



## 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

### Technical Advisory Committee Meeting Agenda

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**Date:** Thursday, April 9, 2020  
**Time:** 1:30 to 3:30 pm  
**Location:** <https://zoom.us/j/915896472>  
Phone: 1-346-248-7799  
Meeting ID: 915 896 472  
**Contact:** Dana Nichols, Transportation Planner

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1. 1:30      **Call to Order, Agenda Review, and Introductions**      **Chair Stockhoff**
  
2. 1:35      **Public Comment**      **Chair**
  
3. 1:45      **Approval of Meeting Minutes**      **Chair**  
*March 12, 2020 Policy Board Minutes (Attachment A)*  
**ACTION: Approve Minutes**
  
4. 1:55      **AAMPO/ATS 5307 Funds**      **Staff/City of Albany**  
At the March TAC meeting, Mark Volmert of Linn County Transportation, provided public comment regarding a request from the Linn County TAC to discuss partnership efforts with AAMPO to improve regional public transportation.  
**ACTION: Discussion**
  
5. 2:15      **Unified Planning Work Program FY21 (Attachment B)**      **Staff**  
Staff has provided a copy of the FY21 Unified Planning Work Program for your review and recommendation of approval to the Policy Board.  
**ACTION: Approval**
  
6. 2:30      **Title VI Plan (Attachment C)**      **Staff**  
In the FY20 UPWP, AAMPO Staff stated a desire to update the Title VI and Public Participation Plans. Staff has provided a draft of the Title VI Plan update for your review and recommendation of approval to the Policy Board.  
**ACTION: Approval**
  
7. 2:45      **MTIP (Attachment D)**      **Staff/ODOT**  
Staff has compiled the Metropolitan Transportation Improvement Program (MTIP) for FY21-24 for your review and recommendation of approval to the Policy Board. The MTIP lists federally funded and locally funded projects anticipated by local agencies and the Oregon Department of Transportation (ODOT).

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

**ACTION: Approval**

- |                |  |              |
|----------------|--|--------------|
| <b>8. 3:10</b> | <b>Discussion of Other Work Items</b><br>-COVID-19 discussion<br><b>ACTION: Discussion</b> | <b>Staff</b> |
| <b>9. 3:15</b> | <b>Jurisdictional Updates</b><br><b>ACTION: Discussion</b>                                 | <b>All</b>   |
| <b>10.3:30</b> | <b>Adjourn</b>   |              |

**ALBANY METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE  
Thursday, March 12, 2020  
1:30 to 3:30 pm  
Zoom Remote Connection**

**DRAFT MINUTES**

**Members:** Gary Stockhoff, Chuck Knoll, James Feldmann, and Janelle Booth

**Guests:** Mark Volmert, and Jasmine Harris

**Staff:** Dana Nichols, Nick Meltzer, and Emma Chavez

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order, Agenda Review, and Introductions		<p><b>Meeting called to order at 1:33 pm by Chair Gary Stockhoff.</b></p> <p><b>A quorum was not met, and decision items were tabled for the next meeting.</b></p>
2. Public Comments	<p>Mark Volmert, as Linn County's Special/Rural Transportation Coordinator, provided public comment regarding a request from the Linn County TAC to discuss partnership efforts with AAMPO to improve regional public transportation. He asked about the MPO's role in 5307 funds that are provided to the Albany Transit System from the Federal Transit Administration. The TAC agreed to add this topic to the next AAMPO TAC meeting for further discussion since there were no members from Albany present at the meeting.</p>	<p><b>In the absence of the City of Albany, this discussion will be added as an agenda item to the next AAMPO TAC meeting.</b></p>
3. Minutes from February 13, 2020 Joint Meeting		<p><b>Tabled for next meeting.</b></p>
4. AAMPO Financial Update	<p>Staff Dana Nichols provided a summary of AAMPO's finances, including a summary of how the MPO got to where it is now financially. A TIP Amendment notice has gone out to the public in order to amend this fiscal year's budget. She noted that some projects have been</p>	

	<p>earmarked over time. The section on STBG projects indicates how much funding has been allocated to each member jurisdiction over time.</p> <p>Nichols noted that AAMPO had questioned whether the MPO had allocated more funds than it actually has, and the answer to that is no, it has not. She stated that AAMPO will have additional carryover funds again this year, and those funds will be available for future allocation.</p> <p>Mark Volmert noted that prior to AAMPO, the City of Albany used to receive direct surface transportation funding. When AAMPO was formed, there was a general agreement that the city of Albany would continue to receive the same amount of funding as it used to, through AAMPO, for the projects listed in their CIP at the time. Now, STBG funds are allocated through a process that offers all member jurisdictions access to the funds.</p> <p>In regard to the Household Survey, Mark Volmert questioned whether the survey covers both urban and rural areas. He noted that if the survey only looks at urban areas, it is missing a huge part of the MPO population. Staff clarified that while the MPO funding will cover the MPO region only, ODOT contributes additional funds to the survey to ensure there is broad representation across the state.</p>	
<p>5. Unified Planning Work Program (UPWP)</p>	<p>Nichols gave a brief review of the UPWP, noting that the document had gone through a State and Federal review and comments had been incorporated.</p>	<p><b>Consensus to approve the UPWP as presented.</b></p>
<p>6. Active Transportation Plan Proposal Update</p>	<p>Nichols advised that the Board had reviewed the Active Transportation Plan proposal. They indicated they wanted more details on the scope of work, and they had concerns utilizing a student team rather than a traditional consulting firm. Per a request from the TAC, staff reached out to the University of Oregon, Portland State University, and Oregon State University, but only heard back from UO. UO has now been invited to provide a presentation to the Board and TAC at their next meeting. Lastly, Nichols noted that the Board did approve the amount of funding for the project but requested additional information.</p>	

<p>7. Title VI Plan Update</p>	<p>Nichols reported that as part of the current Work Plan, AAMPOs Title VI and Public Participation Plans need to be updated. Nichols reviewed the draft Title VI Plan.</p> <p>Updates include:</p> <ul style="list-style-type: none"> <li>• Updated formatting</li> <li>• Added important components that were missing (utilizing ODOT guidance)</li> <li>• Added more robust environmental justice component</li> <li>• Added information on COGs ADA Coordinator.</li> </ul> <p>A final version will be provided at the next meeting for recommendation to the Board.</p>	
<p>8. Discussion of Upcoming Work Items</p>	<p>Next TAC Meeting – The TIP will be completed. ODOT will be asked to provide a presentation on STIP projects in the Region. Staff will continue to reach out to Cody Meyers with DLCD for a Scenario Planning analysis update.</p>	
<p>9. Jurisdictional Updates</p>	<p>Linn County – Is wrapping up the ADA Plan update and is working on updating its Title VI Plan. The County is currently working on the contract for the Old Salem Road Sidewalk Connectivity project. There are three bridge projects outside of the AAMPO area going out to bid this month. Lastly, they are working with the City of Lebanon on a Park and Ride Lot.</p> <p>Millersburg – Is getting close to wrapping up a Park Master Plan.</p> <p>ODOT – The Draft STIP is currently available for public comment. They are also working on a bridge in Jefferson and on I-5.</p> <p>Linn County Special Transportation Advisory Committee (STAC) – The Linn County STAC allocated the 2020-2021 STIF funds to the Board of Commissioners for eleven programs.</p> <p>OCWCOG – Due to COVID-19, meetings will be held remotely until</p>	

	further notice.  Benton county – Laurel Beyer with Benton County met with the railroad people who noted an issue with the name of the path. The County is working through this with the railroad in order to get back on track with the project.	
10. Adjourn		<b>Meeting adjourned at 2:44 pm.</b>

# ALBANY AREA METROPOLITAN PLANNING ORGANIZATION



## FY '21

## UNIFIED

## PLANNING

## WORK PROGRAM



Adopted by the AAMPO Policy Board on \_\_\_\_\_

Albany Area Metropolitan Planning Organization  
1400 Queen Ave. SE, Suite 205  
Albany OR, 97322  
[www.ocwcog.org/transportation/aampo](http://www.ocwcog.org/transportation/aampo)



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**Resolution Number 2020-1****FOR THE PURPOSE OF APPROVING THE FY2020 ALBANY AREA METROPOLITAN PLANNING ORGANIZATION UNIFIED PLANNING WORK PROGRAM**

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED:**

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

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

SIGNED:

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**Pat Malone**

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

# TITLE VI / TÍTULO VI

## NOTICE TO THE PUBLIC

## COMUNICACIÓN PÚBLICA

**Title VI of the Civil Rights Act of 1964 states:**

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

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

# MEETING ACCOMMODATIONS

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

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

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

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

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

# ALBANY AREA MPO

## MEMBERSHIP

### **Policy Board**

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

### **Technical Advisory Committee (TAC)**

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

### **TAC Ex-Officio Members**

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

### **AAMPO Staff**

Dana Nichols, Oregon Cascades West Council of Governments

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# INTRODUCTION

## **What is a Metropolitan Planning Organization?**

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

## **What is the Albany Area Metropolitan Planning Organization?**

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

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

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

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

## **What is the Purpose of this Document?**

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

# WORK PROGRAM OVERVIEW

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

**There are four primary tasks within the UPWP:**

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

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



# ENGAGEMENT & AMENDMENTS

## ENGAGEMENT

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

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

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

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

## AMENDMENTS

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

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

# AAMPO PROJECT STATUS REPORT

## FY21 Program Goals

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

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

# FY 21 WORK PROGRAM

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

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

# FUNDING SOURCES & MATCH DOCUMENTATION

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

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

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

# TASK I

## MPO PROGRAM MANAGEMENT

### OBJECTIVE

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

<b>BUDGET</b>	
TASK 1 FUNDING SOURCES:	FHWA PL FUNDS
	10.27% LOCAL MATCH PROVIDED BY ODOT
TASK 1 BUDGET:	\$67,445
PERCENT OF TOTAL BUDGET:	36%

### PREVIOUS WORK

- Monthly meetings of the Policy Board and TAC.
- Intergovernmental coordination between member jurisdictions, as well as between AAMPO and CAMPO.
- Co-hosted NACTO Urban Bikeway Design training, in coordination with CAMPO.
- Completion of FY20 UPWP (March 2019).
- Continued implementation of Title VI Non-Discrimination Plan, including an Annual Accomplishments Report (October 2019). Established an ADA coordinator for AAMPO.
- Completed Quarterly Reports and billing and twice-annual reporting cycle (January and July).
- Updated PPP and Title VI plan.

TASK	DESCRIPTION	DELIVERABLES / TIME LINE
ADMINISTRATIVE DUTIES	<ul style="list-style-type: none"> <li>● Monthly meetings of Policy Board and TAC.</li> <li>● Maintain and update website.</li> <li>● Fiscal management and record keeping.</li> <li>● Attend professional trainings and conferences, as needed.</li> <li>● Provide on-going training and support for Policy Board and TAC.</li> <li>● Organize a speaker series</li> </ul>	<ul style="list-style-type: none"> <li>● Agendas &amp; minutes, fiscal reports (On-going)</li> <li>● NACTO Conference (Sept. 2020)</li> <li>● Updated website (On-going)</li> </ul>
UNIFIED PLANNING WORK PROGRAM (UPWP)	<ul style="list-style-type: none"> <li>● Prepare FY22 Operational Budget.</li> <li>● Develop and adopt FY22 UPWP.</li> <li>● Prepare quarterly billing and twice annual reporting to partners.</li> </ul>	<ul style="list-style-type: none"> <li>● Approved FY22 UPWP (April 2021)</li> </ul>
PUBLIC PARTICIPATION PLAN (PPP)	<ul style="list-style-type: none"> <li>● Provide appropriate public notice of meetings, post materials in a timely fashion, and accept and process all public comment.</li> <li>● Maintain interested parties list.</li> <li>● Conduct special outreach when appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>● Maintained PPP (as needed)</li> </ul>
TITLE VI / NONDISCRIMINATION ACTIVITIES AND ADA	<ul style="list-style-type: none"> <li>● Maintain Title VI / Nondiscrimination Plan and continue to complete Annual Accomplishments Report.</li> <li>● Attend trainings, when available, and coordinate with AAMPO ADA coordinator when appropriate.</li> <li>● Maintain Title VI Certifications and Assurances.</li> <li>● Include ADA accessibility information.</li> </ul>	<ul style="list-style-type: none"> <li>● Maintained Title VI / Nondiscrimination Plan (as needed)</li> <li>● Annual Accomplishments Report (Oct. 2020)</li> </ul>
INTERGOVERNMENTAL COORDINATION	<ul style="list-style-type: none"> <li>● Coordinate with CAMPO on joint MPO meetings.</li> <li>● Continue to develop a Highway 20 project.</li> <li>● Participate as Ex-officio on CWACT and as a member of CWACT TAC.</li> <li>● Continue coordination with local jurisdictions, ODOT, FHWA, FTA, and others.</li> </ul>	<ul style="list-style-type: none"> <li>● Joint AAMPO / CAMPO meetings (on-going)</li> <li>● CWACT and other meetings (on-going)</li> </ul>

# TASK 2

## SHORT & LONG RANGE PLANNING

### OBJECTIVE

MPOs are responsible for federally required long range planning projects, such as the Regional Transportation Plan. However, other priorities in the AAMPO region, and statewide, have allowed AAMPO to take on additional future focused projects. This past year, AAMPO participated in a Scenario Planning project, embarked on a Regional Active Transportation Plan, and started work on a Transportation System Plan for a member jurisdiction, in addition to cross collaboration with CAMPO surrounding issues along Highway 20.

<b>BUDGET</b>	
<b>TASK 2 FUNDING SOURCES:</b>	FHWA PL FUNDS
	10.27% LOCAL MATCH PROVIDED BY ODOT
<b>TASK 2 BUDGET:</b>	\$61,960
<b>PERCENT OF TOTAL BUDGET:</b>	33%

### PREVIOUS WORK

- Developed RTP in compliance with federal requirements, adopted by the AAMPO Policy Board in May 2018. The Albany-area Transit Development Plan (TDP) approved on the same time line. The RTP underwent a robust public engagement and technical review period, including alignment with House Bill 2017 priorities. These documents are available online.
- Participated in Scenario Planning in partnership with the Department of Land Conservation and Development (DLCD) and the Oregon Department of Transportation (ODOT).
- In 2019, the MPO was successful in assisting the City of Jefferson in an application for Transportation and Growth Management Funds for a new Transportation System Plan. A contractor is expected to be selected in June 2020.
- The TAC and Policy Board opted to use carry forward funds to develop an Active Regional Transportation Plan in 2020. This project will continue into the FY21 work plan.
- Joint AAMPO and CAMPO meetings to begin discussions around Highway 20.

TASK	DESCRIPTION	DELIVERABLES / TIME LINE
REGIONAL TRANSPORTATION PLAN	<ul style="list-style-type: none"> <li>Coordinate with TSP work in AAMPO region as needed to ensure consistency with RTP.</li> <li>Continue to review Scenario Planning outcomes and utilize tool as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Maintained RTP (On-going)</li> </ul>
JEFFERSON TRANSPORTATION SYSTEM PLAN	<ul style="list-style-type: none"> <li>Assist the City of Jefferson on their Transportation System Plan update through a Transportation and Growth Management grant.</li> </ul>	<ul style="list-style-type: none"> <li>Project is expected to begin in June 2020 and run through July 2021.</li> </ul>
PERFORMANCE-BASED PLANNING PROGRAM, FHWA & FTA	<ul style="list-style-type: none"> <li>Coordinate with ODOT and MPO partners in compliance with requirements of FTA and FHWA to develop targets.</li> <li>Collect and manage data and track performance.</li> <li>Amend RTP and TIP as needed to ensure compliance with targets; ensure integration of performance measures into AAMPO's planning work.</li> </ul>	<ul style="list-style-type: none"> <li>Performance Measures associated with the PTASP may be discussed by MPO</li> <li>Ongoing, as needed</li> </ul>
ACTIVE TRANSPORTATION PLAN	<ul style="list-style-type: none"> <li>Develop a vision for a regional active transportation network, provide examples of preferred street design and treatment, identify and prioritize projects, and implement pilot projects and develop on-going programming to encourage use.</li> <li>Engage in a Health Equity Analysis to understand impacts of past transportation investments and develop goals and strategies to mitigate these impacts in the future.</li> </ul>	<ul style="list-style-type: none"> <li>Regional Active Transportation Plan - work is expected to begin in June 2020 and run through September 2021</li> </ul>
HIGHWAY 20 - AAMPO/CAMPO PROJECT	<ul style="list-style-type: none"> <li>Continue discussion and develop project plan for a Highway 20 corridor study.</li> <li>Regional ITS conversation.</li> </ul>	<ul style="list-style-type: none"> <li>Twice Annual Joint AAMPO/CAMPO Meetings</li> </ul>
MULTI-MODAL COUNTER PROGRAM	<ul style="list-style-type: none"> <li>Develop a multi-modal counting program in the AAMPO region to assess issues of safety, quantify project success, and encourage greater mode split.</li> <li>Purchase appropriate equipment and develop methodologies for collection and analysis.</li> </ul>	<ul style="list-style-type: none"> <li>Counter equipment to be purchased in late 2020, establishment of count program in spring 2021.</li> </ul>

# TASK 3

## TRANSIT PLANNING

### OBJECTIVE

Although Albany Transit System (ATS) is the primary transit provider for the AAMPO region, the implementation of the Statewide Transportation Improvement Fund (STIF) has seen an increase in funding for local transit. The Linn-Benton Loop, Linn Shuttle, Coast to Valley Express, and others are included in our coordination to reduce duplication of efforts and ensure a consistent service across jurisdictions. This task will also cover short range planning projects, including development of GIS layers and a bike counter program in the region.

<b>BUDGET</b>	
<b>TASK 3 FUNDING SOURCES:</b>	FTA 5303 TRANSIT PLANNING FUNDS
	10.27% IN - KIND MATCH FROM CITY OF ALBANY
<b>TASK 3 BUDGET:</b>	\$47,292
<b>PERCENT OF TOTAL BUDGET:</b>	25%

### PREVIOUS WORK

- Participated in meetings of the governing body for the Linn Benton Loop transit service, and TAC, including participating in the Service Development Plan, completed in 2019.
- Provided support to Albany Transit Service (ATS), including participation in the Transit Development Plan (TDP) finalization in 2018.
- Continued work on the Albany Multi-modal Transportation Center, Planning and Design project for bus barn development.
- Attended bi-monthly meetings between Albany Transit and the MPO.
- Attended quarterly transit provider meetings.
- Developed Public Transportation Agency Safety Plan (PTASP) for Albany Transit System.

TASK	DESCRIPTION	DELIVERABLES / TIME LINE
ALBANY TRANSIT SYSTEM SUPPORT	<ul style="list-style-type: none"> <li>● Support ATS as requested.</li> <li>● Coordinate and attend bi-monthly ATS and AAMPO meeting to continue to strengthen coordination and engagement between the two entities.</li> <li>● Assist with programming transit projects into the MPO's TIP and the State's STIP.</li> <li>● Albany Bus Barn support.</li> <li>● Begin scoping for a transit expansion project that will help fill in the divide between medium and long-range goals in TDP.</li> <li>● Park &amp; Ride implementation support.</li> </ul>	<ul style="list-style-type: none"> <li>● Ongoing; bimonthly transit meeting</li> </ul>
LINN-BENTON LOOP	<ul style="list-style-type: none"> <li>● Coordinate with the City of Albany on products associated with the Linn Benton Loop.</li> <li>● Meeting facilitation and support for the Board and TAC.</li> <li>● Serve as chair of the TAC, as well as a liaison between the AAMPO Policy Board and the Linn-Benton Loop.</li> </ul>	<ul style="list-style-type: none"> <li>● Bimonthly TAC and Policy Board meetings, STIF and PTASP assistance as needed</li> <li>● Meeting agendas, minutes, etc.</li> </ul>
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DEVELOPMENT	<ul style="list-style-type: none"> <li>● Continue to build layers in GIS needed for transportation planning in the region.</li> <li>● Provide assistance to member jurisdictions for transportation related planning needs.</li> </ul>	<ul style="list-style-type: none"> <li>● Ongoing</li> </ul>

# TASK 4

## TRANSPORTATION PROGRAMMING

### OBJECTIVE

MPOs are responsible for developing a Metropolitan Transportation Improvement Program (MTIP), aligning with the Statewide Transportation Improvement Program (STIP). This document is a short-term prioritized list of federally funded transportation projects within the MPO area. In 2019, AAMPO developed their FY21-24 MTIP, opting to leave out Surface Transportation Block Grant (STBG) funded projects that exchanged funds with the State for implementation. This task outlines the required work to maintain and develop the MTIP as well as manage the STBG funds.

<b>BUDGET</b>	
<b>TASK 4 FUNDING SOURCES:</b>	FHWA PL FUNDS
	10.27% LOCAL MATCH PROVIDED BY ODOT
<b>TASK 4 BUDGET:</b>	\$11,433
<b>PERCENT OF TOTAL BUDGET:</b>	6%

### PREVIOUS WORK

- Amended FY18-21 TIP with ODOT, as needed.
- Published Annual Listing of Obligated Projects.
- Ongoing conversations with TAC and Policy Board regarding carry forward funds.
- Reaffirmed process and criteria for Surface Transportation Block Grant funding. Allocated \$2.5 million in funds over the FY21-24 period.
- Prepared 21-24 MTIP for inclusion in the Statewide Transportation Improvement Program.

TASK	DESCRIPTION	DELIVERABLES / TIME LINE
TRANSPORTATION IMPROVEMENT PROGRAM	<ul style="list-style-type: none"> <li>● Maintain TIP - including amendments, adjustments, and administrative actions.</li> <li>● Attend quarterly MTIP meetings in Salem.</li> </ul>	<ul style="list-style-type: none"> <li>● Amendments as needed.</li> <li>● Quarterly meetings.</li> </ul>
SURFACE TRANSPORTATION BLOCK GRANT MANAGEMENT	<ul style="list-style-type: none"> <li>● Assist with timing of STBG funds obligation to member jurisdictions.</li> <li>● Continue to review, with TAC and Policy Board, STBG allocation and application process, as needed.</li> </ul>	<ul style="list-style-type: none"> <li>● Assistance as needed.</li> <li>● STBG becomes available on Jan 1st. Work with member jurisdictions to determine how much is obligated each year.</li> </ul>
ANNUAL LISTING OF OBLIGATED PROJECTS	<ul style="list-style-type: none"> <li>● Publish Annual Listing of Obligated Projects on AAMPO website</li> </ul>	<ul style="list-style-type: none"> <li>● Annual Obligation Report (Oct. 2020)</li> </ul>

# FY14-19

# **CARRY FORWARD SUMMARY**

The Albany Area Metropolitan Planning Organization has accrued savings in PL and 5303 funds as carry forward since inception in 2014. ODOT and OCWCOG recently reconciled AAMPO's finances, showing savings of \$160,952.29 in PL funds and \$154,458.55 in 5303. ODOT will de-obligate these savings and move them to STIP #20599 FY 2021.

These funds are expected to cover additional project costs, including: Oregon Household Activity Survey, Active Transportation Plan, and 90% planning and design for Albany Bus Barn.

Albany Area MPO Savings						
IGA #	Key#	SFY	Funding Type	Total IGA Amount	Expenditures	Savings
29403	17776	2014	PL	\$136,170.00	\$111,614.99	(\$24,555.01)
29999	18510	2015	PL	\$136,170.00	\$112,575.71	(\$23,594.29)
30676	17625	2016	PL	\$126,097.00	\$96,828.92	(\$29,268.08)
31338	19813	2017	PL	\$130,111.00	\$111,565.68	(\$18,545.32)
32273	20748	2018	PL	\$130,232.00	\$114,529.24	(\$15,702.76)
32902	21273	2019	PL	\$133,518.00	\$84,231.17	(\$49,286.83)
			<b>Total PL</b>	<b>\$792,298.00</b>	<b>\$631,345.71</b>	<b>(\$160,952.29)</b>
29403	17777	2014	5303	\$49,900.00	-	(\$49,900.00)
29999	18510	2015	5303	\$49,900.00	\$23,439.06	(\$26,460.94)
30676	17625	2016	5303	\$36,630.00	\$15,596.90	(\$21,033.10)
31338	19829	2017	5303	\$37,119.00	\$17,020.84	(\$20,098.16)
32273	20748	2018	5303	\$37,389.00	\$21,353.59	(\$16,035.41)
32902	21273	2019	5303	\$37,435.00	\$16,504.06	(\$20,930.94)
			<b>Total 5303</b>	<b>\$248,373.00</b>	<b>\$93,914.45</b>	<b>(\$154,458.55)</b>

# TABLE I

## FY21 BUDGET BY FUNDING

	FHWA PL FUNDS	PL MATCH FUNDS (10.27% FROM ODOT)	TOTAL PL	FTA 5303 FUNDS	5303 MATCH (10.27% FROM CITY OF ALBANY)	TOTAL 5303 (FUNDS AND IN-KIND)	TOTAL EXPENSES (WITHOUT CARRY FROWARD)
<b>Task 1: MPO Program Management</b>	\$60,518	\$6,927	\$67,445	\$0	\$0	\$0	\$67,445
<b>Task 2: Short &amp; Long Range Planning</b>	\$55,596	\$6,363	\$61,960	\$0	\$0	\$0	\$61,960
<b>Task 3: Transit Planning</b>	\$0	\$0	\$0	\$42,435	\$4,602	\$44,810	\$47,292
<b>Task 4: Transportation Programming</b>	\$10,259	\$1,174	\$11,433	\$0	\$0	\$0	\$11,433
<b>TOTAL FY21 EXPENSES</b>			\$140,838			\$47,292	\$188,130

# TABLE 2

## AAMPO FY21 EXPENSES

	FY21 Amount	FY21 % of Overall Budget	FY 20 Amount	FY20 % of Overall Budget
<b>Task 1: MPO Program Management</b>	<b>\$67,445</b>	<b>36%</b>	<b>\$107,465</b>	<b>55%</b>
1.1 Administrative Duties	\$42,178		\$61,890	
1.2 UPWP	\$6,317		\$7,280	
1.3 Public Participation Plan	\$5,318		\$6,119	
1.4 Title VI / Nondiscrimination & ADA	\$6,317		\$12,484	
1.5 Intergovernmental Coordination	\$7,496		\$19,551	
<b>Task 2: Short &amp; Long Range Planning</b>	<b>\$61,960</b>	<b>33%</b>	<b>\$23,228</b>	<b>12%</b>
2.1 Regional Transportation Plan	\$1,415		\$14,519	
2.2 Jefferson Transportation System Plan	\$4,717		-	
2.3 Performance-Based Planning	\$1,415		\$8,709	
2.4 Active Transportation Plan	\$19,521		-	
2.5 Highway 20 - AAMPO/CAMPO Project	\$15,983		-	
2.6 Multi-Modal Counter Program	\$18,908		-	
<b>Task 3: Transit Planning</b>	<b>\$47,292</b>	<b>25%</b>	<b>\$44,148</b>	<b>22%</b>
3.1 Albany Transit System Support	\$33,509		\$4,937	
3.2 Linn-Benton Loop	\$4,210		\$23,238	
3.3 Geographic Information Systems (GIS)	\$4,717		\$4,405	
<b>Task 4: Transportation Programming</b>	<b>\$11,433</b>	<b>6%</b>	<b>\$21,799</b>	<b>11%</b>
4.1 Transportation Improvement Program	\$6,091		\$9,900	
4.2 STBG	\$3,025		\$8,738	
4.3 Annual Listing Obligated Projects	\$2,318		\$3,161	
<b>Totals:</b>	<b>\$188,130</b>	<b>100%</b>	<b>\$196,641</b>	<b>100%</b>

\*Dashed lines indicate that the project was not listed in last year's UPWP.

# TABLE 3

## FY21 SUMMARY OF EXPENSES

<b>COST</b>	<b>AMOUNT</b>	<b>PERCENT OF TOTAL BUDGET</b>
<b>AAMPO Personnel</b>	\$112,297	59.69%
<b>Contracted Time</b>	\$32,500	17%
<b>Non-Payroll Costs</b>	\$38,476	20.45%
<i>Advertising</i>	\$1,000	0.53%
<i>Board/Committee Meetings</i>	\$1,000	0.53%
<i>Copying</i>	\$1,000	0.53%
<i>Dues/Memberships</i>	\$350	0.19%
<i>Finance Indirect</i>	\$3,100	1.65%
<i>General Indirect</i>	\$6,342	3.37%
<i>Legal Expenses</i>	\$400	0.21%
<i>Licenses and Fees</i>	\$500	0.27%
<i>Postage</i>	\$150	0.08%
<i>Printing</i>	\$1,000	0.53%
<i>Rent</i>	\$2,545	1.35%
<i>Supplies</i>	\$10,250	5.45%
<i>Technology Indirect</i>	\$4,139	2.20%
<i>Telephone</i>	\$700	0.37%
<i>Training</i>	\$4,000	2.13%
<i>Travel</i>	\$2,000	1.06%
<b>5303 Match City of Albany</b>	\$4,857	2.58%
<b>TOTAL FY21 EXPENSES</b>	<b>\$188,130</b>	<b>100%</b>

**General notes about funding:**

- \$10,000 of the “Supplies” budget is being used for the purchase of multi-modal counters.
- \$2,500 of the “Training” budget is being set aside for Technical Advisory Committee or Policy Board members to attend conferences, meetings, or other educational endeavors pertinent to the AAMPO work plan.
- AAMPO has accrued “savings” from FY14-19 in the amount of \$333,089. This money is intended to be used in the following ways:

<b>Project</b>	<b>Funding</b>	<b>Amount</b>
Albany Bus Barn	5303 Savings	\$118,164
Oregon Household Activity Survey	PL Savings	\$75,000
Active Transportation Plan	Savings + Current Budget	\$100,00
<b>Total:</b>		<b>\$293,164</b>

# APPENDIX A

# PLANNING EMPHASIS AREAS

FHWA, in consultation with FTA, develops Planning Emphasis Areas (PEAs) which outline specific policy, procedural, and technical topics that MPOs should consider as they implement their annual Work Programs. PEAs address a mix of planning issues that require additional work, as identified in on-going reviews of metropolitan and statewide planning processes. In addition to the eight planning factors outlined in federal transportation bills, PEAs are another layer for consideration.

A joint memo from FHWA and FTA, released in 2014 and reiterated in March 2015, describes the most recent PEAs. AAMPO has not received additional guidance since then.

### **Models of Regional Planning Cooperation**

This emphasis area seeks to promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning. Cooperative efforts can consider linkages between the transportation plans and programs, corridor studies, projects, data, and system performance measures and targets across MPO and State boundaries. Efforts may include coordinated planning processes and products, especially among neighboring urbanized areas.

### **Ladders of Opportunity**

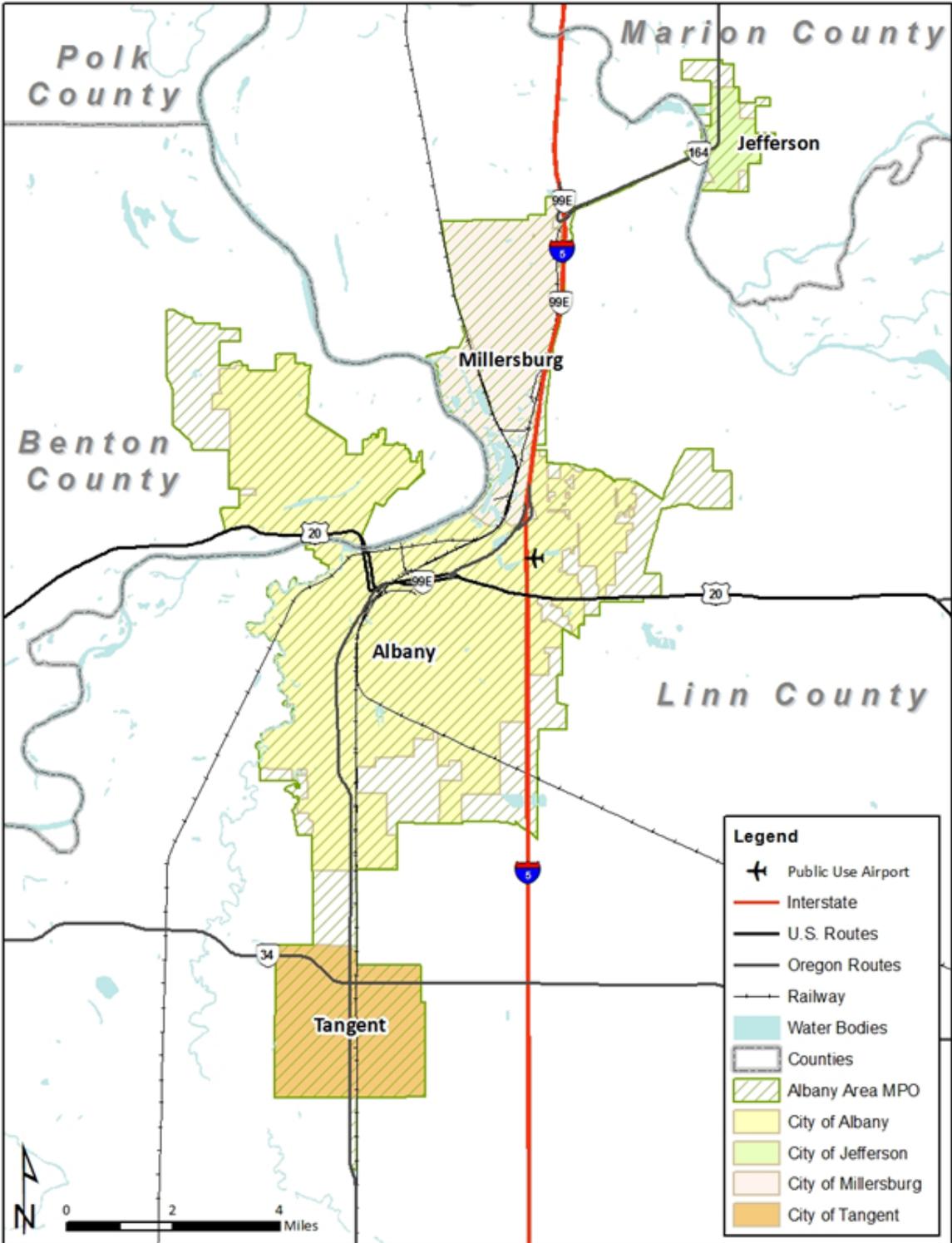
This emphasis area seeks to improve access to essential services by addressing transportation connectivity gaps. Essential services include housing, employment, health care, schools/education, and recreation.

### **MAP-21 Implementation**

The third emphasis area promotes a transition to Performance Based Planning and Programming. This includes the development and use of transportation performance measures, target setting, performance reporting, and transportation investments that support the achievement of performance targets. These components will ensure the achievement of transportation system performance outcomes.

Coordination of UPWP with FHWA Planning Emphasis Areas and MPO Planning Factors													
	PEAs			Planning Factors									
	MAP-21 Implementation	Models of Regional Planning Cooperation	Ladders of Opportunity	Economic Vitality	Safety of Transportation System	Security of Transportation System	Accessibility and mobility for people and freight	Environmental protection & enhancement	Integration & connectivity of transportation system	Efficient system management and operation	Preservation of existing transportation system	Improve resiliency and reliability of system	Enhance travel and tourism
<b>Task 1: MPO Program Management</b>													
1.1 Administrative Duties		X											
1.2 UPWP	X												
1.3 Public Participation Plan			X										
1.4 Title VI / Nondiscrimination & ADA			X				X						
1.5 Intergovernmental Coordination		X	X	X					X	X			
<b>Task 2: Long Range Planning</b>													
2.1 Regional Transportation Plan	X	X	X	X	X	X	X	X	X	X	X	X	X
2.2 Jefferson Transportation System Plan													X
2.3 Performance-Based Planning	X	X											
2.4 Active Transportation Plan	X	X		X			X	X	X			X	X
2.5 Highway 20 - AAMPO/CAMPO Project	X	X		X			X		X	X	X	X	X
<b>Task 3: Short Range/Transit Planning</b>													
3.1 Albany Transit System Support	X		X				X	X	X			X	X
3.2 Linn-Benton Loop		X					X	X	X	X	X	X	X
3.3 Geographic Information Systems (GIS)	X	X			X				X				
3.4 Multi-Modal Counter Program		X					X						X
<b>Task 4: Transportation Programming</b>													
4.1 Transportation Improvement Program	X			X	X	X	X	X	X	X	X	X	X
4.2 STBG			X		X		X				X		
4.3 Annual Listing Obligated Projects		X											

# APPENDIX B: AAMPO PLANNING AREA MAP



# APPENDIX C:

## UNFUNDED PLANNING PROJECTS

The financial burden of planning needs in the AAMPO area exceed the funds available at this time, including the carryover funds from previous years. To keep track of unfunded needs in the AAMPO area, Staff updates an unfunded planning project list as conversations and projects develop at the TAC and Policy Board level. The following are currently unfunded significant planning needs in the MPO area:

- Highway Corridor Refinement and Safety Plan - Highway 34 (I-5 to Lebanon): Significant accidents have also occurred on Highway 34 between I-5 and the City of Albany to the City of Lebanon during the past 5 years. A noted increase in traffic volume and accidents occurred in 2015. This is due to increased travel to Lebanon, as described above. Growth of Oregon State University in Corvallis has also increased traffic in the opposite direction. Traffic volumes and accident rates are expected to continue to grow, and a Corridor Refinement and Safety Plan is needed. The study area can be expanded to include Hwy 34 between Corvallis and I-5, which sees a similarly high rate of traffic and crashes.
- AAMPO previously funded a project to conduct planning and preliminary design for an Albany Transit Service bus barn at the Albany Multimodal Station. The Albany train/multimodal station supports intercity and interstate passenger rail service, local and regional bus service, park and ride needs, and also bicycle and pedestrian needs. There is a long-identified need to plan for expansion of this facility, and potentially co-locate with an Albany Transit Station bus barn. AAMPO has partnered with the City of Albany to secure funding for the final 90% planning and design project.
- Transportation Options Outreach: Public outreach, marketing, and education in support of Albany Transit System (ATS) and Linn-Benton Loop programs. This includes support for travel training programs, outreach to local employers regarding the ATS Employer Pass Program, and maintenance of General Transit Feed Specification (GTFS). There is a specific need for additional outreach to Oregon State University and Linn-Benton Community College students, faculty, and staff.
- Regional Park & Ride Implementation: OCWCOG developed a Regional Park & Ride Plan in September 2019. The Plan summarizes current park & ride locations, potential new locations, desired amenities, and strategies for establishing additional lots in a cost effective manner. Additional help is needed to implement the plan's recommendations within the AAMPO region, and in surrounding communities that commute into the region.

# APPENDIX D:

## OTHER PLANNING ACTIVITIES IN THE AAMPO AREA

### **Corvallis to Albany Multi-Use Path**

Benton County is considering development of a multi-use path between Corvallis and Albany generally in the Highway 20 corridor. It would potentially connect with segments already constructed in Albany and Corvallis. The Benton County Board of Commissioners has directed Benton County Public Works to contract with a consultant to reevaluate all possible alignments between Corvallis and Albany and build community consensus regarding any future phases of the effort. More information is available at: <https://www.co.benton.or.us/bikeway>

### **Statewide Transportation Improvement Fund**

Oregon Cascades West Council of Governments received two Statewide Transportation Improvement Fund (STIF) discretionary grants in 2019. The first project involves a transit feasibility study between McMinnville and Junction City along Highway 99w. The second project, entitled *Seamless Transit Project*, explores how OCWCOG can work with transit agencies across Linn, Benton, and Lincoln counties to expand transit accessibility for the general public by implementing real time bus information, mobile ticketing, and driver and travel training.

### **Transportation & Growth Management Program: East Albany Plan**

The City of Albany seeks to develop a refinement plan for portions of the city and Urban Growth Boundary (UGB) located east of Interstate 5 (I-5). A more detailed land use plan and modified transportation network are needed to ensure the area can support planned development that creates vibrant neighborhoods and employment centers designed around natural resources and scenic vistas. The East Albany Plan will be implemented through amendments to the Comprehensive Plan, Zoning Map, Development Code, and the TSP.

### **ODOT's I-5 Reconnaissance Study between Delaney Road and OR-34**

The purpose of the project is to complete a reconnaissance study to determine the feasibility, approximate cost, and conceptual engineering configuration of adding a lane of capacity in each direction of I-5 between Delaney Road and OR34 on Interstate 5. Project objectives include: research and analyze prior plans and studies, evaluate current and future traffic volumes, identify operational and functional needs and hot spots along the segment, identify potential impacts to natural and built environment, identify constraints and opportunities to determine the location of widening, develop third lane layouts, identify segments of independent utility for construction phasing, and document results and approximate cost estimates.

**Oregon Passenger Rail (Eugene – Portland) Tier 1 Environmental Impact Statement (EIS).**

The Oregon Department of Transportation in coordination with the US Department of Transportation and Federal Railroad Administration is evaluating alternatives for improved passenger rail service for the 130-mile corridor between Eugene-Springfield and Portland, Oregon. The Draft EIS evaluated a No Action Alternative and two build alternatives. The build alternatives would provide improved passenger rail service to meet future intercity travel demand, improve rail facilities, reduce journey times, and improve connections with regional public transit service. The Final EIS will address comments on the Draft EIS and is expected to be completed in late 2020. The website is <http://www.oregonpassengerrail.org/>.

# APPENDIX E:

## ACRONYMS

**3-C:** Continuing, cooperative and comprehensive planning process that is required of MPOs

**5303:** FTA Metropolitan Planning funds used for planning in an MPO area

**5339:** FTA Formula Capital Program for transit capital improvements (e.g. bus purchases)

**5307:** FTA Formula Grant Program. Funding is available based on a statutory formula to all urbanized areas in the country. The funding can be used for capital projects and operating assistance.

**5310:** FTA Competitive Grant Program. Funding for transportation services for the elderly and persons with disabilities. Funds can continue to be used for capital costs or for capital costs of contracting for services.

**AAMPO:** Albany Area Metropolitan Planning Organization

**ADA:** Americans with Disabilities Act

**ACT:** Area Commission on Transportation. Regional entities responsible for coordinating transportation planning throughout Oregon; ODOT requires local ACTS to establish a relationship with MPOs in their area and to coordinate in the prioritization of projects in their respective planning efforts.

**ATS:** Albany Transit System

**CAMPO:** Corvallis Area Metropolitan Planning Organization, including the cities of Corvallis, Philomath and Adair Village as well as Benton County

**CWACT:** Cascades West Area Commission on Transportation. Area Commissions on Transportation are advisory bodies chartered by the Oregon Transportation Commission. CWACT covers Linn, Lincoln and Benton Counties.

**DLCD:** Oregon Department of Land Conservation and Development

**DEQ:** Oregon Department of Environmental Quality

**EIS:** Environmental Impact Statement

**FAST Act:** Fixing America's Surface Transportation Act. Five year transportation funding and authorization bill to govern federal surface transportation spending. Passed in December 2014, this is the federal transportation act currently in effect.

**FAUB:** Federal Aid Urban Boundary. FAUBs establish the dividing line between urban and rural Federal Functional Classifications. The FAUB includes the Urbanized Area with consideration also given to major traffic generators, major bus routes, interchanges, bridges and continuity of roadway classification.

**FFC:** Federal Functional Classification. Roadways within the MPO area classified as Collectors and Arterials and considered on the 'federal functional classification map'.

**FHWA:** Federal Highway Administration

**FTA:** Federal Transit Administration

**IGA:** Intergovernmental Agreement. A formally adopted agreement between units of government that articulates the respective roles, duties and responsibilities of the agencies party to the agreement.

**ITS:** Intelligent Transportation Systems

**ODOT:** Oregon Department of Transportation

**MAP-21:** Moving Ahead for Progress in the 21st Century Act (MAP-21) is a federal transportation act that was superseded by the FAST Act in December 2015

**MPO:** Metropolitan Planning Organization. When cities reach a population of 50,000 and also meet other population density requirements, MPOs are designated for those areas by the governor of the state.

**MTP (RTP):** Metropolitan Transportation Plan. Also called RTP or Regional Transportation Plan. The 20-year transportation plan for defining transportation improvement strategies and policies for the MPO area. The MTP must be coordinated with State, County and City jurisdictions.

**MWACT:** Mid-Willamette Valley Area Commission on Transportation. Area Commissions on Transportation are advisory bodies chartered by the Oregon Transportation Commission. MWACT covers Marion, Polk and Yamhill Counties.

**NAAQS:** National Ambient Air Quality Standards. The Clean Air Act, which was last amended in 1990, requires EPA to set National Ambient Air Quality Standards (40 CFR part 50) for pollutants considered harmful to public health and the environment.

**OCWCOG:** Oregon Cascades West Council of Governments. Created under ORS 190.010, OCWCOG provides a variety of services to 25 member governments within Linn, Benton, and Lincoln Counties.

**OTC:** Oregon Transportation Commission. The Board of Directors for the Oregon Department of Transportation (ODOT).

**PEA:** Planning Emphasis Area. FHWA, in consultation with FTA, develops Planning Emphasis Areas outlining specific policy, procedural and technical topics that MPOs should consider as they implement their annual Work Programs.

**PMT:** Project Management Team. This group will provide direct oversight of the AAMPO RTP process, and will consist of staff from AAMPO, ODOT, AAMPO member jurisdictions, and the Consultant team.

**PL:** FHWA Metropolitan Planning Funds, which comprise the majority of MPO funding.

**PPP:** Public Participation Plan. A federally required plan outlining an MPO's public outreach efforts.

**PTASP:** Public Transportation Agency Safety Plan

**RTP/RTSP:** A combined Regional Transportation Plan (federally required) and Regional Transportation System Plan (required by the State of Oregon in compliance with TPR)

**SAFETEA-LU:** Safe, Accountable, Flexible, Efficient Transportation Equity Act. A Legacy for Users (SAFETEA-LU) is the federal transportation act that was in effect from 2005 through 2012.

**SPR:** State Planning and Research Funds. Primary source of funding for statewide long-range transportation planning.

**STIP:** Statewide Transportation Improvement Program. The statewide transportation improvement program (STIP) is a federally required document that identifies all federally funded projects in the state. The STIP is a staged, multiyear, statewide, intermodal program of transportation projects that is consistent with the statewide transportation plan and planning processes and metropolitan plans, TIPs and processes. Projects must be included in the STIP before applicants can use the federal funds awarded to their projects. In order for an MPO project to be included in the STIP, it must first be included in a metropolitan transportation plan and the TIP.

**STF:** Surface Transportation Funds. An Oregon program intended to benefit seniors and people with disabilities. Primarily formula bases and allocated to STF agencies (counties, tribes or transit districts). STF agencies also coordinate 5310 funds.

**STIF:** Statewide Transportation Improvement Fund

**STP / STBG:** Surface Transportation Program / Surface Transportation Block Grant Program. The FAST Act converted the long-standing Surface Transportation Program into the Surface Transportation Block Grant Program, acknowledging that this program has the most flexible eligibilities among all Federal-aid highway programs and aligning the program's name with how FHWA has historically administered it. This program is one of the major federal funding programs for MPOs. Funding may be used for planning, roadway construction, transit capital projects, carpool projects, etc.

**TAC:** Technical Advisory Committee

**TDP:** Transit Development Plan

**TGM:** Transportation and Growth Management

**TIP (MTIP):** Transportation Improvement Program or Metropolitan Transportation Improvement Program. A document prepared by an MPO listing federally funded surface transportation projects programmed in the MPO area over a 4-year period. Projects in the TIP should be identified in the MTP.

**TPR:** Transportation Planning Rule. The Administrative Rule that was enacted to implement Statewide Planning Goal 12 (Oregon's statewide transportation planning goal). This rule requires that all cities, counties and MPOs develop a 20-year transportation plan that outlines how investments are to be made to provide an integrated transportation system plan. MPOs are required to prepare an MTP and all local jurisdictions within a MPO are required to prepare TSPs that are consistent with the MTP.

**TPAU:** Transportation Planning and Analysis Unit. TPAU is a division within ODOT that provides transportation modeling services and technical assistance to jurisdictions throughout the state.

**TSP:** Transportation System Plan. A 20-year plan for transportation facilities that are planned, developed, operated and maintained in a coordinated manner to supply continuity of movement between modes, and within and between geographic and jurisdictional areas.

**UPWP:** Unified Planning Work Program. A federally required annual report describing the MPO's transportation work program and budget, and detailing the various local, state and federal funding

# **Albany Area Metropolitan Planning Organization Title VI / Nondiscrimination Plan**

Adopted by the AAMPO Policy Board on **August 27, 2014**  
Update approved by the AAMPO Policy Board on **April 22, 2020**

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

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Savannah Crawford	Oregon Department of Transportation
Greg Jones	City of Tangent
Darrin Lane	Citizen Representative
Pat Malone, Chair	Benton County
Roger Nyquist	Linn County
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## **Policy of Nondiscrimination**

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

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

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

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

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

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Patrick Malone, AAMPO Policy Board Chair

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Date

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## Introduction

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

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

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

## **Chapter 1: Albany Area MPO Overview**

### **MPO Roles and Responsibilities**

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

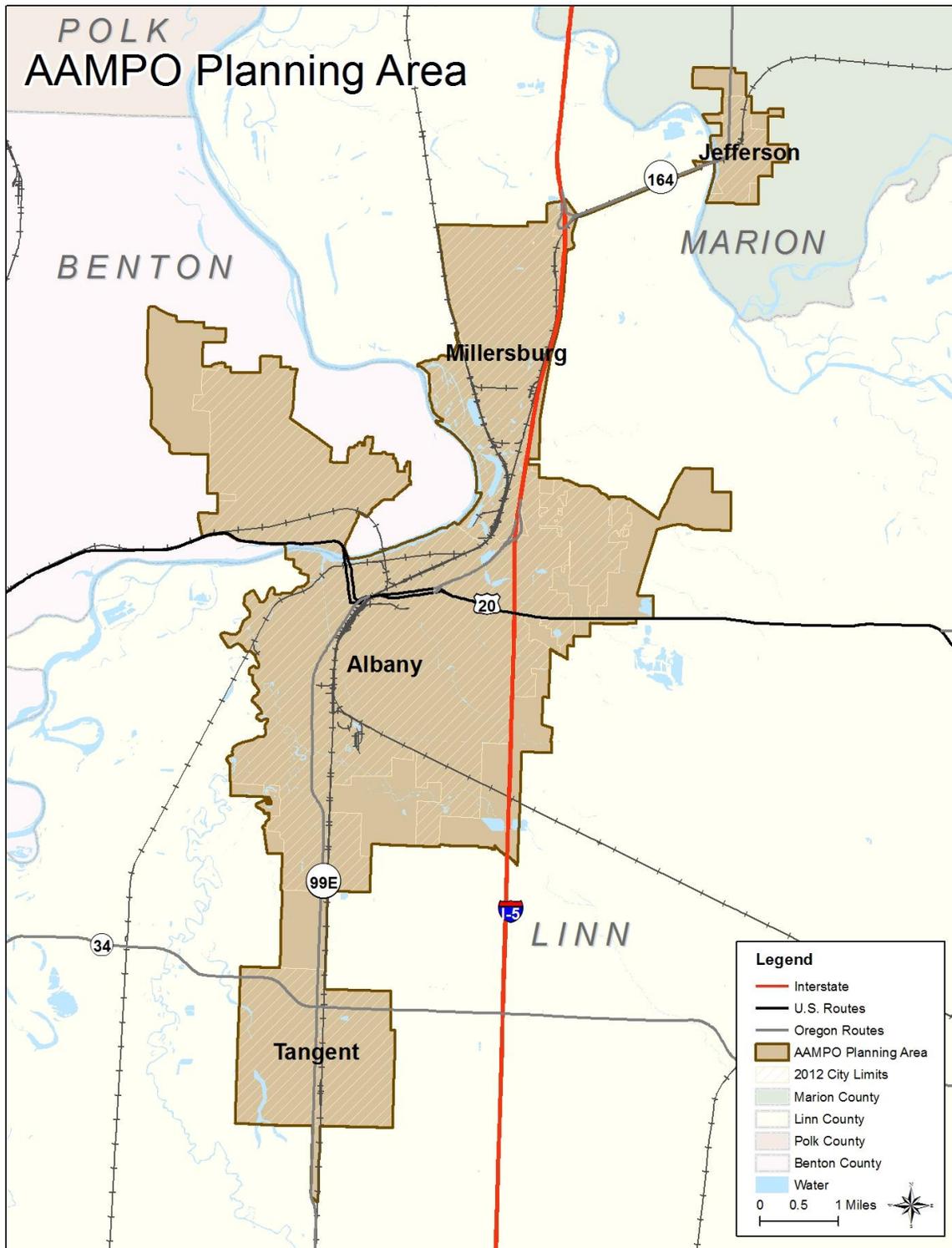
The Albany Area Metropolitan Planning Organization (AAMPO) serves as the MPO for the Albany Urbanized Area, as designated by the Oregon Governor on February 6, 2013. This region includes Cities of Albany, Jefferson, Millersburg, and Tangent, as well as Linn and Benton County. The governing body of AAMPO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

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

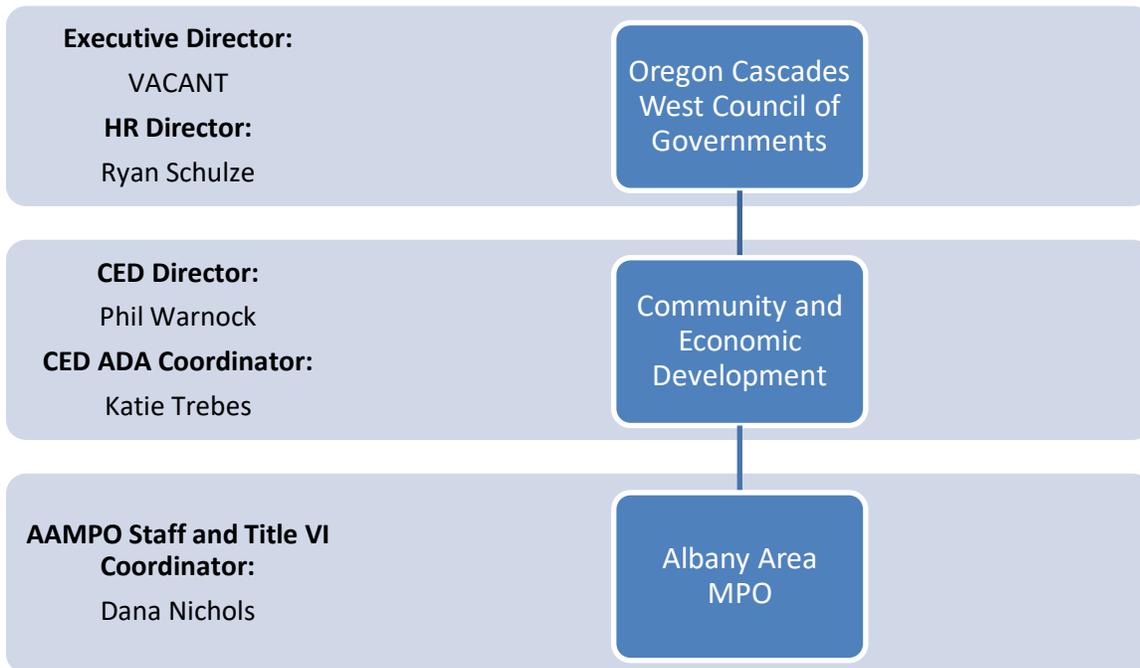
The Albany Area MPO is a recipient of federal funding, and as such is subject to the provisions of various nondiscrimination laws and regulations including Title VI and environmental justice policies. MPO's serve a unique regional role that brings together members of local cities, counties, and the DOT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

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

AAMPO Planning Area



**AAMPO Organization and Governance**



## **Chapter 2: Nondiscrimination and Environmental Justice**

### **Authorities and Guidance**

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

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

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

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

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

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

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

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

### **ODOT Title VI Requirements for MPOs**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Complaints may be submitted:

By Mail: Albany Area MPO

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

By Email:        [dnichols@ocwcog.org](mailto:dnichols@ocwcog.org), [ktrebes@ocwcog.org](mailto:ktrebes@ocwcog.org), or [echavez@ocwcog.org](mailto:echavez@ocwcog.org)

By Phone:        (541) 812-2004

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Chapter 3: AAMPO Area Demographic Profile**

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

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

### **Income**

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

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

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

<b>People in families</b>	<b>13.2%</b>
<b>Unrelated individuals 15 years and over</b>	<b>30.0%</b>

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

### Race and Ethnicity

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

**Table 2: Race of Residents in the Albany Urbanized Area**

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

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

<b>Race alone or in combination with one or more other races</b>		
Total population	59,724	

## Attachment C

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

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

### National Origin

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

**Table 3: National Origin of Albany Urbanized Area Residents**

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

## Attachment C

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

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

### Age

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

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

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

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

### Persons with Disabilities

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

Table 5: Disability Status within the Albany Urbanized Area

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

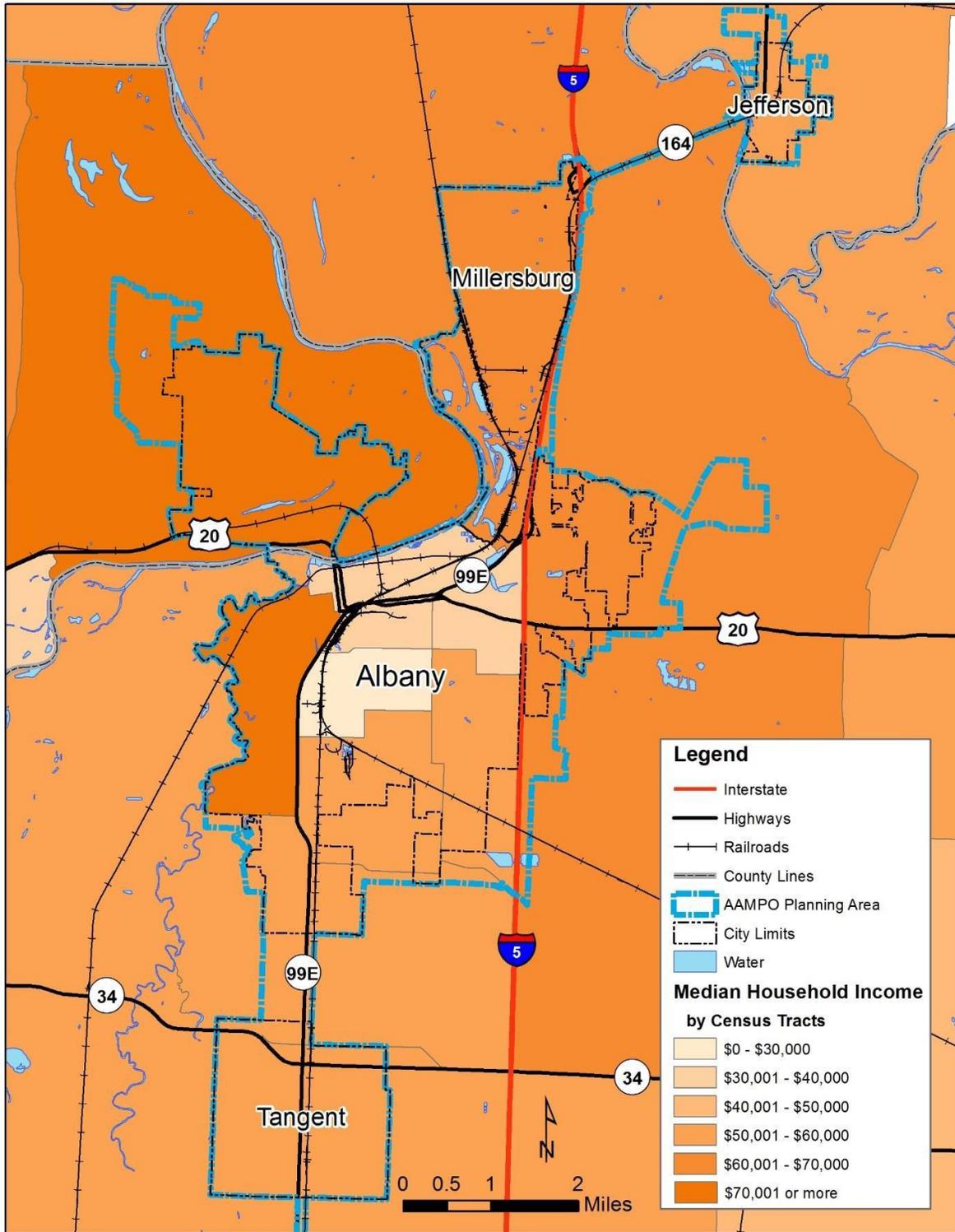
2013-2017 American Community Survey 5-Year Estimates (S1810)

**Language Spoken at Home in the Albany Urbanized Area**

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

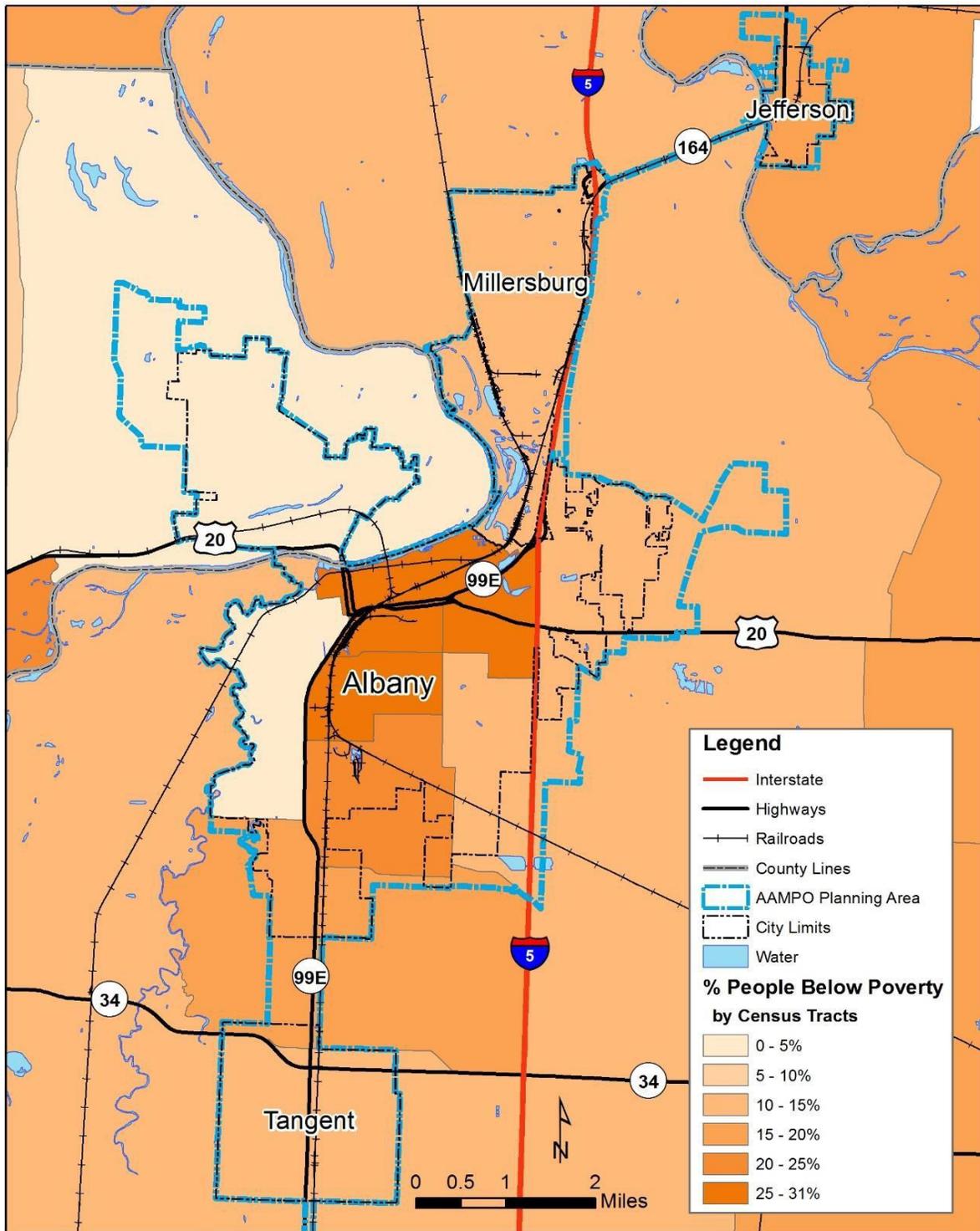
2013-2017 American Community Survey 5-Year Estimates, S1601

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



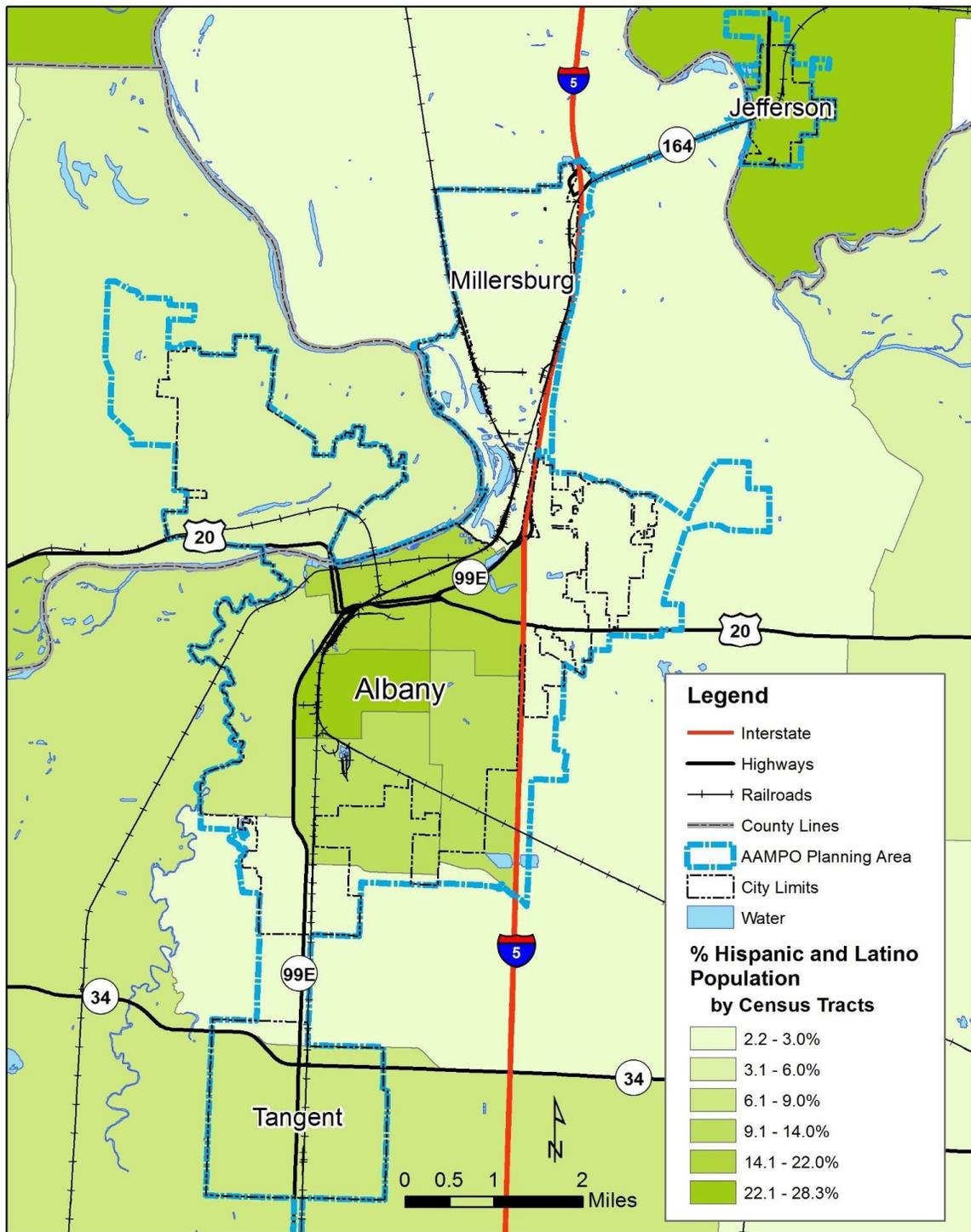
2012-2016 American Community Survey 5-Year Estimates

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



2012-2016 American Community Survey 5-Year Estimates

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



2012-2016 American Community Survey 5-Year Estimates

## **Chapter 4: Implementation Strategies**

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

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

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

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

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

## **Appendix A: USDOT Standard Assurances and Appendices**

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

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

### **Statutory/Regulatory Authorities**

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

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

### **General Assurances**

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

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

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

### **Specific Assurances**

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

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

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

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

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

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

**Name of Recipient:** \_\_\_\_\_

**Signature of Authorized Official:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

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

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

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

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

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

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

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

(HABENDUM CLAUSE)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Pertinent Nondiscrimination Authorities:

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

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

## **Appendix B: Language Assistance Plan and Four Factor Analysis**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Plan for Assisting Persons of Limited English Proficiency

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

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

other planning and programming documents as applicable.

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

## Appendix C: Sample Title VI Public Involvement Survey

### Title VI Public Involvement Survey

Completing this form is voluntary but encouraged.

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

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

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

Meeting Purpose \_\_\_\_\_ Location \_\_\_\_\_ Date: \_\_\_\_\_

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


## **Appendix D: Albany Area MPO Title VI / Nondiscrimination Statement**

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

Title VI of the Civil Rights Act of 1964 states:

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

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

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

Phone: 541-924-8405

Email: [echavez@ocwcog.org](mailto:echavez@ocwcog.org)

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

## **Appendix E: Discrimination Complaint Procedure**

### **Introduction**

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

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

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

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

### **Complaint Procedure**

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

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

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

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

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

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

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

By Phone: 541-924-4548

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

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

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

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

Oregon Department of Transportation

Rebecca Williams, Title VI/EJ/ADA Program Manager

OCR Title VI Officer

Oregon Department of Transportation, Office of Civil Rights

355 Capitol St. NE

Salem, Oregon 97301

Phone: 503-986-3870

Oregon Division, Federal Highway Administration

530 Center St. NE, Suite 240

Salem, OR 97301

Phone: (503) 399-5749

Federal Transit Administration

Attention: Title VI Program Coordinator

Office of Civil Rights

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

Washington, DC 2059

**Appendix F: Albany Area MPO Title VI Complaint Form**

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

Complainant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Person discriminated against (if other than the complainant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Were you discriminated against because of your:

- Race
- Color
- Sex
- Other \_\_\_\_\_
- National Origin
- Age
- Disability

Date and Time of Alleged Incident: \_\_\_\_\_

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

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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

Albany Area Metropolitan Planning Organization

## FFY 2021-2024 TRANSPORTATION IMPROVEMENT PROGRAM

Adopted by the AAMPO Policy Board on                     , 2020



Prepared By:

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

## ALBANY AREA MPO MEMBERSHIP

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Bill Coburn, City of Albany

Savannah Crawford, Oregon Department of Transportation Greg Jones, City of Tangent

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<http://www.ocwcog.org/aampo/>

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

## TITLE VI NOTICE

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

Title VI of the Civil Rights Act of 1964 states:

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

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

Phone: (541) 967-8551

Email: [echavez@ocwcog.org](mailto:echavez@ocwcog.org)

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

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RECORD OF APPROVAL

**Albany Area Metropolitan Planning Organization Policy Board  
Resolution Number 2020-01**

FOR THE PURPOSE OF ADOPTING THE ALBANY AREA MPO FFY 2021 - 2024 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP)

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

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

**WHEREAS**, among the major requirements of the Metropolitan Transportation Planning Process is the development of a MTIP that enumerates priority transportation projects in the MPO area consistent with an adopted Metropolitan Transportation Plan; and,

**WHEREAS**, AAMPO has developed a MTIP for FFY 2021 - 2024 in coordination with ODOT and the local transit agency to comply with all applicable federal and state requirements; and,

**WHEREAS**, the public has been notified and afforded reasonable opportunities to review and comment on projects included in the FFY 2021 – 2024 MTIP and will be afforded additional opportunities for review and comment as the document is amended.

**NOW, THEREFORE, BE IT RESOLVED**, that the AAMPO Policy Board approves the AAMPO FFY 2021 – 2024 Metropolitan Transportation Improvement Program.

PASSED AND APPROVED THIS 27th DAY OF MAY 2020, BY THE ALBANY AREA METROPOLITAN PLANNING ORGANIZATION.

SIGNED:

---

PATRICK MALONE  
Albany Area Metropolitan Planning Organization  
Policy Board Chair

## INTRODUCTION

The Albany Area Metropolitan Planning Organization (AAMPO) serves as the metropolitan planning organization (MPO) for the Albany Urbanized Area. Federal transportation legislation requires the formation of MPOs for all urbanized areas with a population of 50,000 or more. AAMPO was formed after the 2010 Census, which determined that the Albany Urbanized Area had reached a population of 56,997. AAMPO membership includes the cities of Albany, Jefferson, Millersburg and Tangent, as well as Linn and Benton Counties and the Oregon Department of Transportation. A map of the AAMPO area is included as Appendix A.

MPOs are regional transportation policy-making bodies established for the purpose of conducting continuing, cooperative and comprehensive (3-C) transportation planning in urbanized areas. In accordance with federal regulations, key work products of an MPO include development of: an annual Unified Planning Work Program (UPWP), an annual list of obligated projects, a bi-annual 4-year Transportation Improvement Program (TIP) and a long-range Metropolitan Transportation Plan (MTP) commonly called a Regional Transportation Plan (RTP). AAMPO must also demonstrate compliance with Title VI and other Non-discrimination requirements and facilitate an effective Public Involvement Plan.

## TRANSPORTATION IMPROVEMENT PROGRAM OVERVIEW

The Metropolitan Transportation Improvement Plan (MTIP, or simply TIP) is the formal programming mechanism by which the MPO allocates funding to surface transportation projects identified within RTP – the MPO’s long-range planning and visioning document. The TIP must identify all capital and non-capital surface transportation projects within the MPO planning area that are proposed for federal funding during fiscal years covered by the TIP. The TIP must also include any ‘regionally significant’ projects, whether or not they are proposed for federal funding.

The AAMPO TIP also serves as the programming mechanism for AAMPO 5307 transit funds and satisfies federal requirements that all recipients of FTA 5307 Urban Transit funds prepare a Program of Projects (POP) describing how those funds will be spent. The TIP development process also satisfies required public participation requirements for the POP.

Federal requirements for the TIP are outlined in 23CFR 450 and 49 U.S.C. 5303(j) and include the following:

**Time Period (23 CFR 450.326):** The TIP must cover a period of not less than four years and must be updated at least every four years. Beyond the four-year period, projects in outlying years are considered informational only.

**Public Involvement and Comment (23 DFR 450.326):** Reasonable opportunity for public comment, including web-based and electronic formats, must be provided for public comment prior to approval of the TIP.

**Projects (23 CFR 450.326):** The TIP must include all federally funded projects (including pedestrian walkways, bicycle facilities and transportation enhancement projects) to be funded under Title 23 and the Federal Transit Act and regionally significant projects requiring an action by FHWA regardless of funding source. Projects in the TIP must be consistent with the metropolitan transportation plan.

**Financial Constraint:** The TIP must be consistent with funding that is expected to be available during the programming period, and the funds must be further financially constrained by year. The TIP should include a financial plan that demonstrates which projects can be implemented using current revenue sources and which projects are to be implemented using proposed revenue sources. The actual amount of federal funds received by an MPO area may vary as the result of Congressional actions, so the TIP represents best estimates. Programmed projects may need to be delayed or phased over two or more years if less funding is received than originally forecast. The scheduling of projects listed may also change due to delays in funding, project changes and other unforeseen circumstances.

**TIP and Statewide Transportation Improvement Program (STIP) Relationship (23 CFR 450.328):** The frequency and cycle for updating the TIP must be compatible with processes for developing Oregon's Statewide Transportation Improvement Program (STIP). The STIP is a listing of transportation projects and programs that shows prioritization, funding, and scheduling of transportation projects and programs over four years. It includes projects on Oregon's interstate, federal, state, city, and county transportation systems. The STIP covers highway, passenger rail, public transit, bicycle and pedestrian projects, and includes projects in the National Parks, National Forests, and Indian tribal lands in Oregon.

The current TIP expires when FHWA and FTA approval of the current STIP expires. After approval of the TIP by the Policy Board and the Governor, the TIP must be included without modification directly or by reference in the STIP. The portion of the STIP in the metropolitan planning area shall be developed by AAMPO in cooperation with ODOT STIP coordinators.

## TIP DEVELOPMENT

The 2021-2024 TIP serves as the mechanism to focus and prioritize the short-term schedule and funding programming for the improvements identified in the long-term RTP. The TIP and RTP for AAMPO are consistent, which is required by 23 CFR 450.236. The TIP provides the mechanism by which the implementation of the RTP is monitored, managed, and reviews.

The TIP was developed in cooperation with the state and transit operators and in accordance with AAMPO's adopted policies and procedures. These include the IGA establishing the Albany Area MPO, the Policy on Allocation of Surface Transportation Block Grant Program Funds and the AAMPO Public

Participation Plan (PPP). The TIP was also developed in compliance with federal requirements for the FTA-required Program of Projects (POP).

Reasonable opportunity for public involvement was provided in adherence with the adopted AAMPO Public Participation Plan and federal requirements for the Program of Projects (POP). All TAC and Policy Board meetings are open to the public, with email notification of all meetings provided to local media, to the AAMPO Interested Parties email list, and posted on the MPO webpage. All meetings agendas include time for public comment. AAMPO hosted a 30-day public comment period and public hearing prior to adoption. Public notifications during the TIP development process stated that the public involvement activities and public review period for the TIP satisfied requirements for the POP.

Following adoption of the TIP by the Policy Board, the approved TIP is sent to the Governor for approval and incorporated in the STIP. Copies of the TIP are provided to FHWA, FTA, and made available to the general public on the AAMPO webpage. No additional action is required for the funding of these projects up to the dollar amounts programmed in the TIP. If additional funds become available or if a project experiences an unexpected delay, the Policy Board may select other projects from the TIP to take advantage of the additional funds or to replace a delayed project. The TIP may also be periodically amended to add, remove, or make adjustments to projects. The amendment process is described below.

## REVISIONS TO THE TIP

A TIP revision is a change that is made between full updates of the TIP. There are several types of TIP revisions, some of which require a 30-day public comment period and some of which are technical corrections completed by staff. All TIP revisions should be submitted to MPO staff to determine the appropriate revision procedure.

**TIP Amendments:** An amendment involves a major change to a project in the TIP and requires a 30-day public comment period and approval by the MPO Policy Board at a public meeting. The following changes qualify as Amendments:

- Changes in the total project cost exceeding either \$100,000 or 20% of the total project cost (whichever is greater)
- Adding or cancelling a project funded with AAMPO STP/ STBGP funds
- Adding or deleting any project that significantly affects roadway capacity, vehicle volumes or travel speeds, such as construction of a new regionally significant roadway or new interchange or the widening of a regionally significant roadway that will significantly affect roadway capacity, vehicle volumes, or travel speeds.
- Major changes in project schedule or scope, including addition of a construction phase

**TIP Adjustments:** A TIP Adjustment is a less significant change to the TIP. Adjustments still require approval by the MPO Policy Board at a public meeting but do not require a 30-day public comment period. The following changes qualify as Amendments:

- Changes in the total project cost exceeding either \$50,000 or 10% of the total project cost (whichever is greater)
- Adjustments to previously approved MPO STP / STBGP funded projects that transfers more than \$100,000 of STP/STBGP funds between different phases of a project
- Actions related to adding, deleting, or modifying projects that do not significantly affect existing roadway capacity, vehicle volumes, or travel speeds, including but not limited to:
  - safety improvements
  - same site bridge replacements not requiring significant additional right-of-way
  - signal interconnection, installation or removal
  - resurfacing or rehabilitation projects not requiring significant additional right-of-way
  - bike lanes
  - bus purchases, bus shelters, or bus stop improvements
  - projects implementing ADA or ADA paratransit requirements
  - MPO planning support

**Administrative Modifications:** Administrative modifications involve minor changes to the TIP and do not require a 30-day public comment period nor approval by the Policy Board at a public meeting.

Administrative modifications are processed by MPO staff in cooperation with project sponsor and ODOT and are brought to the Policy Board as informational items. The following are examples of items that may be processed as administrative modifications:

- Changes in the total project cost that are less than either \$50,000 or 10% of the total project cost (whichever is greater)
- Moving less than \$100,000 in MPO STP/STBGP funds from one project phase to another previously approved phase within the same project where there is no change to total project STP/STBGP funding amount
- Minor changes in project or phase initiation dates
- Adding or deleting a phase other than construction
- Minor changes in funding sources for previously included projects
- Splitting or combining individually listed projects, provided that these changes do not create major changes to overall cost, schedule, or scope
- Minor corrections to make the TIP consistent with naming conventions and project descriptions
- Minor corrections to fix typographical errors or missing data
- Adding an emergency repair and relief project that does not involve substantial change in function and location

## FINANCIAL PLAN

Federal regulations require that the TIP be fiscally constrained, meaning that a ‘reasonable anticipated funding source’ be identified for all projects and project phases included in the TIP. The TIP must also include a financial plan illustrating how the approved TIP can be implemented, describing resources

from public and private sources that are reasonably expected to be made available to carry out the TIP, and recommending any additional financing strategies for needed projects and programs.

Each project programmed in the fiscally constrained TIP has an identified funding source or combination of sources reasonably expected to be available during the planning period. All project cost estimates have been developed in cooperation with the local jurisdictions and other affected agencies. They are consistent with the Regional Transportation Plan project list and financial plan.

AAMPO member jurisdictions responsible for implementing projects listed in the TIP have demonstrated their capacity to implement those projects and to finance the operations, maintenance, and capital replacement activities required to maintain the system of transportation facilities within the MPO area.

## **SURFACE TRANSPORTATION BLOCK GRANT (STBG)**

The Surface Transportation Block Grant Program (STBG) is a flexible federal funding source that may be used for a broad range of transportation program and projects. As a discretionary funding source, priorities for the use of STBG dollars are established by the Albany Area MPO and awarded at the MPOs discretion, based upon adopted criteria.

For MPOs with fewer than 200,000 population, such as AAMPO, annual allocations of STBG funds are received from ODOT based on an established process, with the option to fund exchange dollars. Funds are allocated to the data and distributed to cities, counties, and small MPOs on a formula basis as established in a cooperative agreement between ODOT, League of Oregon Cities (LOC), and Association of Oregon Counties (AOC). Local agencies may exchange Federal STBG funds for state dollars at a rate of 94 cents in state funds for every one dollar of federal funds.

For the purposes of the FFY21-24 TIP it was assumed that this funding level would mimic the estimates provided by ODOT over the four-year period, resulting in a total of \$3,281,473 over the FY21-24 time period. However, because STBG funds are allocated to AAMPO on an annual basis, actual funding levels may shift from year to year. Funds will be made available by ODOT during calendar years 2022, 2023, 2024, and 2025.

AAMPO STBG funded projects are programmed into the Capital Improvement Programs (CIPs) of MPO jurisdictions, which are typically prepared and updated annually. In addition to STBG funds, transportation projects listed in the CIPs are typically funded with state gas tax revenues, Street SDCs, and other local sources. Maintenance projects make up 100% of allocated STBG funds and all will utilize the state Fund Exchange program.

Table 1: Status of FFY13-21 STBG Allocations

FFY of Allocation	Calendar Year Received	STBG Allocation Received	Annual Amount Programmed	Annual Amount Remaining	Running Balance
FFY 2013	2014	\$663,325	\$619,800	\$43,525	\$43,525

FFY 2014	2015	\$678,405	\$632,200	\$46,205	\$89,730
FFY 2015	2016	\$667,293	\$829,000	-\$161,707	-\$71,977
FFY 2016	2017	\$746,193	\$670,000	\$76,193	\$4,216
FFY 2017	2018	\$752,806	\$670,000	\$82,806	\$87,022
FFY 2018	2019	\$780,602	\$867,624	-\$87,022	\$0
FFY 2019	2020	\$770,8384	\$780,000	-\$9,616	-\$9,616
FFY 2020	2021	TBD	\$780,000		
FFY 2021	2022	TBD	\$780,000		

Table 2: Anticipated FFY21-24 STBGP Allocations

FFY of Allocation	Calendar Year Received	Anticipated STBG Allocation	Annual Amount Programmed	Annual Amount Remaining	Balance
FFY 2021*	2022	\$780,000	\$780,000	\$0	
FFY 2022	2023	\$815,746	\$815,746	\$0	
FFY 2023	2024	\$833,693	\$833,693	\$0	
FFY 2024	2025	\$852,034	\$852,034	\$0	
Total		\$3,281,473	\$3,281,473		

\*programmed during development of the FFY18-21 TIP

## FEDERAL TRANSIT ADMINISTRATION FUNDS

The City of Albany is the Direct Recipient of FTA 5307 funds allocated to the Albany Area MPO and receives additional federal funds, including FTA 5310 funds, through the State of Oregon, the Linn County Special Transportation Fund program, or regional partners. These funds support operational and capital costs of the Albany Transit System, Linn-Benton Loop, and Albany Call-A-Ride. Projects listed in the TIP were developed in consultation with Albany Transit System staff.

The TIP includes conservative assumptions for revenue and expenditures based on recent trends. These assumptions include limited service enhancements, relatively flat revenue, little increase in available local match, and regular capital expenses. The City of Albany programs vehicle replacements approximately every four years to account for regular replacement requirements and to leverage the 5307 funds available.

A key factor in the City of Albany's ability to access additional these federal 5307 and 5310 revenues is availability of local match. The match requirements for FTA 5307 funds are 20% for capital costs and 50% for operations. The projects programmed in this FFY21-24 TIP reflect a conservative estimate on reasonably anticipated matching funds from the City of Albany General Fund. However, with the recent addition of funds from the Statewide Transportation Improvement Funds (STIF), both competitive grants and formula funds are now available to be used as match.

Each year, the City of Albany, as the operator of the Albany Transit System submits a financial statement and signed assurances and certifications to the FTA. Please contact ATS for copies of the certificates and assurances. ATS can be contacted at the Albany Transit Center 112 Tenth Ave, SE, Albany, OR 97322 or by phone at (541) 917-7667.

## LIST OF PROJECTS

Federally funded and regionally- significant projects programmed in the AAMPO planning area are shown in Table 3: AAMPO FFY21-24 TIP – Listing of Surface Transportation Projects and Table 4: AAMPO FFY21-24 TIP – Listing of Public Transportation Projects. Projects include general descriptions and are listed by agency and year. Below are descriptions of information included in the tables.

**Key number** is the project number, assigned by ODOT, by which the project is known in the STIP. A project which covers several years may have a different key number for each year.

**Project name** is prepared based on ODOT conventions and is the name by which the project is known in the State Transportation Improvement Program (STIP).

**Description** provides a general summary of the project.

**Phase/FFY** describes the stage of the project and the year the money for that stage is expected to be obligated. The table below provides a summary of phases.

**Federal Total** indicates the amount of federal funding that is programmed.

**State Total** indicates the amount of state funding that is programmed.

**Local Total** indicates the amount of local funding that is programmed.

**Total Current Estimate** indicates the cost estimate of the project including all funding sources.

## AAMPO FFY21-24 TIP – LISTING OF SURFACE TRANSPORTATION PROJECTS

Legend			
<b>Funding Sources</b>			<b>Phase Abbreviations</b>
5303: Transit funds for Planning, Research and Training	IOF: Immediate Opportunity Fund	State Hwy: State Hwy Fund State Highway Fund	Cap: Capital
5307: Transit funds Urban Operations Support	MS40: STP /STBGP Railway - Highway Hazard Elimination	STIP: State Transportation Improvement Program	CN: Construction
5309: Transit funds Capital and Operating Assistance	NHS: National Highway System	STF: Special Transportation Fund (Transit)	PE: Preliminary Engineering
5310: Transit funds Elderly and Disabled Services	NREC—TR: State Parks Recreational Trails Program	STO: Special Transportation Operating Program (Transit)	PLN: Planning
HBRR - Highway Bridge Rehabilitation and Replacement	OTIA: Oregon Transportation Investment Act	STBG: Surface Transportation Block Grant program	PM: Preventative Maintenance
HSIP: Highway Safety Improvement Program	SPWF: Special Public Works Fund	STP: Surface Transportation Program	ROW: Right of Way Acquisition
	SRTS: Safe Routes to Schools		UR: Utility Relocation

**Table 3: AAMPO FFY21-24 Listing of Surface Transportation Projects**

Key #	Project Name	Description	Phase/FFY	Federal Total	State Total	Local Total	Total Current Estimate
20183	OR99E @ Airport Rd. (Albany)	Install a left turn lane on the NB airport road approach at the signalized intersection; Install the Dilemma Zone Protection signal timing feature; Modify left turn signal heads to "flashing yellow arrow" on Airport Rd approaches.	PE/2019 ROW/2020 UR/2020 CN/2021	\$1,733,543.88		\$126,456.12	\$1,860,000
20184	US20: Geary St. to Waverly St. (Albany)	Install intersection lighting at Waverly; Install raised medians (traffic separators) on US-20 between Waverly and Clay; Install advance guide signs (possibly sign bridge) EB on OR99E in advance of Geary St.; Replace traffic signal at the intersection of US20 and Waverly St.	PE/2018 ROW/2020 UR/2021 CN/2021	\$3,816,417.76	\$303,482.24		\$4,119,900
20221	Area 4 and 5 Signal Improvements	Provide signal enhancements at several locations. Enhancements include advanced dilemma zone protection, bike signals, signal hardware upgrades, LED lenses on signal heads, reflectorized back plates on signal heads, countdown pedestrian signals.	PE/2019 ROW/2020 CN/2021	\$3,918,919.86	\$306,180.14		\$4,225,100
21185	Queen Avenue Rail Crossing (Albany)	Upgrade existing railroad warning devices	PE/2018 ROW/2020 UR/2021 CN/2021 Other/2021	\$1,188,000	\$132,000		\$1,320,000
21237	US20: Cox Creek – Reeves Parkway	Repave highway between mile points 2.0 and 12.15 for a smoother driving surface and reduced maintenance costs	PE/2019 ROW/2021 CN/2022	\$8,235,419.40	\$942,580.60		\$9,178,000

21554	US20: Waverly Dr. (Albany)	Replace failing signal	PE/2021 ROW/2022 UR/2022 CN/2023	\$2,485,521	\$284,479		\$2,770,000
21731	OR164: Jefferson (Santiam River) Bridge	Strengthen the bridge and overlay the bridge driving surface to ensure continued safety	PE/2021 ROW/2022 UR/2022 CN/2024	\$6,005,449.44	\$687,350.56		\$6,692,800

### AAMPO FFY21-24 TIP – LISTING TO MPO PROJECTS

Key #	Year	Project Name	Description	FHWA	State Match	FTA	Local Total	Carryover	Total Current Estimate
20600	2021	Albany Area MPO Planning SFY22	Albany area MPO planning funds for Federal fiscal year 2021. Projects will be selected in the future through the MPO process.	\$124,227.08	14,218.35	\$40,300.43	\$4,612.57		\$183,358.43
21841	2022	Albany Area MPO Planning SFY23	Albany area MPO planning funds for Federal fiscal year 2022. Projects will be selected in the future through the MPO process.	\$143,471.99	\$16,421.01	\$41,413.00	\$4,739		\$206,045.91
21851	2023	Albany Area MPO Planning SFY24	Albany area MPO planning funds for Federal fiscal year 2023. Projects will be selected in the future through the MPO process.	\$143,544.67	16,429.33	\$42,269.00	\$4,837.88		\$207,080.88
21862	2024	Albany Area MPO Planning SFY25	Albany area MPO planning funds for Federal fiscal year 2024. Projects will be selected in the future through the MPO process.	\$143,617.35	\$16,437.65	\$43,126.00	\$4,935.97		\$208,116.97

### AAMPO FFY21-24 TIP – LISTING OF PUBLIC TRANSPORTATION PROJECTS

**Table 4: AAMPO FFY21-24 Listing of Public Transportation Projects**

Key #	STIP Cycle	Lead Agency	Project Name	FFY Allocated	FY Service	Federal Source	Federal Amt	Match Source	Match Amt	Total
20955	21-24	City of Albany (ATS)	FY21 Loop Operations (CAMPO)	2020	20-21	5307	\$157,600	Local Funds 50:50	\$157,600	\$315,200
20956	21-24	City of Albany (ATS)	FY21 Loop Operations (AAMPO)	2020	20-21	5307	\$157,600	Local Funds 50:50	\$157,600	\$315,200
20957	21-24	City of Albany (ATS)	FY21 Loop Preventative Maintenance (AAMPO)	2020	20-21	5307	\$52,000	Local Revenue 80:20	\$13,000	\$65,000
20958	21-24	City of Albany (ATS)	FY21 ATS Operations	2020	20-21	5307	\$344,792		\$344,792	\$689,584
20959	21-24	City of Albany (ATS)	FY21 ATS Preventative Maintenance	2020	20-21	5307	\$52,000		\$13,000	\$65,000
20960	21-24	City of Albany (ATS)	FY21 ATS ADA Paratransit	2020	20-21	5307	\$65,560		\$65,560	\$131,120

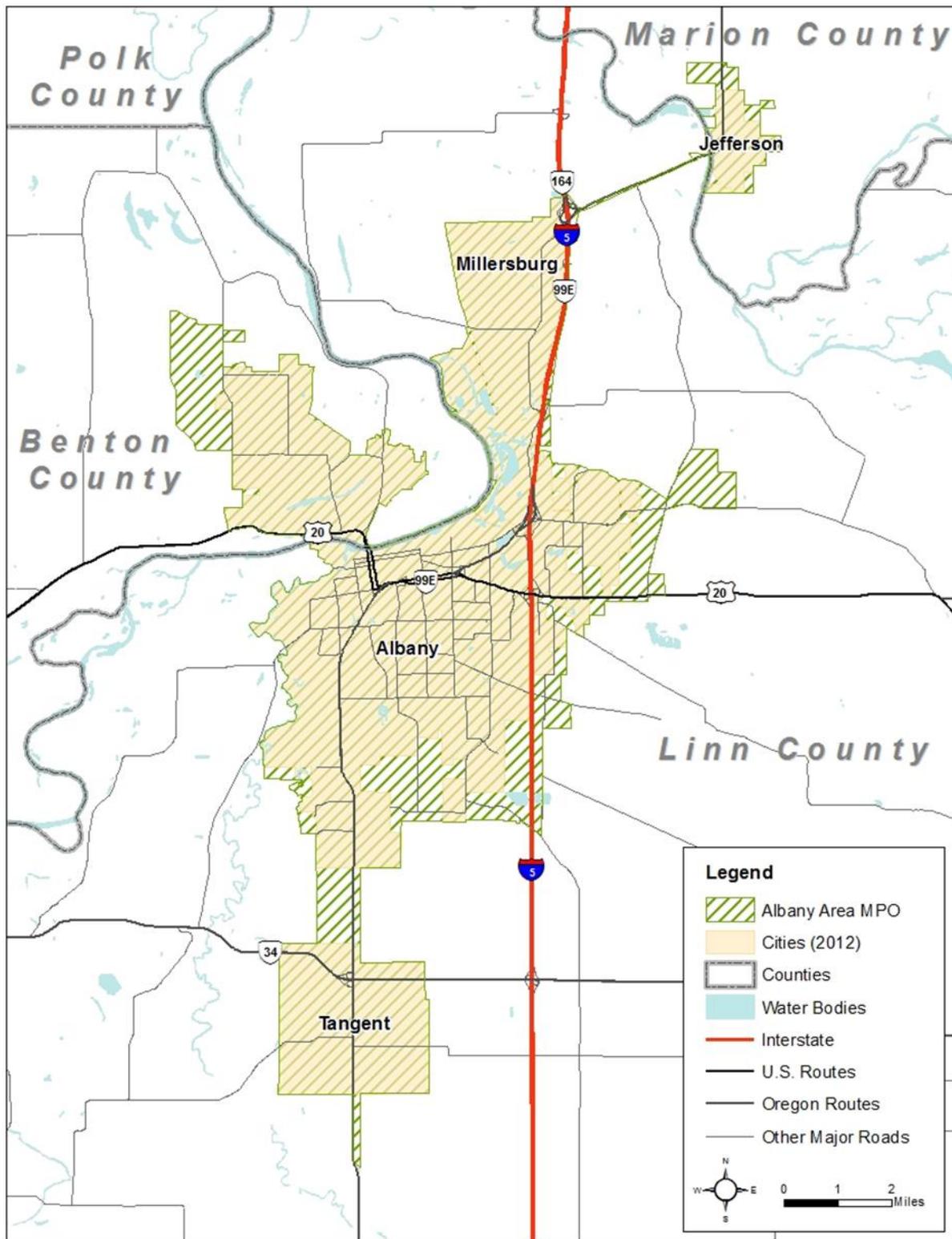
20961	21-24	City of Albany (ATS)	FY21 first 20% ATS ADA Paratransit Operations	2020	20-21	5307	\$201,760		\$50,440	\$252,200
20962	21-24	City of Albany (ATS)	FY21 ATS Capital	2020	20-21	5307	\$100,000		\$25,000	\$125,000
20963	21-24	City of Albany (ATS)	FY21 ATS ADA Paratransit Preventative Maintenance	2020	20-21	5307	\$25,000		\$6,250	\$31,250
	21-24	City of Albany (ATS)	FY22 Loop Operations (CAMPO)	2021	21-22	5307	\$167,500	Local Funds 50:50	\$167,500	\$335,000
	21-24	City of Albany (ATS)	FY22 Loop Preventative Maintenance (CAMPO)	2021	21-22	5307	\$26,400	Local Revenue 80:20	\$6,600	\$33,000
	21-24	City of Albany (ATS)	FY22 Loop Operations (AAMPO)	2021	21-22	5307	\$167,500	Local Funds 50:50	\$167,500	\$335,000
	21-24	City of Albany (ATS)	FY22 Loop Preventative Maintenance (AAMPO)	2021	21-22	5307	\$26,400	Local Revenue 80:20	\$6,600	\$33,000
	21-24	City of Albany (ATS)	FY22 ATS/PT Operations	2021	21-22	5307	\$336,100	City of Albany 50:50	\$336,100	\$672,200
	21-24	City of Albany (ATS)	FY22 ATS/PT Preventative Maintenance	2021	21-22	5307	\$80,000	City of Albany 80:20	\$20,000	\$100,000
	21-24	City of Albany (ATS)	FY22 ATS 1% for Safety Improvements	2021	21-22	5307	\$10,000	City of Albany 80:20	\$2,500	\$12,500
	21-24	City of Albany (ATS)	FY22 First 20% ATS ADA Paratransit Operations	2021	21-22	5307	\$200,000	City of Albany 80:20	\$50,000	\$250,000
	21-24	City of Albany (ATS)	FY22 ATS Capital Bus Replacement in FY24	2021	21-22	5307	\$140,000	City of Albany 80:20	\$35,000	\$175,000
	21-24	City of Albany (ATS)	FY22 Paratransit Capital Van 3 Replacement	2021	21-22	5307	\$40,000	City of Albany 80:20	\$10,000	\$50,000
	21-24	City of Albany (ATS)	FY23 Loop Operations (CAMPO)	2022	22-23	5307	\$167,500	Local Funds 50:50	\$167,500	\$335,000
	21-24	City of Albany (ATS)	FY23 Loop Preventative Maintenance (CAMPO)	2022	22-23	5307	\$26,400	Local Revenue 80:20	\$6,600	\$33,000
	21-24	City of Albany (ATS)	FY23 Loop Operations (AAMPO)	2022	22-23	5307	\$167,500	Local Funds 50:50	\$167,500	\$335,000
	21-24	City of Albany (ATS)	FY23 Loop Preventative Maintenance (AAMPO)	2022	22-23	5307	\$26,400	Local Revenue 80:20	\$6,600	\$33,000
	21-24	City of Albany (ATS)	FY23 ATS/PT Operations	2022	22-23	5307	\$349,800	City of Albany 50:50	\$349,800	\$674,800
	21-24	City of Albany (ATS)	FY23 ATS/PT Preventative Maintenance	2022	22-23	5307	\$90,000	City of Albany 80:20	\$20,500	\$112,500
	21-24	City of Albany (ATS)	FY23 ATS 1% for Safety Improvements	2022	22-23	5307	\$10,300	City of Albany 80:20	\$2,575	\$12,875

	21-24	City of Albany (ATS)	FY23 First 20% ATS ADA Paratransit Operations	2022	22-23	5307	\$206,000	City of Albany 80:20	\$51,500	\$257,500
	21-24	City of Albany (ATS)	FY23 ATS Capital Bus Replacement in FY24	2022	22-23	5307	\$140,000	City of Albany 80:20	\$35,000	\$175,000
	21-24	City of Albany (ATS)	FY23 Paratransit Capital Van 4 Replacement FY24	2022	22-23	5307	\$40,000	City of Albany 80:20	\$10,000	\$50,000
	21-24	City of Albany (ATS)	FY24 Loop Operations (CAMPO)	2023	22-23	5307	\$167,500	Local Funds 50:50	\$167,500	\$335,000
	21-24	City of Albany (ATS)	FY24 Loop Preventative Maintenance (CAMPO)	2023	22-23	5307	\$26,400	Local Revenue 80:20	\$6,600	\$33,000
	21-24	City of Albany (ATS)	FY24 Loop Operations (AAMPO)	2023	22-23	5307	\$167,500	Local Funds 50:50	\$167,500	\$335,000
	21-24	City of Albany (ATS)	FY24 Loop Preventative Maintenance (AAMPO)	2023	22-23	5307	\$26,400	Local Revenue 80:20	\$6,600	\$33,000
	21-24	City of Albany (ATS)	FY24 ATS/PT Operations	2023	22-23	5307	\$359,500	City of Albany 50:50	\$359,500	\$719,000
	21-24	City of Albany (ATS)	FY24 ATS/PT Preventative Maintenance	2023	22-23	5307	\$90,000	City of Albany 80:20	\$20,500	\$112,500
	21-24	City of Albany (ATS)	FY24 ATS 1% for Safety Improvements	2023	22-23	5307	\$10,600	City of Albany 80:20	\$2,650	\$13,250
	21-24	City of Albany (ATS)	FY23 First 20% ATS ADA Paratransit Operations	2023	22-23	5307	\$212,000	City of Albany 80:20	\$53,000	\$265,000
	21-24	City of Albany (ATS)	FY23 ATS Capital Replace Eldorado in FY24	2023	22-23	5307	\$150,000	City of Albany 80:20	\$37,500	\$187,500
	21-24	City of Albany (ATS)	FY23 Paratransit Capital ½ Para Bus	2023	22-23	5307	\$44,000	City of Albany 80:20	\$11,000	\$505000

APPENDIX A: STATUS OF FFY18-21 TIP PROJECTS

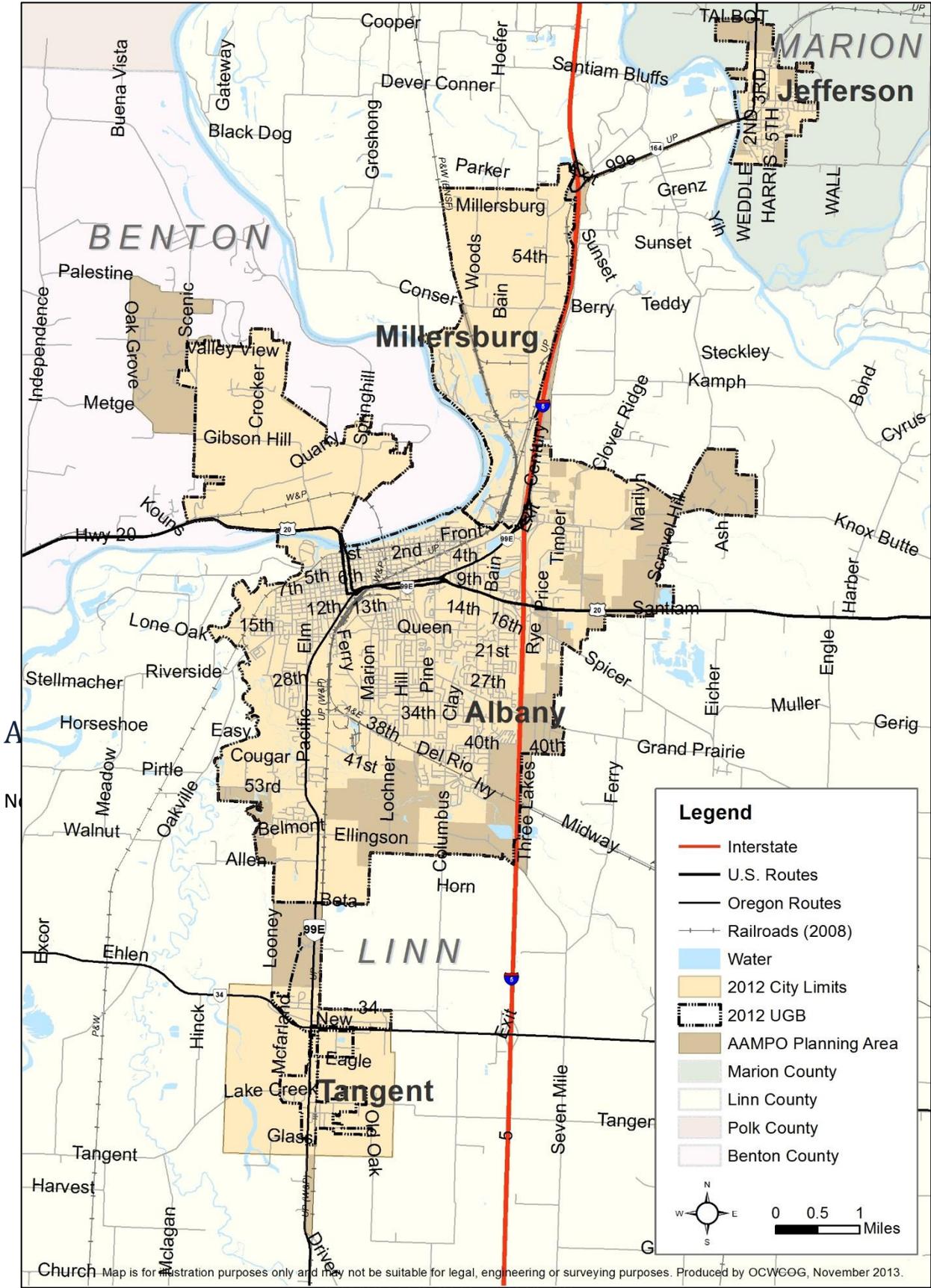
<b>AAMPO</b>				
<b>Key Number</b>	<b>Project Information</b>	<b>Federal Funding</b>	<b>State Funding</b>	<b>Local Funding</b>
	Albany Area MPO SFY18 – APPROVED TO COMMENCE			
21273	Albany Area MPO SFY19 – APPROVED TO COMMENCE			
20598	Albany Area MPO SFY20 – APPROVED TO COMMENCE	\$176,446	\$15,661	\$4,534
20599	Albany Area MPO SFY21 – APPROVED TO COMMENCE	\$168,809	\$14,464	\$4,857
<b>Albany Transit System</b>				
<b>Key Number</b>	<b>Project Information</b>	<b>Federal Funding</b>	<b>State Funding</b>	<b>Local Funding</b>
<b>ODOT</b>				
<b>Key Number</b>	<b>Project Information</b>	<b>Federal Funding</b>	<b>State Funding</b>	<b>Local Funding</b>
<b>City of Albany</b>				
<b>Key Number</b>	<b>Project Information</b>	<b>Federal Funding</b>	<b>State Funding</b>	<b>Local Funding</b>
<b>Linn County</b>				
<b>Key Number</b>	<b>Project Information</b>	<b>Federal Funding</b>	<b>State Funding</b>	<b>Local Funding</b>
<b>Benton County</b>				
<b>Key Number</b>	<b>Project Information</b>	<b>Federal Funding</b>	<b>State Funding</b>	<b>Local Funding</b>
	Springhill Drive Overlay – APPROVED TO COMMENCE			

APPENDIX B: AAMPO PLANNING AREA MAPS



AAMPO FFY 2021 – 2024 TIP

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## APPENDIX D: ODOT-FTA-FHWA AMENDMENT MATRIX

This matrix is for information only and outlines protocols for amending the Statewide Transportation Improvement Program would be a full or administrative amendment. AAMPO's TIP amendment processes differ from these, as allowed, and are outlined within the TIP document.

### ODOT-FTA-FHWA Amendment Matrix

#### Type of Change

FULL AMENDMENTS
1. Adding or cancelling a federally funded, and regionally significant project to the STIP and state funded projects which will potentially be federalized
2. Major change in project scope. Major scope change includes: <ul style="list-style-type: none"> <li>• Change in project termini - greater than .25 mile in any direction</li> <li>• Changes to the approved environmental footprint</li> <li>• Impacts to AQ conformity</li> <li>• Adding capacity per FHWA Standards</li> <li>• Adding or deleting worktype</li> </ul>
3. Changes in Fiscal Constraint by the following criteria: <ul style="list-style-type: none"> <li>• FHWA project cost increase/decrease: <ul style="list-style-type: none"> <li>• Projects under \$500K – increase/decrease over 50%</li> <li>• Projects \$500K to \$1M – increase/decrease over 30%</li> <li>• Projects \$1M and over – increase/decrease over 20%</li> </ul> </li> <li>• All FTA project changes – increase/decrease over 30%</li> </ul>
4. Adding an emergency relief permanent repair project that involves substantial change in function and location.
ADMINISTRATIVE/TECHNICAL ADJUSTMENTS
1. Advancing or Slipping an approved project/phase within the current STIP (If slipping outside current STIP, see Full Amendments #2)
2. Adding or deleting any phase (except CN) of an approved project below Full Amendment #3
3. Combining two or more approved projects into one or splitting an approved project into two or more, or splitting part of an approved project to a new one.
4. Splitting a new project out of an approved program-specific pool of funds (but not reserves for future projects) or adding funds to an existing project from a bucket or reserve if the project was selected through a specific process (i.e. ARTS, Local Bridge...)
5. Minor technical corrections to make the printed STIP consistent with prior approvals, such as typos or missing data.
6. Changing name of project due to change in scope, combining or splitting of projects, or to better conform to naming convention. (For major change in scope, see Full Amendments #2)

7. Adding a temporary emergency repair and relief project that does not involve substantial change in function and location.

## APPENDIX E: MPO FUNDING SOURCES

The following is an illustrative but non-exhaustive list of funding sources for MPO transportation projects. Funds that may be received by AAMPO planning area are not limited to those in this list.

### Federal Highway Administration

The FAST Act, as with prior federal transportation funding bills, contains several major programs for roadway, safety, and multimodal projects, including the: National Highway Performance Program (NHPP); Surface Transportation Block Grant Program (STBGP); Congestion Mitigation and Air Quality Improvement Program (CMAQ); Highway Safety Improvement Program (HSIP); Railway-Highway Crossings (set-aside from HSIP); Metropolitan Planning; and Transportation Alternatives (TA). Some of these major programs contain sub-programs. A brief description of several federal aid highway funding programs is provided below. Many, but not all, of these programs are administered by the Federal Highway Administration.

### National Highway Performance Program

The NHPP provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS, and to ensure that investments of Federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a State's asset management plan for the NHS. NHPP funds are primarily used to fund upgrade and improvement projects on the Interstate system and U.S. numbered routes (the NHS system). The NHS became the new focus of the Federal Aid Program following the completion of the Interstate Highway System.

### Surface Transportation Block Grant Program (STBGP)

The Surface Transportation Block Grant Program (STBGP) (formerly STP) provides funds for a broad range of transportation uses and may be used by States and localities for projects on any Federal-aid highway, including the NHS, bridge projects on any public road, transit capital projects, and intra-city and intercity bus terminals and facilities. A percentage of the STBGP funds allocated to the state of Oregon are distributed to small MPOs, cities, and counties on a formula basis by the Oregon Transportation Commission. SBGTP funds are available for a period of three years after the last day of the fiscal year for which the funds were authorized. Thus the funds are available for obligation for up to four years. The standard local match required is 20%. Oregon's required match is 10.27% because of Oregon's large share of publicly owned lands.

*Metropolitan Planning Organization STBGP Funds (STBGP)* – ODOT distributes a portion of its STBGP funds to small Metropolitan Planning Organization (MPO) areas and non-MPO cities through a cooperative process. MPOs with 200,000 or more population receive these funds directly from the US DOT whereas the smaller MPOs share is distributed through the state DOT. The funds are primarily used for reconstruction or rehabilitation of roadways functionally classified as urban collectors or higher. These funds may also be used for planning, transportation enhancement, transit, bridge, or safety activities. Oregon MPOs, in cooperation with ODOT, identify priority projects for funding under the STBGP Program.

*Surface Transportation Program-State (STP-S)* funds primarily provide funding for reconstruction or rehabilitation of roadways on the State Highway System. These funds may also be used for planning, enhancement, transit, bridge, or safety activities.

*STBGP Set Aside (formerly TAP)* – The FAST Act establishes the former Transportation Alternatives Program (TAP) as a STBGP Set Aside. This set-aside provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways. These funds are available to MPOs under 200,000 through statewide competitive processes.

#### Highway Safety Program (HSIP)

The intent of the Highway Safety Improvement Program (HSIP) is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal lands. The HSIP supports projects that improve the safety of road infrastructure by correcting hazardous road locations, such as dangerous intersections, or making road improvements such as adding rumble strips. The major focus of this program is to target spot improvements of high accident areas. Each State must have a Strategic Highway Safety Plan (SHSP).

#### Railway-Highway Crossings Program

A sub-program of the Highway Safety Improvement Program (HSIP), this program funds safety improvements to reduce the number of fatalities, injuries, and crashes at public grade crossings.

#### Metropolitan Planning

Metropolitan Planning funds are available for MPOs to carry out the metropolitan transportation planning process required by 23 U.S.C. 134, including development of metropolitan area transportation plans and transportation improvement programs. Under 23 U.S.C. 134, MPOs are responsible for

developing, in cooperation with the State and affected transit operators, a long-range transportation plan and a metropolitan transportation improvement program (MTIP) for the area.

#### Statewide Planning and Research (SPR)

SPR funds may be used for engineering and economic surveys and investigations, planning of future highway programs and local public transportation systems, and planning for financing of such programs and systems including metropolitan and statewide planning; development and implementation of management systems; studies of the economy, safety, and convenience of highway usage and the desirable regulation and equitable taxation thereof; research, development, and technology transfer activities necessary in connection with the planning, design, construction, and maintenance of highways, public transportation, and intermodal transportation systems; and study, research, and training on engineering standards and construction materials for the above systems, including evaluation and accreditation of inspection and testing and the regulation and taxation of their use.

#### Emergency Relief Program (ER)

The ER program assists state and local governments with the expense of repairing serious damage to federal-aid and federal lands highways resulting from natural disasters or catastrophic failures. ER funds can be used only for emergency repairs to restore essential highway traffic, to minimize damage resulting from a natural disaster or catastrophic failure, or to protect the remaining facility and make permanent repairs.

#### Federal Transit Administration

The Federal Transit Administration carries out the federal mandate to improve public transportation systems. It is the principal source of federal assistance to help urban areas (and, to some extent, non-urban areas) plan, develop, and improve comprehensive public transportation systems. The funding programs administered by the FTA include, but are not limited to, the following:

#### Section 5303

Transit Section 5303 funds are part of the Transit Planning and Research Program. These funds are allocated among the following programs: Metropolitan Transit Planning, Rural Transportation Assistance Program, and Statewide Planning, Research, and Training. The Metropolitan planning funds are allocated to states under a formula apportionment on behalf of MPOs based on a state formula cooperatively developed with MPOs and approved by the FTA.

#### Section 5307

These funds are allocated to urbanized areas by statutory formula for capital improvements and operation of transit systems. The funds may be used for public transportation capital, planning, job access and reverse commute projects, as well as operating expenses in certain circumstances. For capital projects, the match rate is 80% federal, 20% state or local. Capital funds are used for transit

maintenance (e.g., replacing buses), as well as other projects. For operating assistance, the match rate is 50% federal, 50% state or local.

#### Section 5339

Funds for the Section 5339 provide capital funding to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities. The basic matching ratio for capital projects is 80% federal, the same as for highway projects in the FHWA program. This program was established by the MAP-21 federal transportation bill to replace 5309 funding.

#### Section 5310

The Section 5310 program provides funding for transportation services for the elderly and persons with disabilities. This program is intended to enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services. The funds may go to private, nonprofit organizations or to public bodies that coordinate service. Funds may be used for capital costs or for capital costs of contracting for services. In Oregon, Section 5310 funds are allocated to local Special Transportation Fund agencies who typically award funds on a competitive annual or biennial basis. MAP-21 established a formula for distribution among large urban, small urban, and rural areas.

#### Section 5311

Provides funding to states to distribute to transit providers in small towns and rural areas (defined as areas outside urbanized areas of 50,000 or more). The funds can be used for planning, administration, capital and operation improvements, and other costs associated with the provision of transit services.

#### Section 5311(f)

Federal Program 5311(f) provides assistance to support intercity bus transportation. Intercity service is regularly scheduled bus service for the general public which operates with limited stops over fixed routes connecting two or more urban areas not in close proximity.

#### State of Oregon

##### Oregon Highway Fund

This fund consists primarily of user fees, such as the state gas tax, license fees, and weight-mile tax. Nearly one-third of the fund is transferred to cities and counties throughout the state for street and highway improvements. Most of the remaining portion of the fund is available to the state for maintenance, state construction, and matching of federal aid funds. 1% of state highway construction funds are required by law to be used for bicycle facilities. Priorities for use of the State Highway Fund are established by the OTC. Generally, the state provides the entire 8% match required on interstate projects and half of the 12% match required on federal highway-related projects.

#### Oregon Transportation Investment Act (OTIA)

This fund was initiated by the Oregon state legislature in 2001-2002 to fund highway infrastructure. To date, a total of three acts (OTIA I, II and III) have resulted in the issuance of bonds to secure revenue for projects approved by the Oregon Transportation Commission.

#### Special Public Works Fund (SPWF)

The State of Oregon allocates a portion of state lottery revenues for economic development. The Oregon Economic Development Department provides grants and loans through the SPWF program to construct, improve and repair infrastructure in commercial/industrial areas to support local economic development and create new jobs. The SPWF provides a maximum grant of \$500,000 for projects that will help create or retain a minimum of 50 jobs. SPWF projects will be programmed as awards are made.

#### Immediate Opportunity Fund (IOF)

This fund is intended to support economic development in Oregon by providing road improvements where they will assure job development opportunities by influencing the location or retention of a firm or economic development. The fund may be used only when other sources of funding are unavailable or insufficient, and is restricted to job retention and committed job creation opportunities. To be eligible, a project must require an immediate commitment of road construction funds to address an actual transportation problem. The applicant must show that the location decision of a firm or development depends on those transportation improvements, and the jobs created by the development must be "primary" jobs such as manufacturing, distribution, or service jobs.

#### Traffic Control Projects

The State of Oregon maintains a policy of sharing installation, maintenance, and operational costs for traffic signals and luminaire units at intersections between state highways and city streets or county roads. Intersections involving a state highway and a city street (or county road), which are included on the statewide priority list are eligible to participate in the cost sharing policy. ODOT establishes a statewide priority list for traffic signal installations on the State Highway System, based on warrants outlined in the Manual for Uniform Traffic Control Devices (MUTCD). Local agencies are responsible for coordinating the statewide signal priority list with local road requirements.

#### State Special Transportation Funds (STF)

ODOT's Rail and Public Transit Division administers a discretionary grant program derived from state cigarette tax revenues that provides supplementary support for elderly and disabled transportation. A competitive process has been established for awarding STF funds. STF funds are programmed through STF agencies on an annual basis.

#### Special City Allotment

ODOT sets aside \$1 million to distribute to cities with populations less than 5,000. Projects to improve safety or increase capacity on local roads are reviewed annually and ranked on a statewide basis by a

committee of regional representatives. Projects are eligible for a maximum of \$50,000 each. Cities within the MPO that have a population of less than 5,000 remain eligible for these funds.

#### Local Funding Programs

In addition to the funding sources listed above, AAMPO jurisdictions receive transportation revenue from many sources including: Oregon gas tax and vehicle registration revenues; systems development charges; and franchise fees. These revenues are used for local projects and provide the necessary match for federally funded projects. Transit services are partially supported through farebox revenue, group pass programs, advertising, and funding partnerships.

#### Systems Development Charges (SDCs)

Systems Development Charges are fees paid by land developers intended to reflect the increased capital costs incurred by a jurisdiction or utility as a result of a development. Development charges are calculated to include the costs of impacts on adjacent areas or services, such as parks and recreation use or traffic congestion. The SDC typically varies by the type of development (residential, commercial, industrial, etc.). Street SDCs are collected by the City of Albany.

#### Franchise Fees

Cities may collect franchise fees from local utility companies that utilize public right-of ways for the conveyance of their services, and in turn use those fees to help fund roadway maintenance and improvement needs.

## APPENDIX F: TRANSPORTATION PLANNING ACRONYMS & TERMS

3-C: Continuing, comprehensive and cooperative planning process  
5303: Transit funds for Planning, Research and Training  
5307: Transit funds Urban Operations Support  
5309: Transit funds Capital and Operating Assistance  
5310: Transit funds Elderly and Disabled Services  
AAMPO: Albany Area MPO  
ACT: Area Commission on Transportation (see CWACT and MWACT)  
ATS: Albany Transit Service  
Cap: Capital  
CAMPO: Corvallis Area MPO  
CFR: Code of Federal Regulations  
CN: Construction  
CWACT: Cascades West Area Commission on Transportation  
DLCD: Department of Land Conservation and Development  
FAST Act: Fixing America’s Surface Transportation Act. Federal transportation bill funding the Federal aid highway program between 2015 and 2020.  
FFY: Federal Fiscal Year from Oct 1 to Sept 31  
FY: State Fiscal Year from July 1 to June 30  
FHWA: Federal Highway Administration  
FTA: Federal Transit Administration  
GIS: Geographic Information Systems  
HB 2001: Oregon House Bill 2001  
HBRR - Highway Bridge Rehabilitation and Replacement  
HSIP: Highway Safety Improvement Program  
IOF: Immediate Opportunity Fund  
ITS: Intelligent Transportation Systems  
LOS: Level of Service  
MAP-21: Moving Ahead for Progress in the 21<sup>st</sup> Century. Federal transportation bill funding the Federal aid highway program between 2012 and 2015  
MWACT: Mid-Willamette Area Commission on Transportation  
NHS: National Highway System  
NREC—TR: State Parks Recreational Trails Program  
OCWCOG: Oregon Cascades West Council of Governments  
ODOT: Oregon Department of Transportation  
OTC: Oregon Transportation Commission  
OTIA: Oregon Transportation Investment Act  
PE: Preliminary Engineering  
PL Funds: Public Law 112, Federal Planning Funds

PLN: Planning  
PM: Preventative Maintenance  
POP: Program of Projects, required of recipients of federal 5307 funds  
RTP: Regional Transportation Plan  
ROW: Right of Way Acquisition  
SPR: State Planning and Research  
SPWF: Special Public Works Fund  
SRTS: Safe Routes to Schools  
State Hwy: State Hwy Fund State Highway Fund  
STIP: State Transportation Improvement Program  
STF: Special Transportation Fund (Transit)  
STO: Special Transportation Operating Program (Transit)  
STBGP: Surface Transportation Block Grant Program  
STP: Surface Transportation Program  
TAC: Technical Advisory Committee  
TAZ: Transportation Analysis Zone  
TDM: Transportation Demand/Rideshare Program  
TE: Transportation Enhancement  
TIP: Transportation Improvement Program  
TO: Transportation Options  
TPAU: Transportation Planning Analysis Unit (ODOT)  
UPWP: Unified Planning Work Program  
UR: Utility Relocation  
USDOT: U.S. Department of Transportation