor shared the budget by task outline of the Unified Planning Work Program (UPWP) with the AAMPO Policy Board Members in attendance.</p> <p>McGregor provided the background on the UPWP '24 Funding shift, which is explained further in “Attachment D” of the meeting agenda packet.</p>	
<p>8. Unified Planning Work Program (UPWP) Changes (Attachments E1 &amp; E2)</p> <p><b>Action:</b> Consent to changes, approval</p>	<p>McGregor shared the changes made to the document after the public comment period closes including updates from the TAC and Policy Board members, along with The Public, Federal, and State partners.</p> <p>McGregor shared the final draft of the UPWP for the Policy Boards review and hopeful approval.</p> <p>McGregor noted that the special projects pool is funding that AAMPO Members can use to help complete projects in the AAMPO Area. The current interest of the group is to set up a potential bike counter program.</p> <p>Commissioner Malone added that the goal is to have paving starting at the Corvallis end of the Corvallis to Albany Path before the end of summer 2024. This works into the special projects conversation as an interest is combining and supporting both MPO’s bike/ped counting programs.</p>	<p><b>The AAMPO Policy Board Members agreed, by consensus, to adopt the UPWP for the state fiscal year 2025 with changes suggested by Hildebrandt.</b></p>

	<p>Christine Hildebrandt suggests changes to have her listed as the area manager for ODOT, as well as updating other members names.</p> <p>The AAMPO Policy Board Members agreed, by consensus to adopt the UPWP for the state fiscal year 2025 with changes suggested by Hildebrandt.</p>	
<p>9. Jurisdictional Updates/Other Business</p>	<p><b>AAMPO Staff Updates:</b> There were no staff updates presented to the AAMPO Policy Board members in attendance.</p> <p><b>Jurisdictional Updates:</b></p> <p>Albany – The Chair, Councilor Kopczynski noted that the city of Albany would like to nominate City Councilor, Jackie Montague from Ward 2 to replace Linn County Commissioner, Roger Nyquist to serve on the Linn Benton Loop Governing Board as AAMPO’s representative. Commissioner Malone seconded the motion. The AAMPO Policy Board Members in attendance agreed to adopt this motion by consensus.</p> <p>The group decided that a formal motion would be required and so the following was presented:</p> <p>Commissioner Malone made a motion to add Councilor Jackie Montague to the Linn Benton Loop Board as the AAMPO Representative after AAMPO Staff confirm with Commissioner Nyquist to ensure he is okay with the change, in anticipation of the May Loop Board Meeting. The Chair, Councilor, Kopczynski seconded. The AAMPO Policy Board Members in attendance voted unanimously to have Councilor Montague become the Linn-Benton Loop AAMPO Representative.</p> <p>Meltzer confirmed that AAMPO Staff will also look at the Loop Board Bylaws to see if Commissioner Nyquist could serve as an alternate to councilor Montague, or as an “At-Large Member”, should he wish to stay involved with the Linn-Benton Loop.</p> <p>Benton County – Commissioner Malone shared there is an open house meeting for Philomath Boulevard on May 8<sup>th</sup>, a flyer was shared in the chat as well to provide further context and a sign-up link for the virtual open</p>	

	<p>house.</p> <p>Jefferson – There were no members of Jefferson available to give updates.</p> <p>Linn County – There were no Linn County members present to provide updates.</p> <p>Millersburg – Councilor Hickam noted that this is his first meeting, and doesn't currently have an update for Millersburg, but will be sure to have more updates at the next meeting.</p> <p>Tangent – There were no members from Tangent present to present updates to the AAMPO Board.</p> <p>ODOT – Christine Hildebrandt noted that the US20 safety project is finishing phase two this summer and phase 3 has a 30% design plan currently.</p>	
10. Adjournment	The next AAMPO Policy Board Meeting is scheduled for Wednesday, May 22, 2024, from 2:30pm – 4:30pm.	<b>The meeting was adjourned at 3:05 pm by the Chair Councilor Ray Kopczynski.</b>

# Joint Title VI Nondiscrimination and Environmental Justice Plan

Adopted July 10<sup>th</sup>, 2024

**Albany Area Metropolitan Planning Organization**  
**Corvallis Area Metropolitan Planning Organization**

Compliance with Federal Requirements under 49 CFR Part 21  
and 23 CFR Part 200



## **Adopting Resolutions**

*Copies of the resolutions made by the Albany Area Metropolitan Planning Organization (AAMPO) and the Corvallis Area Metropolitan Planning Organization (CAMPO) adopting this 2024 Joint Title VI Nondiscrimination and Environmental Justice Plan are included on the following pages.*

**RESOLUTION No. 2024 - 02**

**FOR THE PURPOSE OF ADOPTING THE JOINT  
ALBANY AND CORVALLIS METROPOLITAN PLANNING ORGANIZATION  
TITLE VI NONDISCRIMINATION AND ENVIRONMENTAL JUSTICE PLAN**

**WHEREAS**, the Albany Area Metropolitan Planning Organization (AAMPO) has been designated by the State of Oregon as the official Metropolitan Planning Organization for the Albany area; and

**WHEREAS**, the purpose of Title VI of the United States Civil Rights Act of 1964 and subsequent legislation, regulations, statutes and orders is to prohibit programs that receive Federal funds from discriminating against participants on the basis of race, color, national origin, sex, age, disability or income status; and

**WHEREAS**, the development of a Title VI Nondiscrimination Plan that expresses AAMPO's commitment to ensure non-discrimination within all of its programs, projects and activities is a federal requirement; and

**WHEREAS**, AAMPO has developed a Title VI Nondiscrimination Plan in compliance with all applicable federal and state requirements; and

**WHEREAS**, the public has been notified and afforded reasonable opportunities to review and comment on the content of the AAMPO Title VI Nondiscrimination Plan;

**NOW, THEREFORE, BE IT RESOLVED**, that the AAMPO Policy Board adopts the Joint AAMPO-CAMPO Title VI Nondiscrimination and Environmental Justice Plan.

**Dated** this 10th day of July 2024.

**APPROVED:**

**By:** \_\_\_\_\_  
**Ray Kopczynski, Chair**  
City of Albany

**ATTESTED:**

**By:** \_\_\_\_\_  
**Nicholas Meltzer, P.E., MPO Manager**  
Albany Area MPO

**RESOLUTION No. 2024 - 02**

**FOR THE PURPOSE OF ADOPTING THE JOINT  
ALBANY AND CORVALLIS METROPOLITAN PLANNING ORGANIZATION  
TITLE VI NONDISCRIMINATION AND ENVIRONMENTAL JUSTICE PLAN**

**WHEREAS**, the Corvallis Area Metropolitan Planning Organization (CAMPO) has been designated by the State of Oregon as the official Metropolitan Planning Organization for the Corvallis area; and

**WHEREAS**, the purpose of Title VI of the United States Civil Rights Act of 1964 and subsequent legislation, regulations, statutes and orders is to prohibit programs that receive Federal funds from discriminating against participants on the basis of race, color, national origin, sex, age, disability or income status; and

**WHEREAS**, the development of a Title VI Nondiscrimination Plan that expresses CAMPO's commitment to ensure non-discrimination within all of its programs, projects and activities is a federal requirement; and

**WHEREAS**, CAMPO has developed a Title VI Nondiscrimination Plan in compliance with all applicable federal and state requirements; and

**WHEREAS**, the public has been notified and afforded reasonable opportunities to review and comment on the content of the CAMPO Title VI Nondiscrimination Plan;

**NOW, THEREFORE, BE IT RESOLVED**, that the CAMPO Policy Board adopts the Joint AAMPO-CAMPO Title VI Nondiscrimination and Environmental Justice Plan.

**Dated** this 10th day of July 2024.

**APPROVED:**

**By:** \_\_\_\_\_  
**Matt Lehman, Chair**  
City of Philomath

**ATTESTED:**

**By:** \_\_\_\_\_  
**Nicholas Meltzer, P.E., MPO Manager**  
Corvallis Area MPO

# About The Corvallis Area Metropolitan Planning Organization

## Policy Board

Pat Hare	City of Adair Village
Councilor Jan Napack (Vice-Chair)	City of Corvallis
Councilor Matt Lehman (Chair)	City of Philomath
Commissioner Patrick Malone	Benton County
Christine Hildebrandt	Oregon Department of Transportation

## Technical Advisory Committee (TAC)

Pat Hare	City of Adair Village
Rory Rowan	City of Corvallis
Chris Workman	City of Philomath
Gary Stockhoff	Benton County
James Feldmann (Chair)	Oregon Department of Transportation
Rebecca Houghtaling	Oregon State University
Barry Hoffman	Linn-Benton Loop Transit

## TAC Ex-Officio Members

Jasmine Harris	Federal Highway Administration (FHWA), Oregon Division
Ned Conroy	Federal Transit Administration (FTA), Region X
Mark Bernard	Oregon Department of Transportation
Mary Camarata	Department of Environmental Quality (DEQ)
Patrick Wingard	Oregon Department of Land Conservation and Development (DLCD) Oregon
Vacant	Oregon Department of State Lands (DSL)

## CAMPO Staff

Nicholas Meltzer	Transportation Manager
Corum Ketchum	Transportation Planner
Ashlyn Muzechenko	Administrative Assistant

## Address

Corvallis Area Metropolitan Planning Organization  
1121 NW 9th Street  
Corvallis, OR 97333  
Ph: (541)-758-1911  
Fax: (541)-758-3127  
[www.corvallisareampo.org](http://www.corvallisareampo.org)

# About The Albany Area Metropolitan Planning Organization

## Policy Board

Ray Kopczynski (Chair)	City of Albany
Patrick Malone	Benton County
Walt Perry	City of Jefferson
Roger Nyquist	Linn County
John Sullivan	City of Millersburg
Joe Samaniego	City of Tangent
Darrin Lane	Citizens' Representative
Robert Harrison (Vice Chair)	Oregon Department of Transportation

## Technical Advisory Committee (TAC)

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

## TAC Ex-Officio Members

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

## AAMPO Staff

Nicholas Meltzer	Transportation Manager
Billy McGregor	Transportation Planner
Ashlyn Muzechenko	Administrative Assistant

## Address

Albany Area Metropolitan Planning Organization  
1400 SE Queen Ave, Suite 205  
Albany, OR 97322  
Phone: (541)-924-4548  
Fax: (541)-967-4651  
[www.Albanyareampo.org](http://www.Albanyareampo.org)

## **Nondiscrimination Policy Statement**

In accordance with Title VI of the Civil Rights Act of 1964 and related federal nondiscrimination directives, the Oregon Cascades West Council of Governments (OCWCOG), the Corvallis Area Metropolitan Planning Organization (CAMPO) and the Albany Area Metropolitan Planning Organization (AAMPO), assure 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 otherwise subjected to discrimination under any MPO sponsored program or activity.

The three governments further assure 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. The definition of “programs or activities” was expanded by the Civil Rights Restoration Act of 1987 to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not. CAMPO and AAMPO will share the Title VI Nondiscrimination Plan, both internally and externally, through the MPO website, written communications, training, outreach and email with those who have a need to understand it and are interested in learning that CAMPO and AAMPO are making it a policy to uphold federal nondiscrimination requirements.

Each MPO 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.

In the event an MPO distributes Federal aid funds to another governmental entity or subcontractor, CAMPO and AAMPO will include Title VI language in all written agreements.

Title VI compliance is a condition of receipt for Federal funds. Metropolitan Planning Organization staff and associated 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) Part 200 and Title 49 CFR Part 21.

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**Ryan Vogt, OCWCOG Executive Director**

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**Date**

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**Matt Lehman, CAMPO Policy Board Chair**

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**Date**

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**Ray Kopczynski, AAMPO Policy Board Chair**

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**Date**

## Joint MPO Title VI Goals

The Corvallis and Albany Area MPOs recognize the key role that transportation services provide to the community and are committed to preventing discrimination and fostering a just and equitable society. The MPOs jointly establish the following principles to serve as goals for implementing its Title VI program:

- Make transportation decisions that strive to meet the needs of all people.
- Enhance the public involvement process to reach all segments of the population and ensure that all groups have a voice in the transportation planning process, regardless of race, color, national origin, gender, age, disability, and income status.
- Provide the community with opportunities to learn about and improve the quality and usefulness of transportation in their lives.
- Improve data collection, monitoring, and analysis tools that assess the needs of, and analyze the potential impacts of transportation plans and programs on Title VI protected populations.
- Avoid disproportionately high and adverse impacts on Title VI protected populations.
- Comply with the requirements of Title VI and accompanying rules and orders.

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## **Chapter 1: Introduction**

### **What is an MPO?**

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

### **What is the Corvallis Area Metropolitan Planning Organization (CAMPO)?**

The Corvallis Area Metropolitan Planning Organization (CAMPO) serves as the metropolitan planning organization (MPO) for the Corvallis Urbanized Area, as designated by the Oregon Governor in December 2002. CAMPO is comprised of the Cities of Adair Village, Corvallis, Philomath, parts of Benton County, and the Oregon Department of Transportation (ODOT). CAMPO is governed by a five-member Policy Board consisting of elected representatives from each city or county, as well as a staff person from ODOT. The Oregon Cascades West Council of Governments (OCWCOG), under a contract with the CAMPO Policy Board, provides administrative services and staffing to CAMPO.

### **What is the Albany Area Metropolitan Planning Organization (AAMPO)?**

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

As designated, the AAMPO Planning Area covers the Albany Urbanized Area, which is composed of the cities of Albany, Jefferson, Millersburg, and Tangent as well as adjacent parts of Linn, Benton and Marion Counties that are anticipated to become urbanized during the 20-year planning horizon. Note, that although the AAMPO Planning Area includes a small portion of Marion County around the City of Jefferson, Marion County is not a member of AAMPO.

### **What is a Title VI Plan/Program?**

The Title VI Nondiscrimination and Environmental Justice Plan is a federally required document which reflects CAMPO'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. This 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.

## What is in this Document?

The remainder of this plan is broken into chapters that address the requirements of a Title VI/Nondiscrimination Plan:

- **Chapter 2: MPO Overview**—Overview of CAMPO and AAMPO role and responsibilities, governance, and membership.
- **Chapter 3: Title VI Nondiscrimination**—Introduces the legal requirements for non-discrimination in CAMPO's transportation planning practices and provides an overview of the Title VI program.
- **Chapter 4: Environmental Justice**—Provides an overview of the executive orders that together create the best practices for Environmental Justice and discusses their relationship to MPO transportation planning activities.
- **Chapter 5: Joint Corvallis and Albany Metropolitan Planning Area Profile** —Provides recent and statistically reliable information about areas of identified populations and population demographics. These population analyses and maps assist in assessing the needs of, and analyzing the potential impacts on and benefits to, Title VI and environmental justice protected populations in the CAMPO and AAMPO regions region.
- **Chapter 6: Implementation Strategies**—Summarizes the strategies the MPOs have identified in the plan, how they intend to move forward with them, and the overall timing of implementation.

## Chapter 2: MPO Overview

### MPO Roles and Responsibilities

Per USC 23, 123 & 450, a Metropolitan Planning Organization (MPO), must provide transportation planning and programming in Urbanized Areas (areas with a 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 Corvallis Area Metropolitan Planning Organization (CAMPO) serves as the MPO for the Corvallis Urbanized Area, as designated by the Oregon Governor in 2002. The region includes the cities of Adair Village, Corvallis, Philomath, and the County of Benton. CAMPO is governed by a five-member Policy Board consisting of elected representatives from each city or county, as well as a staff person from the Oregon Department of Transportation (ODOT). A Technical Advisory Committee (TAC) is made up of professional staff of the above entities, the ODOT Regional Planner, a representative from the Albany Transit System, and a representative of Oregon State University. The representatives of relevant federal and other state agencies have ex-officio status on the TAC. The TAC reviews technical material and provides recommendations to the Policy Board. The City of Corvallis is the owner of the Corvallis Transit System and their representation on the MPO Policy Board and TAC also represents the interests of the transit system.

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

The Oregon Cascades West Council of Governments (OCWCOG), under a contract with the Policy Board, provides staffing including fiscal and administrative support to CAMPO and AAMPO.

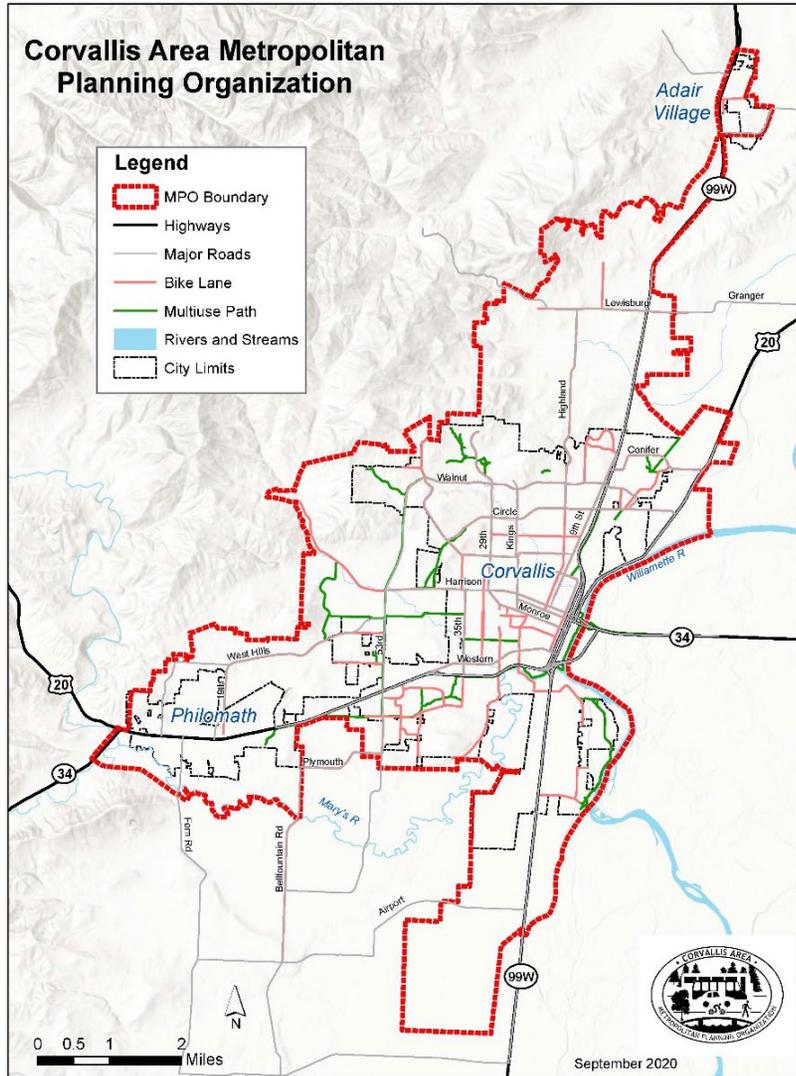
In accordance with federal regulations, the functions, and responsibilities of both MPOs include development of an annual Unified Planning Work Program (UPWP), an annual list of obligated projects, a 4-year Transportation Improvement Program (TIP), a long-range Regional Transportation Plan (RTP), and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

The Corvallis and Albany MPOs are recipients of federal funding and, as such, are 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.

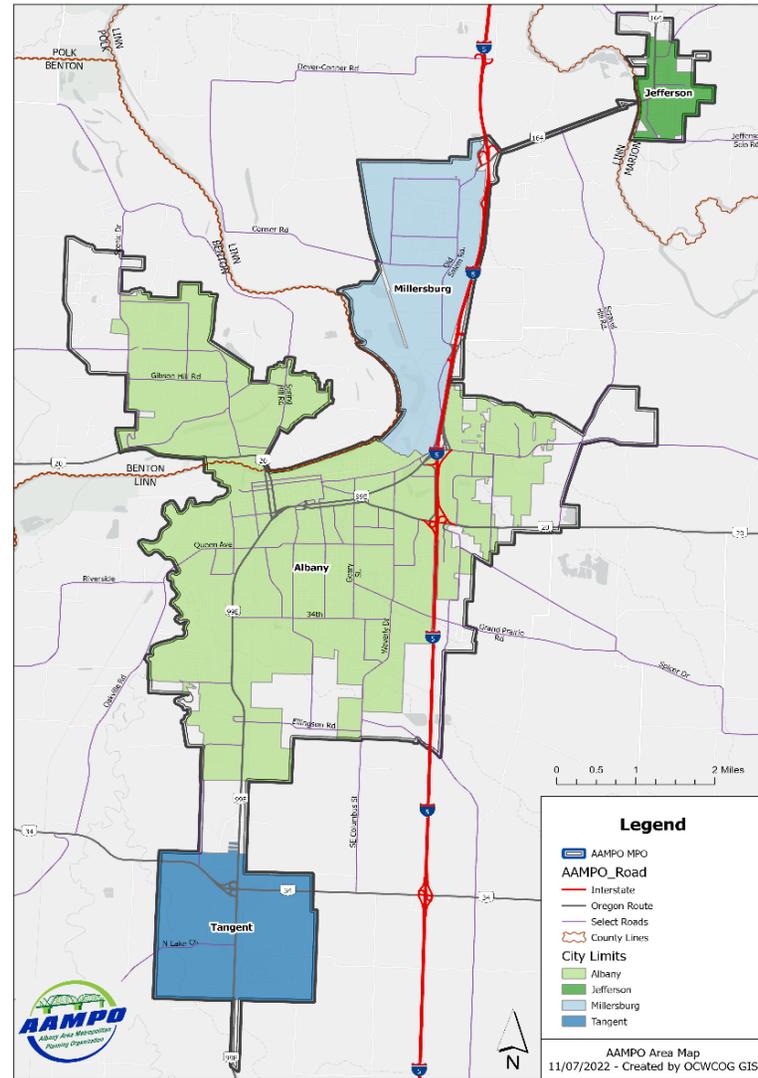
The purpose of this document is to provide the needed assurances, regulations, and frameworks that MPOs must follow, and clarify roles, responsibilities, and procedures for assuming compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives.

# CAMPO and AAMPO Planning Areas

Map 2 - CAMPO Planning Area



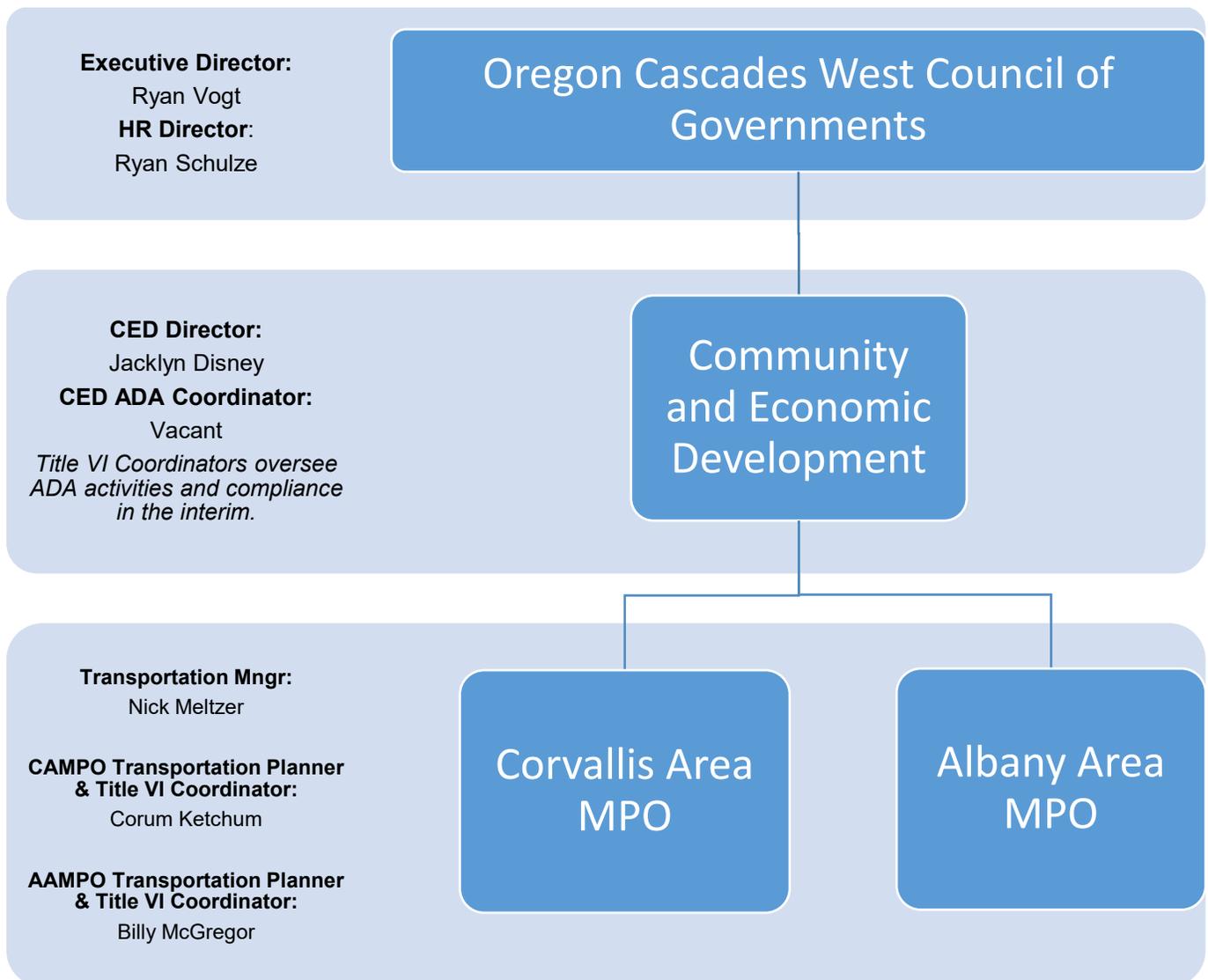
Map 1 - AAMPO Planning Area



## MPO Organization and Governance

CAMPO is governed by a five-member Policy Board consisting of elected representatives from the cities of Adair Village, Corvallis, Philomath, and the County of Benton, as well as a staff person from the Oregon Department of Transportation (ODOT). AAMPO is governed by an eight member Policy Board consisting of representatives of the cities of Jefferson, Millersburg, Albany, and Tangent, Benton and Linn counties, the Oregon Department of Transportation (ODOT), and a Citizens' Representative. Both MPO's staffing --including administrative, bookkeeping, and computer services-- are performed by the Oregon Cascades West Council of Governments (OCWCOG) under a contract with each Policy Board. OCWCOG staff dedicated to MPO activities are located in the Community and Economic Development Department (CED). Each MPO is governed independently of OCWCOG through their Policy Boards.

Figure 1: Organization Chart



## Chapter 3: Title VI Nondiscrimination

### Authorities and Guidance

This section provides a compilation of the legal regulations, statutes and orders that together create the legal requirements for non-discrimination in the MPO's transportation planning practices. Title VI of the Civil Rights Act of 1964 provides the primary basis for the civil rights protections addressed in this plan. Other regulations, statutes, and orders listed below expand on those requirements.

- **Title VI of the Civil Rights Act of 1964:** “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” (23 CFR 200.9 and 49 CFR Part 21) (Nondiscrimination).
- **Federal Aid Highway Act of 1973:** 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 (23 USC 324).
- **Age Discrimination Act of 1975:** Provides that no person 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 financial assistance (42 USC 6101).
- **Civil Rights Restoration Act of 1987:** 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, regardless of whether the programs and activities are federally assisted (Public Law No. 100-259).
- **Americans with Disabilities Act of 1990** (42 USC 12101 et seq. and 49 CFR Parts 27, 37 and 38) and the **Rehabilitation Act of 1973, Section 504**, (29 USC 794) extend the protections under Title VI of the Civil Rights Act of 1964 to prohibit discrimination of persons with disabilities; and requires that public transit be accessible to persons with disabilities. The ADA Act of 1990 states that all new transit vehicles must be made accessible to persons with disabilities, and that paratransit can be used to complement existing fixed-route service.
- **FHWA and FTA Memorandum on Title VI Requirements** (October 7, 1999) clarifies Title VI requirements in metropolitan and statewide planning. The memorandum provides FHWA and FTA staff with a list of proposed review questions to assess Title VI capability and provides guidance in assessing Title VI capability. Failure to comply can lead to a corrective action being issued by FTA and/or FHWA, and failure to address the corrective action can affect continued federal funding.
- **Executive Order 12250** (28 CFR Part 41) requires consistent and effective implementation of various laws prohibiting discriminatory practices in programs receiving federal funding assistance, including Title VI of the Civil Rights Act of 1964.
- **Administrative Regulations, 23 CFR 200 and 49 CFR 21** from Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) set requirements for state transportation departments to implement Title VI policies and procedures at the state and local levels.
- **USDOT Planning Assistance and Standards** for metropolitan planning require MPOs to seek out and consider “the needs of those traditionally underserved by existing transportation systems, such as low income and minority households, who may face challenges accessing employment and other services” (23 CFR 450.316). Additional staff guidance from FHWA and

FTA provides direction for assessing an MPO's level of compliance with Title VI and establishes a corrective process that can affect federal funding.

- **FTA Circulars 4702.1 & 4702.1B** provides recipients and sub-recipients of Federal Transit Administration (FTA) financial assistance with guidance and instructions necessary to carry out the USDOT Title VI regulations (49 CFR part 21).
- **Oregon Revised Statutes** contain protections against discrimination in employment, accommodations and real property transactions based on race, color, religion, gender, sexual orientation, national origin, marital status, age, disability, or family status.

A list of pertinent federal statutes regarding Title VI, as provided by the FHWA, is available in Appendix I-E.

## **Title VI Requirements for MPOs in Oregon**

The U.S. Department of Transportation (USDOT) enables the Oregon Department of Transportation (ODOT) to enforce Federal rules at the state level. As a sub-recipient of federal funds, CAMPO and AAMPO must comply with the following Title VI requirements administered by ODOT:

### **1. Appoint a Title VI coordinator.**

CAMPO and AAMPO are 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 MPO Coordinator for each entity shall serve as the Title VI Coordinator and shall be responsible for initiating, monitoring, and ensuring compliance with Title VI requirements. Compliance includes addressing civil rights complaints, engaging in public outreach, and ensuring meaningful participation for protected populations in the transportation decision making process, preparing annual Title VI reports, providing support and information to the region as requested, and collecting and maintaining up-to-date data to support ongoing nondiscrimination activities including updating and implementing this plan. Additional responsibilities include obtaining adequate training and other support for MPO staff involved in Title VI compliance and ensuring that no person is denied access to or participation in MPO programs.

The CAMPO/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. In the event of a staff vacancy for the ADA Coordinator, the CAMPO/AAMPO Coordinators will oversee ADA activities and be responsible for the ADA complaint process in the interim.

<b><u>CAMPO Coordinator:</u></b>	Corum Ketchum <a href="mailto:cketchum@ocwcog.org">cketchum@ocwcog.org</a> / (541) 223-7040
<b><u>AAMPO Coordinator:</u></b>	Billy McGregor <a href="mailto:brmcgregor@ocwcog.org">brmcgregor@ocwcog.org</a> / (541) 924-4548
<b><u>CED ADA Coordinator:</u></b>	Vacant. MPO ADA duties are overseen by the individual MPO coordinators in the interim
<b><u>CED Director:</u></b>	Jacklyn Disney <a href="mailto:jdisney@ocwcog.org">jdisney@ocwcog.org</a> / (541) 574-3764
<b><u>OCWCOG HR Manager:</u></b>	Ryan Schulze <a href="mailto:rschulze@ocwcog.org">rschulze@ocwcog.org</a> / (541) 812-2000

**OCWCOG Executive Director:**

Ryan Vogt

[rvogt@ocwcoq.org](mailto:rvogt@ocwcoq.org) / (541) 924-8465

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

MPO staff shall attend applicable USDOT or Oregon Department of Transportation (ODOT) Title VI trainings when available. MPO staff log their trainings and report their trainings to ODOT as required.

The ADA Coordinator maintains certification through continuing education credits.

Training courses the MPOs are 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.*

MPO staff will attend additional trainings on Title VI and ADA topics as recommended by the Oregon Office of Equity and Civil Rights and the FHWA.

***Proactively prevent discrimination as defined in Title VI and related authorities;  
Disseminate Title VI program information to the public.***

The MPOs update plans frequently (every 1-5 years), and each time looks for ways to increase defenses against discrimination and adverse environmental justice impacts. Each 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. Both MPOs also follow all public comment protocol and actively work to engage the public in planning efforts.

The MPOs each have Public Participation Plans (PPP) that addresses the need to communicate with communities that may be traditionally underserved, such as people with disabilities, seniors, low-income residents, racial and ethnic minorities, and those of Limited English Proficiency (LEP). As part of this effort, the MPOs maintain an “interested parties” distribution list for all MPO meeting agendas. This list includes individuals that may fall into one or more of these population categories or represent those that do. The forthcoming joint CAMPO/AAMPO PPP (in development at the time this Plan was adopted) will include an appendix documenting key local organizations for outreach efforts. Several of the organizations on this list work with or represent traditionally underserved populations in the planning areas. This list is used to solicit comments and request involvement on plan update efforts from both the entity and individuals they serve.

The joint PPP is designed to:

- Encourage citizen participation.
- Reach out to all jurisdictions within the MPO areas 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.

**3. Include Title VI compliant language in all contracts to second tier sub-recipients.**

The MPOs will work to ensure that all contracts and IGAs with sub-contracting entities use language that requires compliance with nondiscrimination regulations and best practices in environmental justice. MPO staff will work with OCWCOG's contract procurement staff to ensure this language is included in all agreements and contracts.

**4. Obtain and maintain data on race, ethnicity, age, gender, disability, limited English proficiency, and income of populations in service area.**

To measure the effectiveness of its outreach, the MPOs gather and maintains statistical data on race, ethnicity, and sex of participants in, and beneficiaries of, federally funded programs. For example, the MPOs maintain and report on the composition and demographics of its policy board and technical advisory committee members, as well as staff involved in MPO projects. Additionally, each MPO submits an Annual Accomplishments Report that outlines the demographic profile of the MPO's planning area using the most recent and appropriate statistical information available on income, race and ethnicity, age, persons with disabilities and other pertinent data.

In developing a Language Assistance Plan, the MPOs collect 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. Those who speak English less than "very well" or not at all are classified as Limited English Proficient or "LEP". This data is 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 each MPO's Public Participation Plan, and other outreach strategies. The joint MPO full Language Assistance Plan and Four-Factor Analysis can be found in Appendix A.

Data is gathered from the decennial U.S. Census and the 5-year 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 maps and made available on the MPOs' websites. Additionally, the MPOs may utilize a voluntary public involvement survey at public meetings to gauge participation by protected populations and those of Limited English Proficiency.

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 the Nondiscrimination Policy Statement (see page iii) on the MPO websites as well as in the MPOs' Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), Public Participation Plan (PPP) and other planning and programming documents as appropriate.
- Include on all meeting agendas a statement regarding accessibility of MPO 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.

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

The MPOs' Nondiscrimination Policy Statement (see page v) is posted on the MPOs' websites and will be incorporated into the MPOs' Regional Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, and other planning and programming documents as appropriate. 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.

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

The MPOs will develop an Annual Accomplishments Report for Title VI requirements including demographic information about the region used to review and monitor populations covered under Title VI requirements. Part of this task includes analyzing the potential benefits and burdens to Title VI protected populations living in the planning areas. The Annual Accomplishments Report will also include an assessment of performance as well as goals and objectives for the upcoming year.

**7. Perform periodic self-assessments for Title VI compliance.**

The MPOs will review Title VI and Environmental Justice compliance when developing new plans and programs; updating existing plans; and compiling data for the Unified Planning Work Program and Annual Accomplishments Report. The MPOs will review and, as appropriate, update its Title VI Nondiscrimination and Environmental Justice Plan every three years.

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

An Annual Title VI Work Plan will be included in the MPO's 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.

The Corvallis Area and Albany Area MPOs shall complete the following required Title VI reports:

- a. An Annual Accomplishment Report describing major Title VI activities. This report will include Title VI compliance activities occurring during the preceding fiscal year. The Report shall be submitted to the Oregon Department of Transportation (ODOT) Office of Equity and Civil Rights (OECR) 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 joint MPO's Title VI/Nondiscrimination procedures, with specific information including:
  - Summary of any approved changes to the Title VI Plan during the reporting period. If changes occur, 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, and 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 MPOs' planning, programming activities and a listing of Title VI activities occurring during those activities.
  - A summary of any consulting contracts and Title VI activities 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.
  - Goals and objectives for the upcoming year.
- b. Annual Title VI Certifications and Assurances, for submission with the annual Unified Planning Work Program.

The MPOs also comply with, and participates in, periodic reviews by the ODOT Office of Equity and Civil Rights (OECR). The Office of Equity and Civil Rights performed a "Sub-recipient Title VI Program Review" for CAMPO on July 7, 2020. As part of this review, ODOT looked at CAMPO's 2011 Title VI Plan, website, and a survey questionnaire to develop a scorecard for the agency and, ultimately, provided CAMPO with a report detailing observations, scores, accomplishments, and recommendations.

The OECR performed a sub-recipient Title VI program review for the Albany MPO on June 18, 2024, providing similar observations, scoring, and recommendations on this (the 2024 joint plan) document, finding the plan sufficient with some modifications that have been made prior to adoption.

**9. *Correct any deficiencies identified through a review or complaint.***

As mentioned in the section above, ODOT's Office of Equity and Civil Rights performed a "Sub-recipient Title VI Program Review" for CAMPO on July 7, 2020, and AAMPO on June 18, 2024. As part of these reviews, ODOT looked at each agency's Title VI Plan, website, and related documents, ultimately providing the MPOs with a report detailing observations, accomplishments, and recommendations.

MPO staff incorporated recommendations from the Title VI reviews into this document to the extent that was practicable. The results of the 2024 ODOT OECR review have been incorporated into this plan as practicable, as final scoring and recommendations were not available prior to plan adoption.

This plan serves as the foundation for both MPO's Title VI Program which means recommended actions incorporated during the Title VI review process will be implemented going forward.

## **Filing a Civil Rights Complaint**

Each MPO has a Title VI complaint procedure in place. The process is available on each MPO's website and provided in Appendix B of this document. The Title VI complaint form can be found in both English and Spanish in Appendix C. The procedures cover complaints filed under Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 against any program or activity administered by CAMPO and/or AAMPO.

Any person who feels that he or she has been subjected to discrimination on the basis of *race, color, or national origin* has the right to file a Title VI complaint. Intimidation or retaliation of any kind is prohibited by law.

Each 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 have not gone through the formal complaint process described in the Appendix B. Informal complaints may be addressed and resolved directly by the MPO even if the MPO is identified in the incident.

Each MPO will institute and publish a formal public complaint and investigation process as outlined in Appendix B. Information about the complaint process, including the complaint form, will be available on the AAMPO and CAMPO websites. Significant Title VI issues shall be reported directly to the CED Director.

Complaints must be filed (either in person or in writing) within 180 days of the alleged discriminatory event or practice.

### **Complaints may be submitted:**

- |                  |   |
|------------------|---|
| <u>By Mail:</u>  | Corvallis Area MPO and/or Albany Area MPO<br>1400 Queen Ave SE, Suite 205<br>Albany, OR 97322 |
| <u>By Email:</u> | cketchum@ocwcog.org, bmcgregor@ocwcog.org, or<br>echavez@ocwcog.org                           |
| <u>By Phone:</u> | (541) 758-1911  |

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 AAMPO/CAMPO/OCWCOG administrative offices: 1400 Queen Ave SE, Suite 205, Albany, OR 97322. Records and investigative working files will be retained for four years internally.

## Chapter 4: Environmental Justice

### Authorities and Guidance

This section provides an overview of the executive orders that together create the best practices for Environmental Justice. It is important to note that consideration of environmental justice across federal programs and activities is not mandated in statute, like Title VI federal law (protecting persons based on race, color, or national origin). The executive order on environmental justice (E.O. 12898) more generally directs agencies to integrate environmental justice into their respective missions to “the greatest extent practicable and permitted by law.” Executive Order 12898 provides the primary basis for best practices in Environmental Justice, other orders listed below expand on those practices.

- **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).
- **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. (Best Practice in Environmental Justice).
- **USDOT Order on Environmental Justice** (DOT Order 5610.2) describes how the principles in the Executive Order are to be incorporated into programs and activities. The DOT order states that the DOT will not carry out any program, policy or activity that will have a disproportionately high and adverse effect on minority or low-income populations unless mitigation measures or alternatives that would avoid the adverse impacts are not practicable. Like Executive Order 12898, the DOT order does not create a new set of requirements for state and local agencies but is intended to reinforce considerations already embodied in existing law, such as NEPA and Title VI. (Best Practice in Environmental Justice).
- **(USDOT) Order 6640.23** contains policies and procedures for the FHWA to use in complying with E.O. 12898. (Best Practice in Environmental Justice).
- **Executive Order 14008, Justice40 Initiative** describes a whole of government approach to countering climate change and addressing systemic inequalities in the environment (environmental racism). Executive Order 14008 created the first-ever White House Environmental Justice Advisory Council that is charged with providing independent advice and recommendations on how to address current and historic environmental injustice. Members of the council are selected from across a wide range of backgrounds, and have knowledge about or experience in environmental justice, climate change, disaster preparedness, or racial inequity, among other areas of expertise. EO 14008 created new tools for communities and transportation authorities to investigate and address environmental justice topics.

## Environmental Justice and Transportation Planning

In 1994, President Clinton issued **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations**. The Executive Order focused attention on Title VI by providing that "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." As noted at the beginning of this chapter, consideration of environmental justice across federal programs and activities is not mandated in statute, like Title VI federal law (protecting persons based on race, color, or national origin). The executive order on environmental justice more generally directs agencies to integrate environmental justice into their respective missions to 'the greatest extent practicable and permitted by law'.

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

1. To 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. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Consideration of environmental justice is important during all phases of the transportation planning process. Areas of focus include **public participation** (to ensure that protected populations have real and equitable opportunities to influence decision) and **analysis** (to assess the distribution of benefits and impacts on protected populations.) Environmental justice issues arise most frequently when:

- Some communities get the benefits of improved accessibility, faster trips, and congestion relief, while others experience fewer benefits;
- Some communities suffer disproportionately from transportation programs negative impacts, like air pollution;
- Some communities have to pay higher transportation taxes or higher fares than others in relation to the services that they receive; or,
- Some communities are less represented than others when policymaking bodies debate and decide what should be done with transportation resources.

### The Relationship Between Environmental Justice and Title VI

The need to consider environmental justice is embodied in many laws, and regulations, including Title VI of the Civil Rights Act of 1964. The federal actions on environmental justice serve to reaffirm Title VI responsibilities by directing every federal agency to make environmental justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on "minority populations and low-income populations."

Environmental Justice and Title VI concepts focus on understanding and properly addressing the unique needs of diverse socioeconomic groups and are vital components to effective transportation decision making.

Below is a list of examples from an FHWA/FTA memo outlining MPO actions that support Title VI compliance and environmental justice goals:

- Develop a demographic profile of the metropolitan planning area that identifies the locations of socio-economic groups.
- Identify the transportation needs of low-income and minority populations.
- Assess the regional benefits and burdens of transportation system investments in the Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP) for socio-economic groups. Have a public involvement strategy for engaging minority and low-income populations in transportation decision making.

## Chapter 5: Joint Corvallis and Albany Metropolitan Planning Area Profile

The purpose of this chapter is to serve as a resource for transportation planning in the CAMPO and AAMPO areas by providing recent and statistically reliable information about areas of identified populations and population demographics. The maps and analysis in this chapter assist in assessing the needs of, and analyzing the potential impacts on and benefits to, Title VI and environmental justice protected populations in the region.

The CAMPO Planning Area includes the cities of Adair Village, Corvallis, and Philomath, as well as Benton County. Likewise, the AAMPO planning area concerns the cities of Albany, Jefferson, Millersburg, and Tangent, as well as Linn and Benton counties. It is important to understand the demographic profile of this area 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 demographic profile outlined below utilizes 2018-2022 5-Year American Community Survey (ACS) data at the Census Block Group level, when available, and at the Census Tract level otherwise. The following population characteristics were evaluated as part of the analysis: **low-income populations, minority populations, seniors, persons with disabilities, and Limited English Proficiency (LEP) populations.**

In some locations within the planning area, percentages of protected populations are higher than the average for the urbanized area as a whole. These higher concentrations of subject populations are illustrated in the maps contained in the following pages. This information was used to identify potential communities of concern.

### Methods and Data

This section outlines the methodologies employed and the data utilized in the analysis of Title VI-protected populations within the Corvallis and Albany metropolitan areas. The primary objective is to track and display the distribution of these populations using the most recent American Community Survey (ACS) data. By employing a quintile scale and equal interval distribution, the concentration of Title VI-protected populations can be effectively visualized and understood within the community.

#### *Data Sources*

The analysis draws upon the latest available data (2018 – 2022) from the American Community Survey (ACS). The ACS is conducted annually by the U.S. Census Bureau and provides detailed demographic, social, economic, and housing information at various geographic levels, including Census tracts, block groups, and ZIP codes.

#### *Population Categories*

Title VI of the Civil Rights Act of 1964 protects individuals from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. For the purpose of this analysis, the following population categories are considered Title VI-protected:

- Low-Income Populations,
- Minority Populations,
- Seniors (Aged 65+),
- Persons With Disabilities, and;
- Limited English Proficiency (LEP) Populations.

## **Spatial Analysis**

### *Geographic Units*

The analysis is conducted at the Census block group level (other than poverty data, which is collected at the Census tract level), which provides a fine-grained geographic unit for understanding population distributions within the Corvallis and Albany Metropolitan Planning Areas.<sup>1</sup>

### *Quintile Scale*

To visualize the distribution of Title VI-protected populations, a quintile scale is employed. This scale divides the study area into five equal parts based on population density, with each quintile representing 20% of the total population. This approach allows for the identification of areas with high, medium, and low concentrations of Title VI-protected populations.

### *Equal Interval Distribution*

In addition to the quintile scale, equal interval distribution is utilized to determine the ranges for each category within the quintiles. Equal interval divides the range of values into equal-sized intervals, ensuring that each interval represents an equal range of values. This method provides a straightforward way to classify the data into distinct categories while maintaining consistency across the distribution and provides an option to compare changes over time within the study area.

## **Limitations**

It is important to acknowledge the limitations of the analysis. While the ACS provides valuable data on demographic characteristics, it is subject to sampling error and may not fully capture the diversity within Title VI-protected populations. Additionally, the analysis focuses on residential patterns and does not account for other factors such as employment, transportation access, or access to services.

*Analysis follows on the next page.*

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<sup>1</sup> The analysis only includes block groups or census tracts that are within the metropolitan planning area. Information is shown for land outside of the planning areas for context, but this plan does not include analysis on these areas.

### Population Living Below the Poverty Level (Map 3)

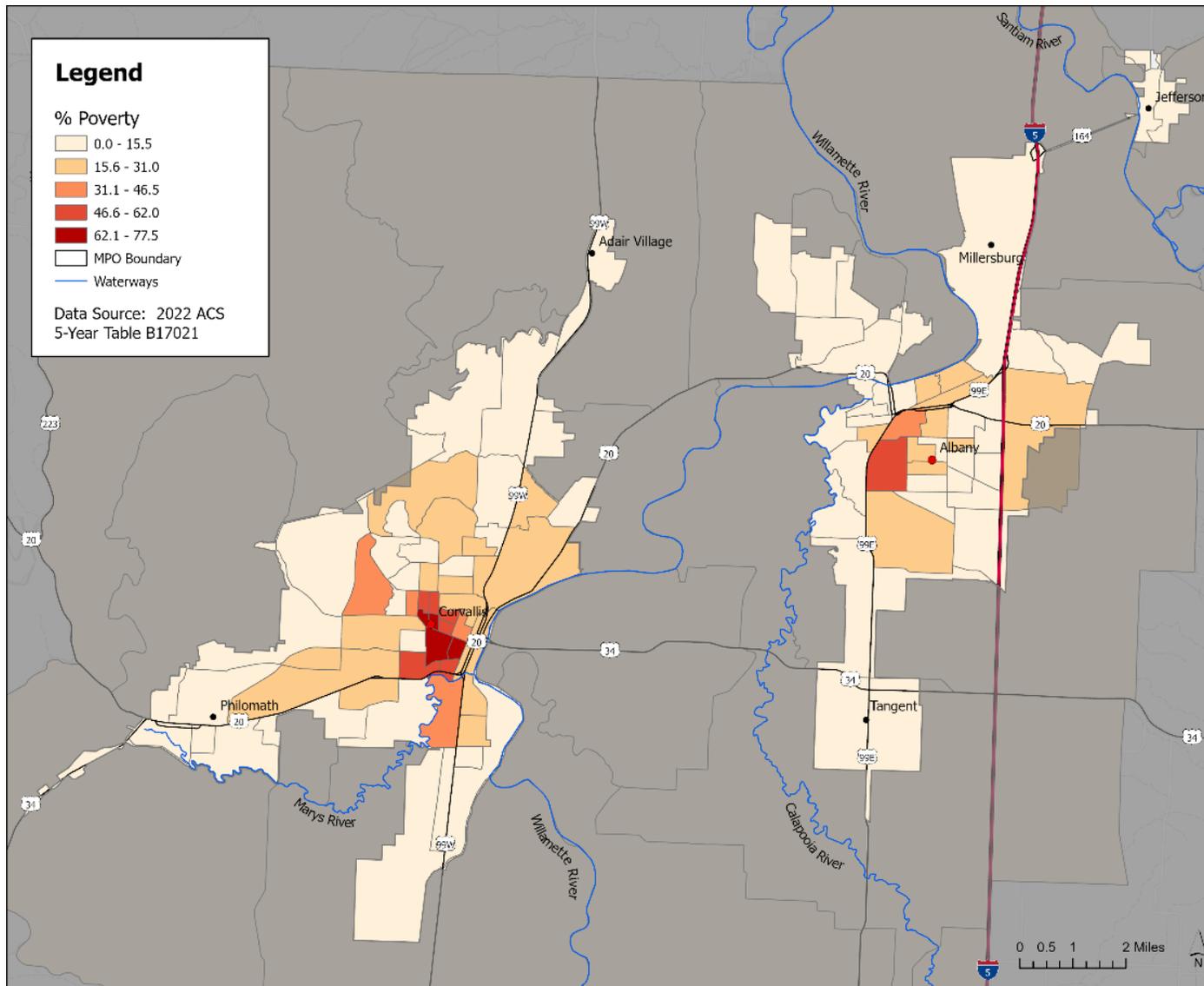
The U.S. Census Bureau uses a set of dollar value thresholds that varies by family size and composition to determine those in poverty. For 2021, the poverty threshold for a family of two adults and one child was an annual household income of \$21,811, for individuals, that level was \$13,788. Within the CAMPO urbanized area, approximately 26.41% of the population (families and people) had income in the past 12 months falling below the poverty level during the 2018-2022 5-Year ACS period. For the AAMPO urbanized area, 11.81% of the population lived below the poverty level during that 12-month period within the ACS.

% of Population Living Below the Poverty Line	
U.S.	12.53%
Oregon	11.91%
Albany Urbanized Area	11.87%
Corvallis Urbanized Area	26.41%
<i>Source: 2018-2022 5-Year ACS, Table B17021</i>	

As illustrated in the table below, the poverty rate in the CAMPO urbanized area is considerably higher than the state and national averages. One possible explanation for the high local poverty rate is the large number of college aged students living in Corvallis while attending Oregon State University and Linn Benton Community College. Newly independent young adults, and full-time students, are likely to have lower than average incomes and may drag down the overall region average. Nationally, poverty rates fell because of the extraordinary anti-poverty measures instituted during the COVID-19 pandemic. It is expected that these rates will return to pre-pandemic levels by the next plan update.

Map 3 illustrates that the areas with the highest percentage of the population living below the poverty level are located near Oregon State University (OSU), downtown Corvallis, and the Census Block Groups north of the OSU campus. Within AAMPO, poverty is concentrated along 99E, south of the downtown, and in the more rural-feeling areas east of I5.

Map 3 - People Living Below the Poverty Level



### Title VI Data - Poverty (by 2022 Block Group)

Poverty is defined as the percentage of families and persons living below the federal poverty level. For individuals, the threshold is \$14,880, and for a family of three, that level is \$23,556.

% of Population Living Below the Poverty Line	
U.S.	12.53%
Oregon	11.91%
Albany Urbanized Area	11.87%
Corvallis Urbanized Area	26.41%
Source: 2018-2022 5-Year ACS, Table B17021	



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### Minority Population (Map 4)

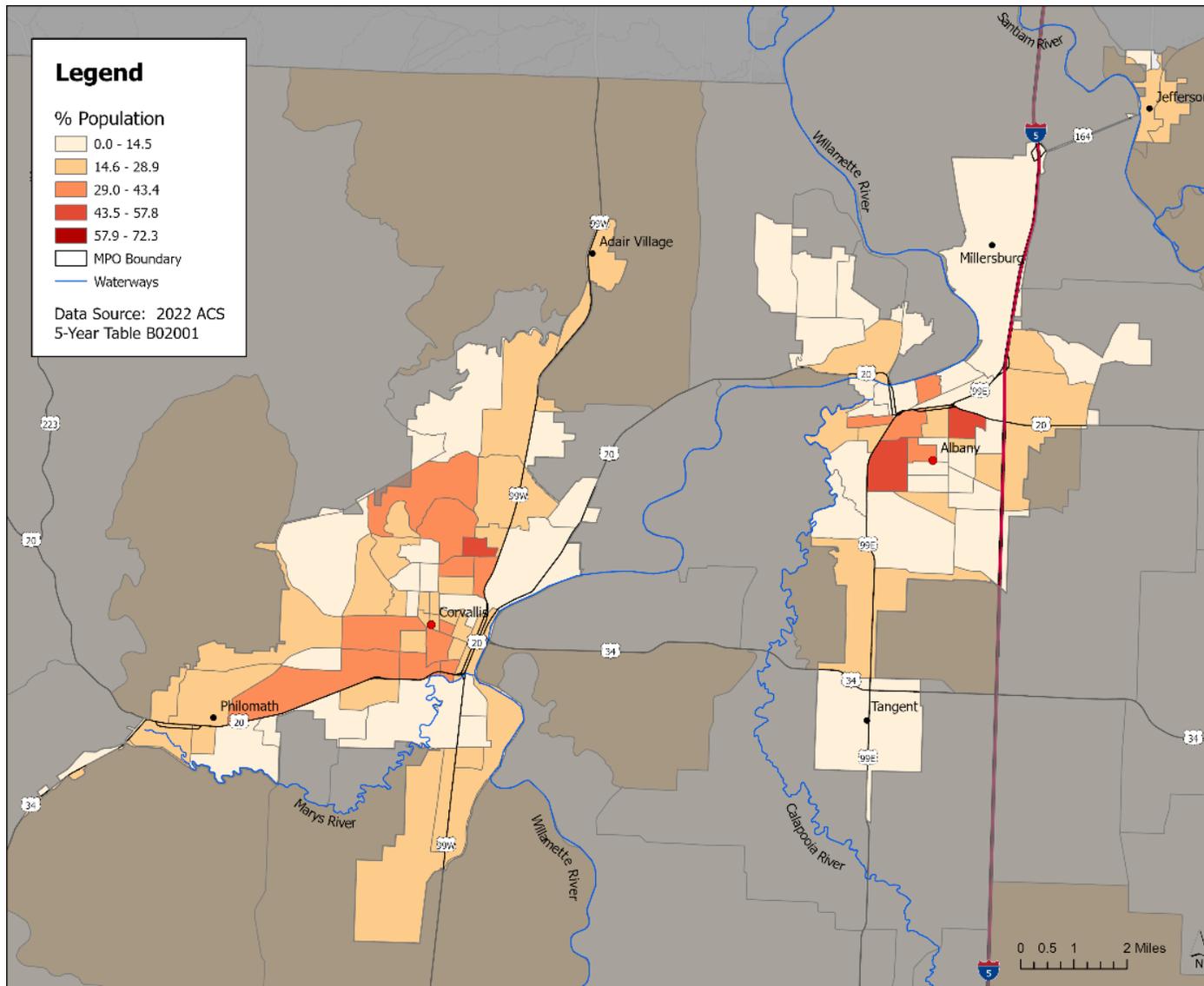
For the purpose of this plan, “minority” is defined as all persons who identified themselves as something other than “White-alone, not Hispanic or Latino” in their choices of race and ethnicity in the ACS survey. The minority population percentage for the CAMPO area is 21.94% which is similar to Oregon’s statewide number (21.30%). The minority population makes up 17.27% of the AAMPO area. The Corvallis and Albany Urbanized Areas, and the state of Oregon have significantly smaller minority populations than the national average. The minority population percentage for the U.S. is 34.12%.

Minority Population	
U.S.	34.12%
Oregon	21.30%
Albany Urbanized Area	17.27%
Corvallis Urbanized Area	21.94%
<i>Source: 2018-2022 5-Year ACS, Table B02001</i>	

Map 4 indicates that minorities in the CAMPO planning area make up the greatest share of the population on and around the Oregon State University campus and the Census Block Group immediately south of campus which sits between the Mary’s River and Hwy 99W and around the intersection of NW 9<sup>th</sup> Street and Circle Boulevard. Other notable clusters of minority residents include the area around the neighborhoods west of the OSU campus and in the downtown core.

Within the AAMPO planning area, the map indicates the areas of highest minority population concentration can be found west of Interstate 5 along US 20, as well as along US 99E, south of US 20. This has some overlap with the concentrations of poverty shown in the previous map (map 3).

Map 4 - Minority Population



### Title VI Data - Minority Population (by 2022 Block Group)

Minority is defined in the American Community Survey as something other than "White-alone, not Hispanic or Latino".

#### Minority Population

U.S.	34.12%
Oregon	21.30%
Albany Urbanized Area	17.27%
Corvallis Urbanized Area	21.94%

Source: 2018-2022 5-Year ACS, Table B02001



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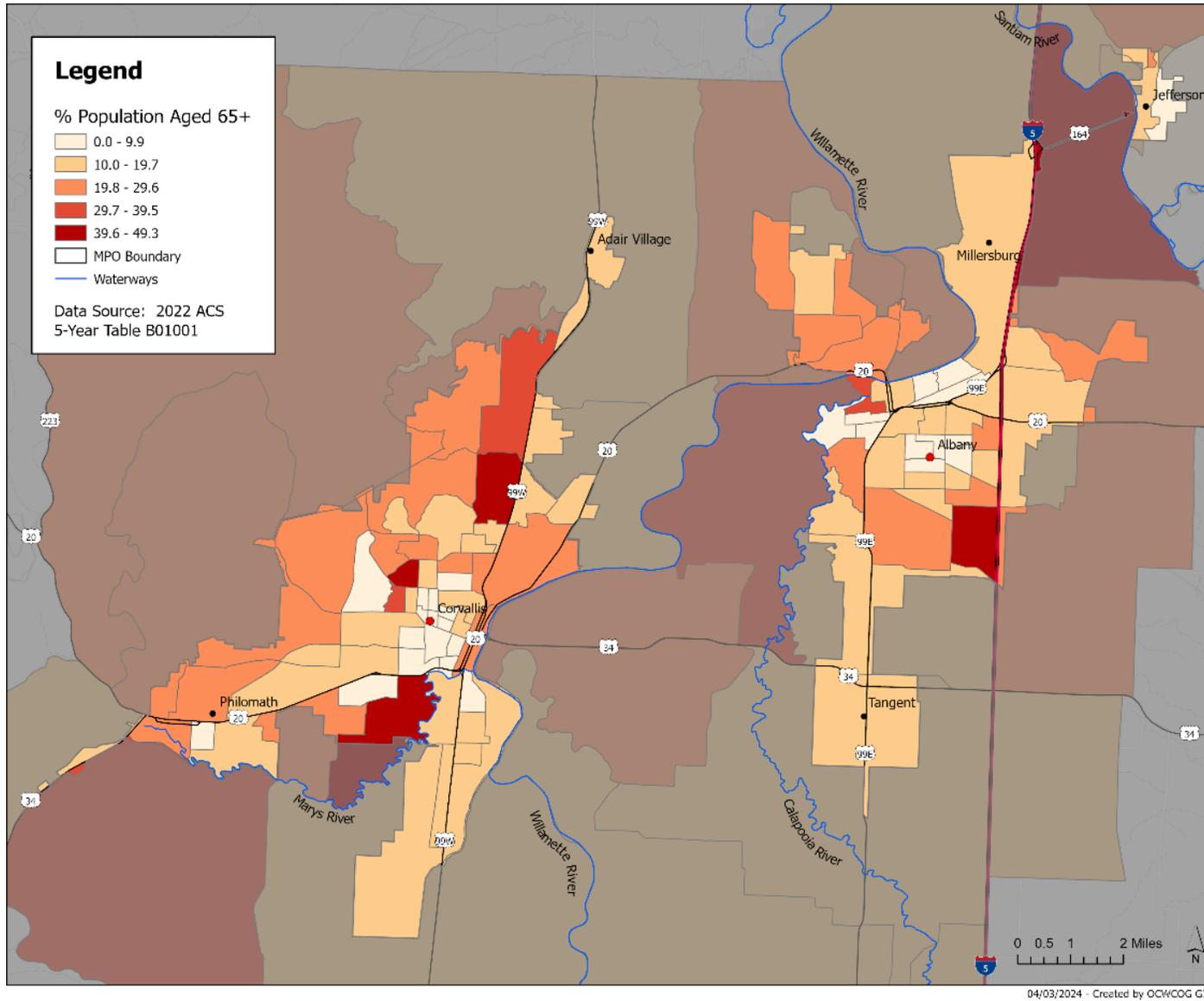
### Senior Population (Map 5)

The senior population is defined as persons aged 65 and older. According to 2018-2022 5-Year ACS data, seniors make up 13.59% of the population in the CAMPO planning area and 15.6% of the AAMPO area, both of which fall below the state and national percentages. This is likely due to the large number of college aged students living in Corvallis while attending Oregon State University and Linn Benton Community College.

% of Population Age 65+	
U.S.	16.53%
Oregon	18.28%
Albany Urbanized Area	15.6%
Corvallis Urbanized Area	13.59%
<i>Source: 2018-2022 5-Year ACS, Table B01001</i>	

Map 5 clearly demonstrates that the senior population is most commonly found in outlying neighborhoods on the periphery of the CAMPO and AAMPO planning areas. Notable exceptions include a block group just west of the urban core of Corvallis, and the areas around downtown Albany, including North Albany.

Map 5 - Senior (65 and Over) Population



**Title VI Data -  
Population Aged 65+  
(by 2022 Block Group)**

As a percentage of the population.

% of Population Age 65+	
U.S.	16.53%
Oregon	18.28%
Albany Urbanized Area	15.6%
Corvallis Urbanized Area	13.59%

Source: 2018-2022 5-Year ACS, Table B01001



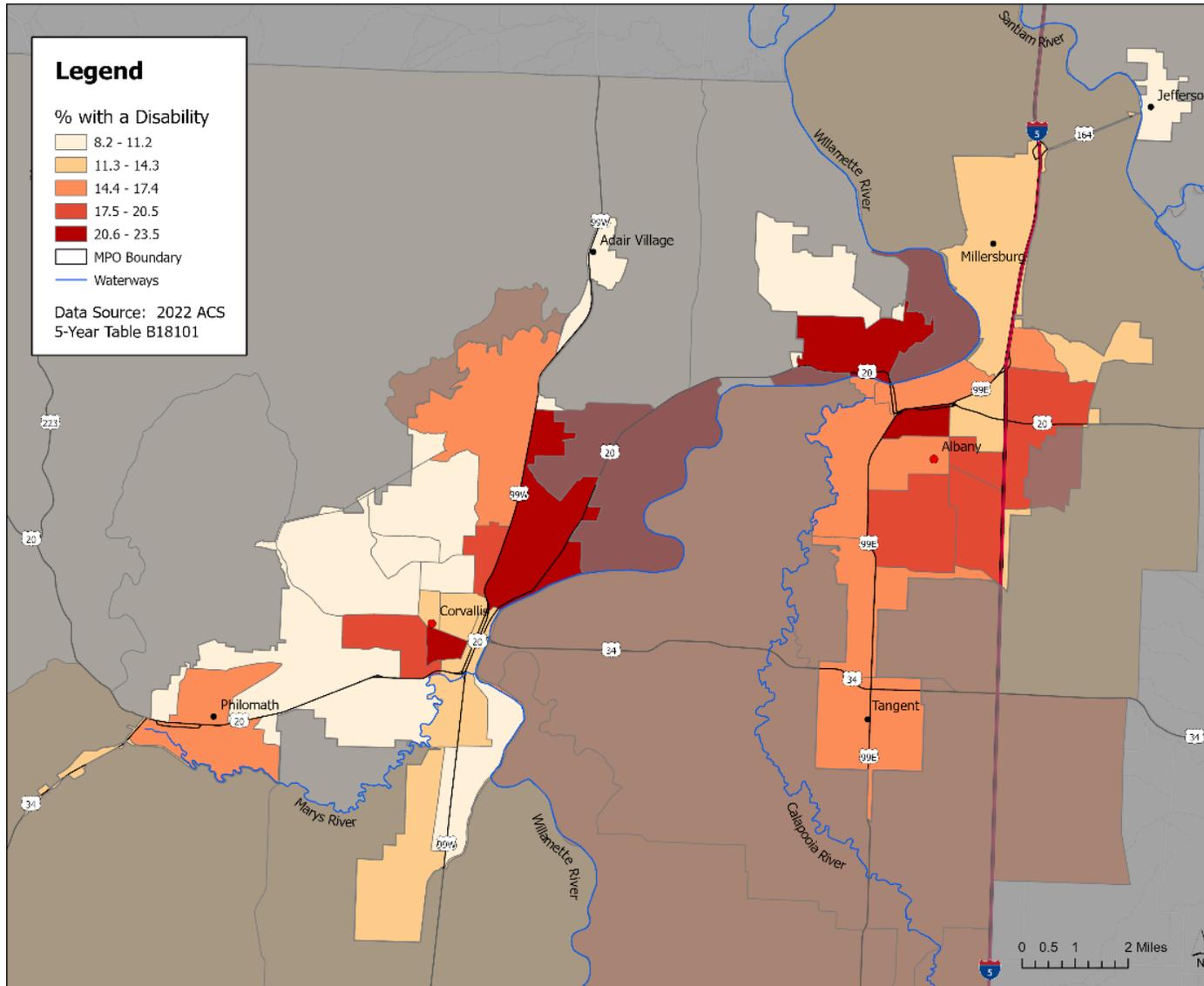
## Persons with Disabilities (Map 6)

For this analysis, Disabled is defined as all civilian, non-institutionalized persons, 5 years and older that identified as having one or more of six disability types: hearing difficulty, vision difficulty, cognitive difficulty, ambulatory difficulty, self-care difficulty, and/or independent living difficulty. The percentage of the population with a disability in the CAMPO area is slightly higher than the state and national percentages, while AAMPO has percentages in line with the national average.

<b>% of Population with Disabilities</b>	
U.S.	12.97%
Oregon	15.06%
Albany Urbanized Area	12.44%
Corvallis Urbanized Area	16.83%
<i>Source: 2018-2022 5-Year ACS, Table B17021</i>	

As shown in Map 6, persons self-identifying as having a disability are most concentrated in the CAMPO area in downtown Corvallis, near Oregon State University, and in the more rural-feeling areas northeast of downtown, as well as within Philomath. The migration of concentration from southern CAMPO toward the urban center is a change in the distribution of this population. Within the Albany Area MPO boundary, this population is most highly concentrated in North Albany, and south of downtown, with other members of this population living in census tracts south of the geographic center of town. There may be some overlap with older senior populations (as shown in Map 4), but it is difficult to discern, as this data is only available on a census tract scale, where the other maps have been produced using smaller block groups.

Map 6 - Persons with Disabilities



### Title VI Data - Persons with Disabilities (by 2022 Census Tract)

As a percentage of the population.

% of Population with Disabilities	
U.S.	12.97%
Oregon	15.06%
Albany Urbanized Area	12.44%
Corvallis Urbanized Area	16.83%

Source: 2018-2022 5-Year ACS, Table B17021

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## Limited English Proficiency (LEP) Population (Map 7)

The term Limited English Proficiency or “LEP” refers to individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English. The data on ability to speak English represents the person's own perception about his or her own ability or, because survey questionnaires are usually completed by one household member, the responses may represent the perception of another household member. For purposes of this analysis, a LEP person is defined as any individual (age 5 and older) who speaks English less than ‘Very Well’.

% of Population Speaking English Less Than “Very Well”	
U.S.	4.20%
Oregon	2.23%
Albany Urbanized Area	2.16%
Corvallis Urbanized Area	3.29%
<i>Source: 2018-2022 5-Year ACS, Table C16002</i>	

For the CAMPO area, 3.29% percent of the population reported less than ‘Very Well’ English speaking ability, while that percentage is 2.16% within AAMPO. This is in line with the statewide percentage for Oregon (2.23%) but lower than the national percentage (4.20%).

Map 7 illustrates that the region’s LEP population is located in several small clusters throughout the CAMPO and AAMPO planning areas. The neighborhood adjacent to the intersection of NW 9<sup>th</sup> Street and Circle Boulevard represents one cluster. Other clusters tend to be around Oregon State University and downtown Corvallis, with some populations scattered north and northwest of the urban core. Within the AAMPO planning area, LEP persons tend to live along 99E and US20, with greater concentrations at the periphery the geographic center of Albany. This aligns with the distribution of minority populations, as shown on Map 4.

### ***Groups Entitled to Language Accommodations***

Two groups within the Corvallis urbanized area (UZA), have significant populations who speak English “less than very well.” Spanish is the language spoken at home for approximately 5.29% of households within the Corvallis Urbanized Area, and approximately 1.65% of households are both Spanish-speaking and speak English ‘less than very well’. Chinese (Mandarin and Cantonese) is spoken 3.33% of the population and approximately 1.6% are both Chinese-language-speaking and speak English “less than very well”.

Within the Albany urbanized area, the only language group meeting the threshold for specific LEP assistance are Spanish speakers. 8.81% of the Albany population speak Spanish at home, with 3.35% of the total Spanish-speaking population speaking English “less than very well”.

See Appendix A for more information and analysis, as well as the MPO’s Language Assistance Plan for qualifying groups.



## Chapter 6: Implementation Strategies

### Implementation Strategies

The MPOs are working diligently towards a continuing, comprehensive, and cooperative planning process involving Title VI and Nondiscrimination policies. Moving into the future, CAMPO and AAMPO have identified several steps and strategies for implementing this vision. The table below provides a list of strategies identified in this plan, info on how CAMPO and AAMPO intend to move forward with them, expected deliverables, and the overall timing of implementation.

The table is broken into three sections, each with a different purpose and time horizon:

The first (“Required Activities”, Table 2 of this report) lays out the federally mandated Title VI activities that the MPOs are required to conduct. These activities occur on a regular schedule, and typically reoccur annually.

The second (“Supplementary Activities”, Table 3) are supplementary activities, that aid in the achievement of the deliverables listed in Table 2. These actions are ongoing every year, and if not, are intended to be implemented before the next update to this plan (2027).

The final (“Strategic Initiatives”, Table 4) are longer term strategic initiatives that are intended to foster a just and more equitable community. These actions occur over a longer time horizon (5 to 10 years) and involve examining the outcomes and impacts of MPO activities on Title VI protected groups.

Table 1 - Required Activities

Strategy	Actions	Deliverables	Timing
Collect data on race, gender, age, disability and language proficiency for planning and monitoring.	Use American Community Survey, most up-to-date Census information, Portland State population estimates, and other relevant sources to identify, monitor, and plan for Title VI and EJ populations.	Annual update of demographic info on the CAMPO/AAMPO Planning area.	Annually.
		Include data on Title VI and EJ populations in annual accomplishment report.	
Collect demographic information on staff, Policy Board, and TAC members.	Utilize CAMPO reporting form to collect demographic data from staff as well as Policy Board and TAC members. Update demographic data when new staff and committee members comes on board.	Annual update of demographic information on Policy Board and TAC members as well as CAMPO/AAMPO staff and other committees.	Annually.
Make Title VI complaint procedure available on the CAMPO website.	Host a Title VI landing page that contains information about Title VI complaint process. Ensure this information is available in English and Spanish. A future project may be to create an online submission form.	Bi(tri)-lingual Title VI complaint information on CAMPO/AAMPO website.	Current, future, updated as needed.
Keep a log to track Title VI complaints.	Maintain records of complaints, relevant materials, and corrective actions for any Title VI complaints.	Maintain Title VI complaint log.	On-going.
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.	Provision of language assistance during meetings as requested.	Current and on-going.
	Considers requests for language assistance from past meetings and events to anticipate the possible need for assistance at upcoming meetings.	Continue hosting meetings in locations accessible to persons with disabilities.	

Prepare Title VI and EJ information and make available to public.	Ensure the website is updated with current and relevant Title VI and EJ information including Nondiscrimination Policy Statement. Revise and prepare public noticing documents with Title VI and EJ issues and population in mind.	Host relevant Title VI and Environmental Justice information on CAMPO/AAMPO website.	Current and on-going.
Translate key materials to engage individuals with Limited English Proficiency.	Identify key planning documents and other materials for translation. Work to translate materials into one or more languages.	Develop and maintain bi-lingual information on key regional transportation planning documents.	Ongoing.
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.	Maintain pro-active and current Public Participation Plan.	Annual review, update minimum every 3-years.
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, an assessment of performance on Title VI requirements, and goals and objectives for the upcoming year.	Annual Accomplishments Report.	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.	Include Title VI activities in UPWP.	Annually.
Processes for providing language assistance by language.	Spanish.	<ul style="list-style-type: none"> <li>Spanish speaking interpreters on staff.</li> <li>Community surveys are available in Spanish format.</li> </ul>	On going.

	Cantonese and Mandarin.	<ul style="list-style-type: none"> <li>• As these are new threshold languages, CAMPO will work to implement full services for these community members over the next year.</li> <li>• Evaluate interpreter options.</li> <li>• CAMPO will reach out to the Language Department at Oregon State University to identify local Cantonese or Mandarin speakers who may be able to assist or contract with CAMPO to provide interpretation or translation services.</li> <li>• CAMPO will determine what vital documents translated to Traditional and Simplified Chinese.</li> <li>• CAMPO will search for any Chinese affinity groups organizations that may aid in outreach to Cantonese and Mandarin speaking communities.</li> </ul>	
Attend and participate in trainings and activities related to Title VI and EJ.	Include at least one training per year in the 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. Coordinate with ODOT's Title VI Officer to identify training opportunities.	Attend applicable trainings on Title VI and Environmental Justice.	Annually.

Table 2 - Supplementary Activities

Strategy	Actions	Deliverables	Timing
Track staff members who speak languages other than English.	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 services as needed.	Maintain list of staff members who speak languages other than English.	Ongoing.
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.	Contracts and IGAs with required Title VI language.	Future.
Include Title VI and EJ evaluation criteria in STBG (SHF) 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.	Incorporate Title VI and EJ criteria into planning policies for STBG funding and RTP.	Ongoing, Future.
Evaluate effectiveness of communication efforts.	Review communication procedures for public comment, website, meeting notification, and others annually for effectiveness.	Review outreach procedures and evaluate for effectiveness.	Annually, as needed.
Collect data on members of the public that participate in MPO projects or attend MPO 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.	Continual update of information on public outreach events including contact information and other key pieces of data.	As Needed.
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	Implement inclusive planning process which engages broad spectrum of the population including known Environmental Justice populations.	Ongoing.

	and organizations that might work with these populations already.		
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Table 3 - Strategic Initiatives

Strategy	Actions	Deliverables	Timing
Mitigate and Avoid Adverse Effects.	Conduct a benefits and burdens/gap analysis for current conditions. Look at the impact of proposed projects in future plans. Seek to avoid adverse effects such as increased traffic congestion, isolation, exclusion, or separation of minority or low-income individuals within a given community or from the broader community.	Benefits and burdens/gap analysis.	Future.
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 destinations for protected populations by transit, bike, and walk modes.	Develop procedure for analyzing benefits and burdens of planned transportation projects on protected populations.	Future, and ongoing.
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 include 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.	Maintain pro-active and current Title VI Nondiscrimination Plan.	Current and on-going.
	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.	Utilize targeted outreach to reach Title VI and EJ populations, develop and distribute bi-lingual outreach materials when appropriate.	

## **Appendices**

*Appendix I: USDOT Standard Assurances (Includes sub appendices A through E)*

*Appendix II: Language Assistance Plan and Four Factor Analysis*

*Appendix III: MPO Title VI Complaint Procedures*

*Appendix IV: MPO Title VI Complaint Form (Spanish & English)*

*Appendix V: Title VI Demographic Survey*

*Appendix VI: Glossary of Terms*

*Appendix VII: Title VI Plan Update Comments Received*

## Appendix I: Standard Assurances

### The United States Department of Transportation (USDOT) Standard Title VI/Non-Discrimination Assurances DOT Order No. 1050.2A

The Oregon Cascades West Council of Governments (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/or the Oregon Department of Transportation (ODOT) 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);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites 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 the Federal Highway Administration and/or the Oregon Department of Transportation.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination 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 non discrimination statutes and requirements 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 metropolitan planning organizations, namely the Albany Area Metropolitan Planning Organization (AAMPO) and the Corvallis Area Metropolitan Planning Organization (CAMPO).

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 AAMPO and CAMPO and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The Oregon Cascades West Council of Governments, 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 ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair 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, Oregon Cascades West Council of Governments also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the Oregon Department of Transportation Office of Equity and Civil Rights access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Oregon Department of Transportation Office of Equity and Civil Rights You must keep records, reports, and submit the material for review upon request to Oregon Department of Transportation Office of Equity and Civil Rights, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Oregon Cascades West Council of Governments 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 AAMPO and CAMPO. This ASSURANCE is binding on Oregon, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in AAMPO and CAMPO. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

\_\_\_\_\_  
Oregon Cascades West Council of Governments

by \_\_\_\_\_  
Ryan Vogt, Executive Director

DATED \_\_\_\_\_

## APPENDIX A: CONTRACTOR AGREEMENTS

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 Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** 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, 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 Non-discrimination 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 or the Oregon Department of Transportation, 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 or the Federal Highway 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 Non discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway 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 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: CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY**

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 U.S. Department of Transportation as authorized by law and upon the condition that the Oregon Cascades West Council of Governments will accept title to the lands and maintain the project constructed thereon in accordance with (***Name of Appropriate Legislative Authority***), the Regulations for the Administration of AAMPO and CAMPO, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. 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 Oregon Cascades West Council of Governments all the right, title and interest of the U.S. 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 Oregon Cascades West Council of Governments 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 Oregon Cascades West Council of Governments, its successors and assigns.

The Oregon Cascades West Council of Governments, 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 Oregon Cascades West Council of Governments 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, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. 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 non-discrimination 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 U.S. 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 make clear the purpose of Title VI.)

## **APPENDIX C: CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM**

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Oregon Cascades West Council of Governments pursuant to the provisions of Assurance 7(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 U.S. 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, color, or national origin, 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 Non-discrimination covenants, Oregon Cs 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 Non-discrimination covenants, the Oregon Cascades West Council of Governments 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 Oregon Cascades West Council of Governments and its assigns.\*

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

## **APPENDIX D: CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM**

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Oregon Cascades West Council of Governments pursuant to the provisions of Assurance 7(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, color, or national origin, 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, 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 Non discrimination covenants, Oregon Cascades West Council of Governments 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 Non-discrimination covenants, Oregon Cascades West Council of Governments will there upon revert to and vest in and become the absolute property of Oregon Cascades West Council of Governments and its assigns.\*

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

## **APPENDIX E: Pertinent Non-Discrimination Authorities**

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 non-discrimination statutes and authorities; including but not limited to:

### **Pertinent Non-Discrimination 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 Non-discrimination 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 Non-discrimination 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 II: Language Assistance Plan and Four Factor Analysis

As a recipient of federal funds, CAMPO and AAMPO must take reasonable steps to ensure that those of Limited English Proficiency (LEP) 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.”

In developing a Language Assistance Plan, CAMPO and AAMPO collect 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. Those who speak English less than “very well” or not at all are classified as Limited English Proficient or “LEP”. This data is used to help identify potential impacts and benefits of proposed projects on minority and low-income neighborhoods and to inform the development and implementation of each MPO’s Public Participation Plan, and other outreach strategies.

The Department of Justice has established a safe harbor provision that MPOs can use 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 threshold for translating vital documents is when a population speaking a language other than English 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.

Populations meeting these criteria **are shown in bold** within tables 4 and 5.

The following is a LEP needs assessment for MPO region in relation to the transportation planning process:

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

Demographic data on the number of LEP persons in the MPO Planning Areas who are eligible to be served, likely to be served, or likely to be encountered by MPO programs or activities can be found in the table below. This data is derived from the U.S. Census Bureau’s 2018-2022 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 in the Corvallis and Albany Urbanized Areas.

The Table 4 shows lists the languages spoken at home (for those aged 5 and over) in the Corvallis urbanized area (UZA), and of those, what percentage speak English “less than very well.” Spanish is the language spoken at home for approximately 5.29% of households within the Corvallis Urbanized Area, and approximately 1.65% of households are both Spanish-speaking and speak English ‘less than very well’. Chinese (Mandarin and Cantonese) is spoken 3.33% of the population and approximately 1.6% are both Chinese-language-speaking and speak English “less than very well”.

Table 4 - Languages Spoken at Home (over age 5), Corvallis UZA, Table C16001

	Persons	Percentage	Error
Total:	58,160	100.00%	0.36%
Speak only English	48,275	83.00%	1.98%
<b>Spanish:</b>	<b>3,075</b>	<b>5.29%</b>	<b>1.19%</b>
<b>Speak English "very well"</b>	<b>2,116</b>	<b>3.64%</b>	<b>0.82%</b>
<b>Speak English less than "very well"</b>	<b>959</b>	<b>1.65%</b>	<b>0.57%</b>
French, Haitian, or Cajun:	588	1.01%	0.64%
Speak English "very well"	550	0.95%	0.63%
Speak English less than "very well"	38	0.07%	0.08%
German or other West Germanic languages:	307	0.53%	0.28%
Speak English "very well"	274	0.47%	0.25%
Speak English less than "very well"	33	0.06%	0.07%
Russian, Polish, or other Slavic languages:	306	0.53%	0.26%
Speak English "very well"	224	0.39%	0.20%
Speak English less than "very well"	82	0.14%	0.12%
Other Indo-European languages:	821	1.41%	0.66%
Speak English "very well"	787	1.35%	0.63%
Speak English less than "very well"	34	0.06%	0.06%
Korean:	918	1.58%	0.74%
Speak English "very well"	574	0.99%	0.42%
Speak English less than "very well"	344	0.59%	0.42%
<b>Chinese (incl. Mandarin, Cantonese):</b>	<b>1,936</b>	<b>3.33%</b>	<b>0.76%</b>
<b>Speak English "very well"</b>	<b>1,004</b>	<b>1.73%</b>	<b>0.60%</b>
<b>Speak English less than "very well"</b>	<b>932</b>	<b>1.60%</b>	<b>0.45%</b>
Vietnamese:	294	0.51%	0.24%
Speak English "very well"	216	0.37%	0.20%
Speak English less than "very well"	78	0.13%	0.13%
Tagalog (incl. Filipino):	127	0.22%	0.28%
Speak English "very well"	127	0.22%	0.28%
Speak English less than "very well"	-	0.00%	0.05%
Other Asian and Pacific Island languages:	733	1.26%	0.44%
Speak English "very well"	373	0.64%	0.21%
Speak English less than "very well"	360	0.62%	0.33%
Arabic:	429	0.74%	0.36%
Speak English "very well"	347	0.60%	0.32%
Speak English less than "very well"	82	0.14%	0.09%
Other and unspecified languages:	351	0.60%	0.40%
Speak English "very well"	99	0.17%	0.10%
Speak English less than "very well"	252	0.43%	0.37%

Within the Albany urbanized area, the only language group meeting the threshold for LEP assistance are Spanish speakers. 8.81% of the Albany population speak Spanish at home, with 3.35% of the total Spanish-speaking population speaking English “less than very well”.

Table 5 - Languages Spoken at Home (over age 5), Albany UZA, Table C16001

	Persons	Percentage	Error
<b>Total:</b>	52,192	100.00%	0.92%
Speak only English	46,505	89.10%	1.57%
<b>Spanish:</b>	<b>4,597</b>	<b>8.81%</b>	<b>1.32%</b>
<b>Speak English "very well"</b>	<b>2,846</b>	<b>5.45%</b>	<b>1.12%</b>
<b>Speak English less than "very well"</b>	<b>1,751</b>	<b>3.35%</b>	<b>1.02%</b>
French, Haitian, or Cajun:	36	0.07%	0.06%
Speak English "very well"	36	0.07%	0.06%
Speak English less than "very well"	-	0.00%	0.06%
German or other West Germanic languages:	163	0.31%	0.28%
Speak English "very well"	163	0.31%	0.28%
Speak English less than "very well"	-	0.00%	0.06%
Russian, Polish, or other Slavic languages:	259	0.50%	0.48%
Speak English "very well"	70	0.13%	0.19%
Speak English less than "very well"	189	0.36%	0.37%
Other Indo-European languages:	29	0.06%	0.07%
Speak English "very well"	29	0.06%	0.07%
Speak English less than "very well"	-	0.00%	0.06%
Korean:	102	0.20%	0.18%
Speak English "very well"	82	0.16%	0.15%
Speak English less than "very well"	20	0.04%	0.09%
Chinese (incl. Mandarin, Cantonese):	277	0.53%	0.33%
Speak English "very well"	109	0.21%	0.13%
Speak English less than "very well"	168	0.32%	0.23%
Vietnamese:	-	0.00%	0.06%
Speak English "very well"	-	0.00%	0.06%
Speak English less than "very well"	-	0.00%	0.06%
Tagalog (incl. Filipino):	118	0.23%	0.15%
Speak English "very well"	92	0.18%	0.12%
Speak English less than "very well"	26	0.05%	0.07%
Other Asian and Pacific Island languages:	79	0.15%	0.16%
Speak English "very well"	59	0.11%	0.14%
Speak English less than "very well"	20	0.04%	0.06%
Arabic:	-	0.00%	0.06%
Speak English "very well"	-	0.00%	0.06%
Speak English less than "very well"	-	0.00%	0.06%
Other and unspecified languages:	27	0.05%	0.08%
Speak English "very well"	26	0.05%	0.08%
Speak English less than "very well"	1	0.00%	0.01%

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

The data collected as part of this effort identified Spanish and Chinese languages as most commonly spoken by the LEP population in the Corvallis Urbanized Area. Within the Albany Urbanized Area, Spanish is the predominant language spoken by LEP community members.

The data collected as part of this analysis revealed there is no translation required, however, in an effort to expand outreach and improve community involvement, CAMPO and AAMPO will translate vital documents to Spanish. CAMPO will translate vital documents into Chinese.

The LEP population will likely continue to increase and, as a result, future contact with the MPOs is more likely. To date, neither MPO 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 MPOs recognize that transportation planning and programming decisions made by the MPO affect all residents in the planning area including LEP populations. The MPOs consider the potential impacts of proposed transportation investments on LEP populations during regular MPO activities especially the development of the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), and the development of special transportation studies.

The MPOs seek to 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, OCWCOG and each MPO reaches out to stakeholder groups representing LEP populations, maintains a public website and conducts other activities to build public understanding of the MPO and its activities. The MPOs also encourage public involvement throughout the transportation planning process. CAMPO and AAMPO are concerned with input from all stakeholders, and every effort is taken to make the transportation planning process as inclusive as possible.

**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. Upon request, however, the MPO will translate written materials it produces and provide interpreter services for meetings or workshops. For outreach specific to traditionally underserved populations where LEP individuals are more likely be encountered, staff will arrange for print materials and surveys to be available in Spanish and Chinese without the need for a request.

The MPO will complete the actions listed below 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.
- 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. As identified in the 4-Factor analysis, the most prominent language spoken in the Corvallis Urbanized Area other than English are Spanish and Chinese. In the Albany Urbanized area, the predominant language in Spanish. Therefore, consideration should be

given to translating notices and announcements into Spanish (Albany and Corvallis) and Chinese (Corvallis) and placing the translated announcements in venues identified by representatives of those communities.

- Include the Nondiscrimination Policy Statement (see page iii) on the each MPO's 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 as appropriate.
- Include on all meeting agendas a statement regarding accessibility of MPO 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.

## **Appendix III: MPO Title VI Complaint Procedures**

### **Introduction**

The complaint procedures outlined here apply to discrimination complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and other nondiscrimination authorities.

Any person who feels that he or she has been excluded from participation in, denied benefits of, or been subjected to discrimination in any of CAMPO's and/or AAMPO's programs, services, or activities, on the basis of race, color, national origin, disability, age, gender, or income status has the right to file a complaint. Any person who would like to file a complaint should follow the procedure described below. These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination.

Intimidation or retaliation of any kind is prohibited by law.

### **Informal Complaints**

The Corvallis Area MPO and 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 or through the formal complaint process. The option of informal mediation meeting(s) between the affected parties and MPO's Title VI Coordinator or MPO Manager may be utilized for resolution.

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 they, 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, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, or any other nondiscrimination authority may file a complaint with the Corvallis Area Metropolitan Planning Organization (CAMPO) or 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 MPO Title VI Coordinator for review and action.

A formal complaint must be submitted within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. A formal complaint must meet the following requirements:

- a. Complaints can be submitted in writing (hardcopy or via email) or verbally. Complaints made in in writing shall be signed by the complainant(s) and/or the complainant's representative.

In the event a person makes a verbal complaint of discrimination to a CAMPO representative or staff, that person shall be interviewed by the MPO Title VI Coordinator. If necessary, the MPO Title VI Coordinator will assist in transcribing the complaint into writing. The written version to the complaint will be provided to the complainant for confirmation or revision before processing.

- b. Include the date of the alleged act of discrimination.
  - c. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the incident.
2. Complaints may be submitted to Corum Ketchum, CAMPO Transportation Planner & Title VI Coordinator, through the following methods:

**By Email:** [cketchum@ocwcog.org](mailto:cketchum@ocwcog.org)

**By Mail:** Corum Ketchum, Transportation Planner & Title VI Coordinator  
Corvallis Area MPO  
1400 Queen Ave SE, Suite 205  
Albany, OR 97322

**By Phone:** 541-223-7040

**OR**

Complaints may be submitted to Billy McGregor, AAMPO Transportation Planner & Title VI Coordinator, through the following methods:

**By Email:** [brmcgregor@ocwcog.org](mailto:brmcgregor@ocwcog.org)

**By Mail:** Billy McGregor, Transportation Planner & Title VI Coordinator  
Albany Area MPO  
1400 Queen Ave SE, Suite 205  
Albany, OR 97322

**By Phone:** (541) 924-4548

3. In order to be accepted, a formal complaint must meet the following criteria:
- a. The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.
  - b. The allegation(s) must involve a protected class (e.g. race, color, national origin).
  - c. The allegation(s) must involve a program or activity of a Federal-aid recipient, subrecipient, or contractor.
  - d. The complainant(s) allegation must be detailed to specify all issues and circumstances of the alleged discrimination.
4. Upon receipt of the formal complaint, the Title VI Coordinator will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint. The Title VI Coordinator will acknowledge receipt of the allegations and advise ODOT and/or USDOT within 14 days of receiving the complaint.
5. A formal complaint shall be investigated unless:
- a. The complaint is withdrawn.
  - b. The complainant fails to provide required information after repeated requests.
  - c. The complainant cannot be located after reasonable attempts.

6. Within 60 days, the MPO 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 OCWCOG Transportation Manager and Community Economic Development (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 MPO 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 the MPO. The MPO 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 MPO funds or against MPO 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

David Morrissey, Title VI/EJ/ADA Program Manager

OCR Title VI Officer

Oregon Department of Transportation, Office of Civil Rights

3930 Fairview Industrial Drive SE

Salem, Oregon 97302

Phone: 503-986-3870

Email: David.N.Morrissey@odot.state.or.us

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, 5<sup>th</sup> Floor -TCR, 1200 New Jersey Ave, SE

Washington, DC 20590

## Appendix IV: MPO Title VI Complaint Form (Spanish & English)

*Note the Albany Area MPO maintains an identical form.*

The Corvallis 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 CAMPO's programs or activities based on their race, color, national origin, limited English proficiency, sex, income, age or disability may 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:

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Race/Color      | <input type="checkbox"/> Age          |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Disability   |
| <input type="checkbox"/> Sex             | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Income          |                                       |

**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 persons with knowledge of the alleged discrimination. If more space is needed, please use additional pages.**

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**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:**

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

**Titulo VI Formulario de queja de la Organización de Planificación Metropolitana de Corvallis**

La Organización de Planificación Metropolitana del Area de Corvallis (CAMPO), como receptora de asistencia financiera federal, es obligada a garantizar que todas sus actividades y cualquier beneficio de estas actividades se lleven a cabo de manera compatible con el Título VI de la Ley de Derechos Civiles de 1964, en su forma enmendada. Cualquier persona que crea que ha sido discriminada/o bajo cualquiera de los programas o actividades de CAMPO basado en su raza, color, origen nacional, dominio limitado del inglés, sexo, ingresos, edad, o discapacidad puede presentar una queja por escrito a CAMPO.

**Demandante**

Nombre: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Número Telefónico: \_\_\_\_\_

**Persona Discriminada (si no es el demandante)**

Nombre: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Número Telefónico: \_\_\_\_\_

**¿Fue discriminado/a por su:**

- Raza/Color
- Origen Nacional
- Sexo
- Ingresos
- Edad
- Discapacidad
- Otra Razón \_\_\_\_\_

**Fecha y hora del supuesto incidente:** \_\_\_\_\_

**Explique lo más claro posible lo que sucedió y cómo fue discriminado/a. Indique quién estuvo involucrado/a, nombre cualquier proyecto, plan o programa de CAMPO que pueda haber llevado a la situación que está describiendo. Asegúrese de incluir los nombres y la información de contacto de cualquier persona con conocimiento de la supuesta discriminación. Si se necesita más espacio, utilice páginas adicionales.**

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**¿Ha presentado esta queja ante cualquier otra agencia federal, estatal, o local o ante cualquier tribunal?**

- Si
- No

**Si la respuesta es sí, identifique y nombre las agencias:**

- Agencia Federal \_\_\_\_\_
- Tribunal Federal \_\_\_\_\_
- Agencia Estatal \_\_\_\_\_
- Tribunal Estatal \_\_\_\_\_
- Agencia Local \_\_\_\_\_

**Por favor proporcione información de contacto para la persona en la Agencia o Tribunal donde se presentó la queja.**

Nombre: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Número Telefónico: \_\_\_\_\_

**Por favor, firme abajo. Puede adjuntar cualquier material escrito adicional u otra información que crea que es relevante a su queja.**

Firma: \_\_\_\_\_ Fecha: \_\_\_\_\_

**Por favor envíe este formulario firmado y cualquier otro archivo al:**

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

*Note the Corvallis Area MPO maintains an identical 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 may 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
- National Origin
- Sex
- Income
- Age
- Disability
- Other: \_\_\_\_\_

**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 persons with knowledge of the alleged discrimination. If more space is needed, please use additional pages.**

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**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

## Titulo VI Formulario de queja de la Organización de Planificación Metropolitana de Corvallis

La Organización de Planificación Metropolitana del Area de Albany (AAMPO), como receptora de asistencia financiera federal, es obligada a garantizar que todas sus actividades y cualquier beneficio de estas actividades se lleven a cabo de manera compatible con el Título VI de la Ley de Derechos Civiles de 1964, en su forma enmendada. Cualquier persona que crea que ha sido discriminada/o bajo cualquiera de los programas o actividades de AAMPO basado en su raza, color, origen nacional, dominio limitado del inglés, sexo, ingresos, edad, o discapacidad puede presentar una queja por escrito a AAMPO.

### Demandante

Nombre: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Número Telefónico: \_\_\_\_\_

### Persona Discriminada (si no es el demandante)

Nombre: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Número Telefónico: \_\_\_\_\_

### ¿Fue discriminado/a por su:

- |  |   |
|--|---|
| <input type="checkbox"/> Raza/Color      | <input type="checkbox"/> Edad             |
| <input type="checkbox"/> Origen Nacional | <input type="checkbox"/> Discapacidad     |
| <input type="checkbox"/> Sexo            | <input type="checkbox"/> Otra Razón _____ |
| <input type="checkbox"/> Ingresos        |   |

Fecha y hora del supuesto incidente: \_\_\_\_\_

**Explique lo más claro posible lo que sucedió y cómo fue discriminado/a. Indique quién estuvo involucrado/a, nombre cualquier proyecto, plan o programa de AAMPO que pueda haber llevado a la situación que está describiendo. Asegúrese de incluir los nombres y la información de contacto de cualquier persona con conocimiento de la supuesta discriminación. Si se necesita más espacio, utilice páginas adicionales.**

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**¿Ha presentado esta queja ante cualquier otra agencia federal, estatal, o local o ante cualquier tribunal?**

- Si
- No

**Si la respuesta es sí, identifique y nombre las agencias:**

- Agencia Federal \_\_\_\_\_
- Tribunal Federal \_\_\_\_\_
- Agencia Estatal \_\_\_\_\_
- Tribunal Estatal \_\_\_\_\_
- Agencia Local \_\_\_\_\_

**Por favor proporcione información de contacto para la persona en la Agencia o Tribunal donde se presentó la queja.**

Nombre: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Número Telefónico: \_\_\_\_\_

**Por favor, firme abajo. Puede adjuntar cualquier material escrito adicional u otra información que crea que es relevante a su queja.**

Firma: \_\_\_\_\_ Fecha: \_\_\_\_\_

**Por favor envíe este formulario firmado y cualquier otro archivo al:**

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

## Appendix V: Title VI Demographic Survey

*Note the Albany Area MPO maintains an identical survey.*

### **Title VI Demographic Survey**

This survey is gathering demographic information on the CAMPO Policy Board, Technical Advisory Committee (TAC), and staff for the MPO's Title VI Annual Accomplishment Report.

Completing this form is voluntary but encouraged. If you prefer not to answer any questions you may select "Prefer not to say." All information will be held anonymously and will be reported at the aggregate level only.

Please contact CAMPO Staff at 541-223-7040, or e-mail [cketchum@ocwcog.org](mailto:cketchum@ocwcog.org) if you have any questions or concerns regarding this form.

#### **Question 1: Which group are you a member of?**

- CAMPO Technical Advisory Committee (TAC)
- CAMPO Policy Board (PB)
- CAMPO Staff

#### **Question 2: What is your gender?**

- Female
- Male
- Prefer not to say
- Prefer to self describe (please specify below)
- Other: \_\_\_\_\_

#### **Question 3: Which race/ethnicity best describes you?**

- American Indian or Alaskan Native
- Asian/Pacific Islander
- Black and/or African American
- Hispanic
- White/Caucasian
- Prefer not to say
- Multiple ethnicity/other (please specify below)
- Other: \_\_\_\_\_

## Appendix VI: Glossary of Terms

**Adverse Effects** - The totality of significant individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to: bodily impairment, infirmity, illness or death; air, noise, and water pollution and soil contamination; destruction or disruption of manmade or natural resources; destruction or diminution of aesthetic values; destruction or disruption of community cohesion or a community's economic vitality; destruction or disruption of the availability of public and private facilities and services; vibration; adverse employment effects; displacement of persons, businesses, farms, or nonprofit organizations; increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community; and the denial of, reduction in, or significant delay in the receipt of, benefits of transportation programs, policies, or activities.

**Americans with Disabilities Act (ADA)** - Federal civil rights legislation for persons with disabilities, signed into law in 1990, that prohibits discrimination specifically in the areas of employment, public accommodation, public services, telecommunications, and transportation. Transportation requirements include the provision of "comparable paratransit service" that is equivalent to general public fixed-route service for persons who are unable to use regular bus service due to a disability.

**Assurances** - Every application for U.S. DOT financial assistance must include assurances that the applicant will comply with the U.S. DOT's Title VI regulations.

**Board of County Commissioners (BCC)** – Elected officials (three per county) who serve as the administrative and policy decision makers for Benton County.

**Capital Improvement Program (CIP)** - A plan for future capital infrastructure and program expenditures which identifies each capital project, its anticipated start and completion, and allocates existing funds and known revenue sources for a given period of time. Each local government has a CIP.

**Certification** - Every application by a state agency (e.g., a state DOT) to carry out a program involving continuing federal assistance must include a statement that the program is being carried out in accordance with the Title VI regulations.

**Comprehensive Plan** - An official document adopted by a local government that describes the general, long-range policies on how the community's future development should occur. A local comprehensive plan must be in compliance with Oregon state land use planning goals.

**Department of Land Conservation and Development (DLCD)** –The state department that administers Oregon's state-wide land use program. The Land Conservation and Development Commission (LCDC) is the appointed policy board that guides DLCD.

**Department of Transportation (DOT)** - When used alone, indicates U.S. Department of Transportation. In conjunction with a place name, indicates state, city, or county transportation agency (e.g., Oregon Department of Transportation is ODOT).

**Discrimination** – Any act or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, sub-recipient, or contractor that results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, or national origin.

**Disparate Impact** – Facially neutral policies or practices that have the effect of disproportionately excluding or adversely affecting members of a group protected under Title VI, and the recipient's policy or practice lacks a substantial legitimate justification.

**Disparate Treatment** - Actions that result in circumstances where similarly situated persons are treated differently (i.e., less favorably) than others because of their race, color, or national origin.

**Disproportionate** - Appreciably exceeds or is likely to appreciably exceed those on the general population or other appropriate comparison group.

**Disproportionately High and Adverse Effect on Minority and Low-income Populations** - An adverse effect that: (1) is predominately borne by a minority population and/or a low-income population, or (2) will be suffered by the minority population and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low income population.

**Environmental Justice (EJ)** - Environmental justice assures that services and benefits allow for meaningful participation and are fairly distributed to avoid discrimination.

**Environmental Justice Activity** - An action taken by DOT, FTA, or a recipient or sub-recipient of FTA funding to identify and address adverse and disproportionate effects of its policies, programs, or activities on minority and/or low-income populations, consistent with Executive Order 12898 and the DOT Order 5610.2 on Environmental Justice.

**Federal Highway Administration (FHWA)** - A branch of the US Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges. The FHWA also administers the Federal Lands Highway Program, including survey, design, and construction of forest highway system roads, parkways and park roads, Indian reservation roads, defense access roads, and other Federal lands roads.

**Federal Transit Administration (FTA)** - A branch of the US Department of Transportation that is the principal source of federal financial assistance to America's communities for planning, development, and improvement of public or mass transportation systems. FTA provides leadership, technical assistance, and financial resources for safe, technologically advanced public transportation to enhance mobility and accessibility, to improve the Nation's communities and natural environment, and to strengthen the national economy.

**Geographic Information System (GIS)** - Computerized data management system designed to capture, store, retrieve, analyze, and display geographically referenced information.

**Goal 12** - One of 19 statewide planning standards of Oregon that make up the state land use planning program. Goal 12 relates to transportation and reads: "To provide and encourage a safe, convenient and economic transportation system." See Transportation Planning Rule.

**Goals** - A desired result or purpose. In planning, a goal is a broad statement of philosophy that describes the hopes of the people of the community for the future of the community. A goal may never be completely attainable, but it is used as a point toward which the community may strive.

**Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)** - Legislative initiative by the US Congress that restructured funding for transportation programs; authorized an increased role for regional planning commissions/MPOs in funding decisions; and required comprehensive regional and statewide long-term transportation plans.

**Land Conservation and Development Commission (LCDC)** - A seven-member commission of volunteer citizens established by Senate Bill 100 in 1973 to develop and administer Oregon's statewide planning goals. The commission sets and guides policy for the administrative department, DLCD.

**Land Use** - Refers to the manner in which portions of land or the structures on them are used, i.e. commercial, residential, retail, industrial, etc.

**Land Use Board of Appeals (LUBA)** - A board established by the state legislature in 1979 to hear and decide on contested land-use cases.

**Limited English Proficient (LEP) Persons** - Persons for whom English is not their primary language and who have a limited ability to speak, understand, read, or write English. It includes people who reported to the U.S. Census that they do not speak English well or do not speak English at all.

**Long-Range Transportation Plan (LRTP)** - See Regional Transportation Plan.

**Low-Income** - A low-income person is a person with a household income at or below the Federal Department of Health and Human Services poverty guidelines.

**Low-Income Populations** - A low-income population means any readily identifiable group of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who would be similarly affected by a proposed FHWA program, policy, or activity.

**Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21)** - Moving Ahead for Progress in the 21<sup>st</sup> Century Act is a multi-year federal transportation legislation, signed into law in 2012, that authorizes federal funds for surface transportation programs.

**Metropolitan Planning Organization (MPO)** - A federally designated regional policy body, required in urbanized areas with populations over 50,000, and designated by local officials and the governor of the state. Responsible in cooperation with the state and other transportation providers for carrying out the metropolitan transportation planning requirements of federal highway and transit legislation.

**Metropolitan Transportation Improvement Program (MTIP)** -See Transportation Improvement Program.

**Metropolitan Transportation Plan (MTP)** – See Regional Transportation Plan (RTP).

**Minority** - A minority is any individual who is an American Indian or Alaskan Native; Asian or Pacific Islander; Black, not of Hispanic origin; and Hispanic.

**Minority Population** - A minority population means any readily identifiable groups of minority persons who live in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed FHWA program, policy, or activity.

**Mitigation** - means to avoid, minimize, rectify, or reduce an impact, and in some cases, to compensate for an impact.

**National Origin** - The particular nation in which a person was born, or where the person's parents or ancestors were born.

**Objective** - An attainable target that the community attempts to reach during the process of striving to meet a goal. An objective may also be considered as an intermediate point that will help fulfill the overall goal.

**Oregon Cascades West Council of Governments (OCWCOG)** – A voluntary association of local governments in Linn, Benton and Lincoln Counties, Oregon. Dedicated to solving area-wide problems, OCWCOG helps area cities, counties, ports, and member tribes reach their common goals.

**Oregon Department of Transportation (ODOT)** - The State agency that manages the highway system within Oregon. ODOT's mission is to provide a safe, efficient transportation system that supports economic opportunity and livable communities for Oregonians. ODOT is the administrative agency that responds to policy set by the Oregon Transportation Commission (OTC).

**Office of Equity and Civil Rights (OECR)** – The sub agency of ODOT charged with Title VI and ADA compliance and programming.

**Oregon Transportation Commission (OTC)** - Establishes state transportation policy and guides the planning, development, and management of a statewide integrated transportation network. The governor appoints five commissioners, ensuring that different geographic regions of the state are represented. One member must live east of the Cascade Range; no more than three can belong to one political party.

**Oregon Transportation Plan (OTP)** - The comprehensive, long-range plan for a multimodal transportation system for the state which encompasses economic efficiency, orderly economic development, safety, and environmental quality.

**Paratransit** - Alternative known as "special or specialized" transportation which often includes flexibly scheduled and routed transportation services. These services use low-capacity vehicles such as vans to operate within normal urban transit corridors or rural areas. Services usually cater to the needs of persons whom standard mass transit services would serve with difficulty, or not at all. Common patrons are the elderly and persons with disabilities.

**Performance Measures** - Indicators of how well the transportation system is performing with regard to such things as average speed, reliability of travel, and accident rates. Used as feedback in the decision-making process.

**Policy** - A statement adopted as part of a plan to provide a specific course of action moving the community towards attainment of its goals. Due to budget constraints and other activities, all policies cannot be implemented at the same time. Generally, those with metropolitan-wide implications should receive priority consideration.

**Policy Board** - An intergovernmental policy group that comprises representatives from Bend, Deschutes County, and the Oregon Department of Transportation. The Policy Board provides policy guidance on the transportation planning process in the MPO area.

**Project Development** - The phase a proposed project undergoes once it has been through the planning process. The project development phase includes a more detailed analysis of a proposed project's social, economic, and environmental impacts and various project alternatives. What comes from the project development phase is a decision reached through negotiation among all affected parties, including the public. After a proposal has successfully passed the project development phase, it may move to preliminary engineering, design, and construction.

**Public Hearing** - A formal event held prior to a decision that gathers community comments and positions from all interested parties for public record and input into decisions.

**Public Involvement Plan (PIP)** - A plan that describes the public involvement goals and objectives, and methods of involving the public in transportation decisions.

**Public Meeting** - A formal or informal event designed for a specific issue or community group where information is presented and input from community residents is received.

**Public Participation** - The active and meaningful involvement of the public in the development of transportation plans and programs.

**Recipient** - Any State, political subdivision, instrumentality, or any public or private agency, institution, department, or other organizational unit receiving financial assistance from the Federal government.

**Regional Transportation Plan (RTP)** - A document resulting from regional collaboration and consensus on a region's transportation system and serving as the defining vision for the region's transportation systems and services. In metropolitan areas, the plan indicates all of the transportation improvements scheduled for funding over a minimum of the next 20 years.

**Stakeholders**- Individuals and organizations involved in or affected by the transportation planning process. Include federal/state/local officials, MPOs, transit operators, freight companies, shippers, and the general public.

**State Infrastructure Bank (SIB)** - A revolving fund mechanism for financing a wide variety of highway and transit projects through loans and credit enhancement. SIBs are designed to complement traditional Federal-aid highway and transit grants by providing States increased flexibility for financing infrastructure investments.

**State Transportation Improvement Program (STIP)** - Prepared by ODOT, the STIP is a staged, multiyear listing of projects proposed for federal, state, and local funding encompassing the entire state. It is a compilation of the MTIPs prepared for the metropolitan areas, as well as project information for the non-metropolitan areas of the state and for transportation between cities. An MTIP must be incorporated into the STIP before MTIP projects can be funded by the State or the Federal Government.

**Statewide Transportation Improvement Fund (STIF)** – A State of Oregon program established by Section 122 of HB 2017 Transportation Funding Package which provides a dedicated source of funding for improving or expanding public transportation service.

**Subrecipient** - Any entity that receives Federal financial assistance as a pass-through from another entity.

**Surface Transportation Block Grant (STBG)** - The STBG Program is a multi-modal program which provides funds for a broad range of transportation uses and may be used for projects on any Federal-aid highway that is not functionally classified as a local or rural minor collector. STBG funding has the most flexible eligibilities among all Federal-aid highway programs, funds can be used for highway, transit, bicycle, pedestrian and other transportation options projects.

**Technical Advisory Committee (TAC)** - A committee of technical staff from the public works and planning departments of Adair Village, Corvallis, Philomath, Benton County, ODOT and Oregon State University. Ex-officio members of the TAC may include FHWA, FTA, Oregon Department of Land Conservation and Development (DLCD), Oregon Department of Environmental Quality (DEQ), and Oregon Division of State Lands (DSL). Provides technical expertise and recommendations to the Policy Board.

**Title VI** - Title VI of the Civil Rights Act of 1964. Prohibits discrimination based on race, color, or national origin (including limited English proficiency) in any program receiving federal assistance.

**Transportation Equity Act for the 21st Century (TEA-21)** - Authorized in 1998, TEA-21 authorized federal funding for transportation investment for fiscal 1998-2003. Approximately \$217 billion in funding was authorized, the largest amount in history, which is used for highway, transit, and other surface transportation programs.

**Transportation Improvement Program (TIP)** - A staged, multiyear (typically three to five years) listing of surface transportation projects proposed for federal, state, and local funding within a metropolitan area. MPOs are required to prepare a TIP as a short-range programming document to complement its long-range Regional Transportation Plan (RTP). TIPs contain projects with committed or reasonably certain funds.

**Transportation Management Area (TMA)** – All urbanized areas over 200,000 in population, and any other area that requests such designation. The MPO is responsible for transportation planning within a TMA.

**Transportation Needs** - These are estimates of the movement of people and goods that are consistent with an acknowledged comprehensive plan and the requirements of the Transportation Planning Rule. Needs are typically based on projections of future travel demands resulting from a continuation of current trends as modified by policy objectives, including those expressed in Statewide Planning Goal 12 and the Transportation Rule, especially those for avoiding principal reliance on any one mode of transportation.

**Transportation Planning** - A collaborative process of examining demographic characteristics and travel patterns for a given area. This process shows how these characteristics will change over a given period of time and evaluates alternatives for the transportation system of the area and the most expeditious use of local, state, and federal transportation funding. Long-range planning is typically done over a period of 20 years; short-range programming of specific projects usually covers a period of 4 to 5 years.

**Transportation Planning Rule (TPR)** - A state planning administrative rule, adopted by the Land Conservation and Development Commission in 1991 to implement state land use planning Goal 12, Transportation. The TPR requires metropolitan areas to show measurable progress towards reducing dependence on automobiles.

**Transportation System Management (TSM)** -The techniques for increasing the efficiency, safety, capacity, or level of service of the existing transportation system without increasing its size. Examples include traffic signal improvements, traffic control devices including installing medians and parking removal, channelization, access management, ramp metering, and restriping for high occupancy vehicle (HOV) lanes.

**Transportation Systems Plan** - A plan for one or more 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. Usually, a plan produced by a local government, e.g. City of Philomath, Benton County, etc.

**Unified Planning Work Program (UPWP)** - The management plan for the (metropolitan) planning program. Its purpose is to coordinate the planning activities of all participants in the planning process.

**Urban Growth Boundary (UGB)** - A site-specific line in the Metro Plan that separates existing and future urban development from rural lands. Urban levels and densities of development, complete with urban levels of services, are planned within the UGB. A requirement of the state land use planning program.

**Urbanized Area** - Area that contains a city of 50,000 or more population plus incorporated surrounding areas meeting size or density criteria as defined by the US Census.

**Vehicle Miles of Travel (VMT)** - The sum of distances traveled by all motor vehicles in a specified region. A requirement of the state Transportation Planning Rule is reducing vehicle miles traveled per capita.

## Appendix VII: Title VI Plan Update Comments Received

The purpose of this section is to provide an overview of comments received during the development of CAMPO/AAMPO's Title VI Nondiscrimination Plan. Comments received during CAMPO/AAMPO Policy Board and Technical Advisory Committee (TAC) meetings are not included here. Those comments can be found in the meeting minutes\* found on the CAMPO/AAMPO websites.

The meeting dates are listed in the table below:

Table 6 - Public Meetings Discussing the 2024 Title VI Plan Update

	Albany Area MPO <sup>2</sup>	Corvallis Area MPO
<i>Policy Board</i>	07/10/24	12/13/23 02/14/24 04/10/24 07/10/24
<i>Technical Advisory Committee</i>	12/21/23*	12/20/23* 04/25/24

The sections below outline comments received from Federal, State, and local partners through email outreach as well as the general public during the 30-day comment period.

### Public Comments

All CAMPO/AAMPO Policy Board and Technical Advisory Committee (TAC) meetings are open to the public and include an agenda item dedicated to public comment. This includes all meetings during which the CAMPO/AAMPO Title VI Nondiscrimination Plan was discussed. A 30-day public comment period on the Title VI Nondiscrimination Plan was held from July 1 to July 31, 2024. Notification of the comment period was published in the Corvallis Gazette-Times and/or the Albany Democratic Herald and posted on the CAMPO and/or AAMPO website.

The Joint Title VI Plan will be amended to include public comments as the ratification date occurred within the public comment period. Public comments received will be shared with the Policy Boards. If the Boards find that public comment received are warrant redrafting or amending the plan, that process will be followed.

\* Minutes are not available for meetings where quorum was not met.

<sup>2</sup> Additional attempts were made to engage the Albany Area MPO's advisory boards but were not successful due to the lack of achieving quorum at meetings.

# MEMORANDUM

## Albany Area Metropolitan Planning Organization

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



**Date:** July 24, 2024  
**To:** AAMPO Policy Board  
**From:** Billy McGregor, AAMPO Staff  
**Re:** Statewide Transportation Improvement Program (STIP) Revisions

### Action Requested

Decision by the Policy Board regarding Full Amendment to project 23695 and 22723.

### Overview

The purpose of this memorandum is to provide an update on recent revisions to the Statewide Transportation Improvement Program (STIP) relevant to the Albany Area Metropolitan Planning Organization (AAMPO). A summary table of recent revisions can be found on the following page.

### Background on the STIP and MTIP

The STIP is the Oregon Department of Transportation's capital improvement plan for state and federally-funded transportation projects. The current STIP (FY2021-2024) went into effect October 1, 2020 and expires September 30, 2024. AAMPO acts as the regional coordinator to the STIP helping ensure that revisions and other adjustments are processed appropriately. AAMPO also maintains a Metropolitan Transportation Improvement Program (MTIP) which is consistent with the STIP.

### Revision Types

There are three types of STIP and MTIP revisions processed by AAMPO, listed below. Additional details on STIP and MTIP amendments can be found in the AAMPO MTIP policy [HERE](#).

- **Full Amendments:** Require the greatest level of scrutiny and are brought to the Policy Board for discussion and approval. The TAC makes a recommendation to the Policy Board regarding approval of the amendment and also determines what level public outreach is necessary. At a minimum, the item will be reviewed by the TAC and placed on the next Policy Board agenda, which comes with notification requirements. Additional items for consideration include provision of a public comment period (two weeks), holding a public meeting, and any other actions deemed advisable by the TAC.
- **Administrative Amendment:** Require less scrutiny and are usually familiar to local staff members. Administrative amendments are brought to the TAC for discussion and approval. The Policy Board is notified of Administrative Amendments at their next regularly scheduled meeting.
- **Adjustment:** For minor changes, AAMPO staff has the authority to approve adjustments. Adjustments do not require committee approval or public notice.

**STIP Revisions**

Row	Revision Type/Amendment	Project Key Number/s & Name/s	Project Description	Revision Information/Amendment Detail
1	Full Amendment  24-27-1319	22723  I-5 (NW OR) & OR569 (Eugene) wrong way driving treatments	Design and construct wrong way driving deterrents of signing, striping enhancements and/or other items at various exit ramps on I-5 in NW Oregon to aid in preventing wrong way driving at interchange off-ramps. Similar deterrents will be designed and constructed for various exit ramps on OR-569 in Eugene.	Split funds from project key 22835 (NW Oregon ARTS program construction reserve (Systemic)) to add Construction phase in federal fiscal year 2026.  Add CN phase at \$1,349,431 split from K22835.
2	Full Amendment  24-27-1406	23695  Transportation Safety Action Plan for Benton County, Oregon	This Safe Streets for All (SS4A) planning grant funded project will produce a County-wide Transportation Safety Action Plan in accordance with the Safe Systems Approach with the goal of eliminating roadway fatalities and serious injuries. There will also be an emphasis on freight friendly vs. multi-modal friendly corridors.	Add new Safe Streets for All (SS4A) grant funded project in Benton Co.  This is a Safe Streets for All (SS4A) Grant (UEI: DWAANDYBQH65). Federal funds awarded is \$320,000 with Benton Co. paying the 20% match.

# MEMORANDUM

## Albany Area Metropolitan Planning Organization

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



**Date:** July 24, 2024  
**To:** AAMPO Policy Board  
**From:** Billy McGregor, AAMPO Staff  
**Re:** Statewide Transportation Improvement Program (STIP) Revisions

### Action Requested

Decision by Policy Board regarding Full Amendment to project 23596.

### Overview

The purpose of this memorandum is to provide an update on recent revisions to the Statewide Transportation Improvement Program (STIP) relevant to the Albany Area Metropolitan Planning Organization (AAMPO). A summary table of recent revisions can be found on the following page.

### Background on the STIP and MTIP

The STIP is the Oregon Department of Transportation's capital improvement plan for state and federally-funded transportation projects. The current STIP (FY2021-2024) went into effect October 1, 2020 and expires September 30, 2024. AAMPO acts as the regional coordinator to the STIP helping ensure that revisions and other adjustments are processed appropriately. AAMPO also maintains a Metropolitan Transportation Improvement Program (MTIP) which is consistent with the STIP.

### Revision Types

There are three types of STIP and MTIP revisions processed by AAMPO, listed below. Additional details on STIP and MTIP amendments can be found in the AAMPO MTIP policy [HERE](#).

- **Full Amendments:** Require the greatest level of scrutiny and are brought to the Policy Board for discussion and approval. The TAC makes a recommendation to the Policy Board regarding approval of the amendment and also determines what level public outreach is necessary. At a minimum, the item will be reviewed by the TAC and placed on the next Policy Board agenda, which comes with notification requirements. Additional items for consideration include provision of a public comment period (two weeks), holding a public meeting, and any other actions deemed advisable by the TAC.
- **Administrative Amendment:** Require less scrutiny and are usually familiar to local staff members. Administrative amendments are brought to the TAC for discussion and approval. The Policy Board is notified of Administrative Amendments at their next regularly scheduled meeting.
- **Adjustment:** For minor changes, AAMPO staff has the authority to approve adjustments. Adjustments do not require committee approval or public notice.

## STIP Revisions

Row	Revision Type/Amendment	Project Key Number/s & Name/s	Project Description	Revision Information/Amendment Detail
1	Preemptive/ Full Amendment  24-27-0758	23596  US20: Scenic Drive to North Albany Road (Albany)	Phase 3 work will develop to the design acceptance package milestone (DAP) and include safety improvements, stormwater treatments, signage and marking upgrades at the rail crossing.	Create a new project from projects 21191 and 22302, with new key number and name.

## Additional Information

### **Background:**

The U.S. 20 Safety upgrades project was a House Bill 2017 project to make safety improvements on the corridor between Albany to Corvallis. The project was split into three phases defined by location. The design for the three phases, and construction of Phase 1 was covered under the original key number, KN21191. A second key number, KN22302, was created to deliver construction of Phase 2.

With both Phase 1 and Phase 2 construction complete, we are asking for a new key number and name to continue design and future potential construction of Phase 3. Phase 3 work will develop to the design acceptance package milestone (DAP) and include safety improvements, stormwater treatments, signage and marking upgrades at the rail crossing.

As Phase 3 nears DAP, more investigation and alternatives analysis is needed. Moving the work to a new key number will:

- Better portray the actual project location of the project.
- Simplify tracking and environmental documentation for current and future work.
- Provide transparency while looking for future funding opportunities.

## Contingent

This project is a preemptive approval request contingent on initial approval from ODOT's Delivery and Operations Division Administrator. The purpose of this preemptive approval is to allow immediate approval if the project receives approval from ODOT's Delivery and Operations Division Administrator.

# MEMORANDUM

## Albany Area Metropolitan Planning Organization

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**Date:** July 10, 2024  
**To:** AAMPO Policy Board  
**From:** Billy McGregor, AAMPO Staff  
**Re:** AAMPO Website Transition

### Purpose

Notify the Policy Board of AAMPO staff action related to the FY'25 UPWP.

### Overview

AAMPO has, until currently, maintained its own website separate from the Corvallis Area MPO website. In recent years both conversation regarding merger of the MPOs as well as several tech outages have shown the need for AAMPO to perform both a server host and webpage format change.

### Details

Web designer Project A has been contacted to set up a new AAMPO website that mirrors that used by CAMPO. They have estimated a cost between \$4,000 and \$5,000 dependent on the number of pages associated with the site, and other changes requested. CAMPO website can be viewed at <https://corvallisareampo.org/>.

### Action

AAMPO staff will be hiring web design firm Project A (<https://projecta.com/>), based out of Ashland, Oregon.

# MEMORANDUM

## **Albany Area Metropolitan Planning Organization**

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Benton County • Oregon Department of Transportation

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**Date:** July 24, 2024

**To:** AAMPO Policy Board

**From:** Billy McGregor, AAMPO Staff

**Re:** Title VI Survey

### **Overview**

Each year AAMPO staff prepares a required Title VI Accomplishment Report that includes a demographic survey of TAC and Policy Board members. The information gathered by this survey is anonymized for the purposes of the report.

### **Action**

AAMPO staff will be sending out a demographic survey to both the TAC and Policy Board following the June meetings. The full survey is shown on the following page.

# MEMORANDUM

## Albany Area Metropolitan Planning Organization

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### Title 6 Report TAC

EDIT

#### Demographic Survey

This survey will be submitted to the Oregon Department of Transportation (ODOT) Office of Civil Rights Title VI Team for inclusion in ODOT's Annual Report to the Federal Highway Administration (FHWA) as part of AAMPO's Title VI Accomplishment Report in accordance with Title VI of the Civil Rights Act of 1964 and related federal nondiscrimination directives.

1. Please fill in your name for survey validation purposes. This information will be kept strictly anonymous.

2. What is your gender?

- Female
- Male
- Prefer to self describe
- Prefer not to say

3. Which race/ethnicity best describes you?

- White/Caucasian
- Hispanic/Latino
- Asian/Pacific Islander
- Black and/or African American
- American Indian or Alaskan Native
- Multiple Ethnicity/Other
- Prefer not to say

# MEMORANDUM

## Albany Area Metropolitan Planning Organization

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**Date:** July 10, 2024  
**To:** AAMPO Policy Board  
**From:** Billy McGregor, AAMPO Staff  
**Re:** Charging and Fueling Infrastructure Discretionary Grant Program NOFO

### Overview

The [Charging and Fueling Infrastructure Discretionary Grant Program \(CFI Program\)](#) is a competitive grant program created by President Biden's Bipartisan Infrastructure Law to strategically deploy publicly accessible electric vehicle charging and alternative fueling infrastructure in the places people live and work – urban and rural areas alike – in addition to along designated Alternative Fuel Corridors (AFCs). CFI Program investments will make modern and sustainable infrastructure accessible to all drivers of electric, hydrogen, propane, and natural gas vehicles. This program provides two funding categories of grants: (1) Community Charging and Alternative Fueling Grants (Community Program); and (2) Charging and Alternative Fuel Corridor Grants (Corridor Program). The Bipartisan Infrastructure Law provides \$2.5 billion over five years for this program to strategically deploy electric vehicle (EV) charging infrastructure and other alternative fueling infrastructure projects in urban and rural communities in publicly accessible locations, including downtown areas and local neighborhoods, particularly in underserved and disadvantaged communities.

### Details

- New applications must be submitted in Grants.gov by 11:59PM EST on August 28, 2024.
- Due date for all applicant questions to [CFIGrants@dot.gov](mailto:CFIGrants@dot.gov) by July 29, 2024.
- Community Program Grants
  - Minimum anticipated award of \$500,000
  - Maximum award of \$15M
- Corridor Program Grants
  - Minimum anticipated award of \$1M
  - No maximum award size
- Cost Share
  - Maximum Federal Share shall not exceed 80 percent of the total project cost
  - Awardees must provide at least 20 percent of the total project cost (not 20 percent of the Federal share) as a matching non-Federal share
    - When a private entity is contracted with, the private entity must agree to pay the non-Federal share of the project cost.
    - The recipient must demonstrate it has taken best efforts to require the private entity to contractually pay for the non-Federal share.
  - Additional information on cost share can be found at 2 CFR 200.306 -- Cost sharing or matching and FHWA's guidance on [Non-Federal Matching Requirements](#).
- A project expected to reduce greenhouse gas emissions and to expand or fill gaps in access to infrastructure.
- Eligible infrastructure is publicly accessible charging and fueling infrastructure.
- A project located on any public road or in other publicly accessible locations. Examples include:
  - Parking facilities at public buildings, public schools, and public parks
  - Publicly accessible parking facilities owned or managed by a private entity.\*