

# Joint Public Participation Plan

Adopted

March 28<sup>th</sup>, 2025

and

April 9<sup>th</sup>, 2025

**Albany Area Metropolitan Planning  
Organization**

**Corvallis Area Metropolitan Planning  
Organization**

Compliance with Federal Requirements under 49 CFR Part  
21 and 23 CFR Part 200 & 450.316

and

Oregon Public Meetings Law



## Albany Area Metropolitan Planning Organization Membership

### Policy Board

Pat Malone	Benton County
Carolyn McLeod	City of Albany
Christine Hildebrandt	ODOT
Walt Perry	City of Jefferson
Darrin Lane	Citizen Representative
Ray Hunt	City of Millersburg
Roger Nyquist	Linn County
Greg Jones	City of Tangent

### Technical Advisory Committee (TAC)

Chris Cerklewski	City of Albany
Andrew Potts	City of Millersburg
Joe Samaniego	City of Tangent
James Feldmann	ODOT
Daineal Malone	Linn County
Vacant	City of Jefferson
Gary Stockhoff	Benton County

### TAC Ex-Officio Members

Jasmine Harris	FHWA, Transportation Planner
Ashley Bryers	FHWA, AAMPO/CAMPO Rep
Mary Camarata	DEQ, Regional Solutions Team Coordinator
Danielle Casey	FTA, MPO/Planning Specialist

### Staff

Matthew Lehman, Transportation Manager  
Billy McGregor, Transportation Planner  
Ashlyn Muzechenko, Executive Administrative Assistant

Oregon Cascades West Council of Governments  
Community and Economic Development Department  
541-924-8480  
1400 Queen Ave SE, Suite 205, Albany, OR 97322

## Corvallis Area Metropolitan Planning Organization Membership

### Policy Board

Pat Hare	City of Adair Village
Jan Napack	City of Corvallis
Rich Saalsaa	City of Philomath
Pat Malone	Benton County
Christine Hildebrant	ODOT

### Technical Advisory Committee (TAC)

Chris Workman	City of Philomath
Gary Stockhoff	Benton County
Rory Rowan	City of Corvallis
James Feldman	ODOT
Pat Hare	City of Adair Village
Rebecca Houghtaling	Oregon State University
Barry Hoffman	Albany Transit/ Linn-Benton Loop

### TAC Ex-Officio Members

Jasmine Harris	FHWA, Transportation Planner
Ashley Bryers	FHWA, AAMPO/CAMPO Rep
Danielle Casey	FTA, Transportation Program Specialist
Mary Camarata	DEQ, Regional Solutions Team Coordinator
Patrick Wingard	DLCD, Regional Representative
Mark Bernard	ODOT, Region 2 Principal Planner
Cody Franz	ODOT, Regional Transit Coordinator

### Staff

Matthew Lehman, Transportation Manager  
Corum Ketchum, Transportation Planner  
Ashlyn Muzechenko, Executive Administrative Assistant

Oregon Cascades West Council of Governments  
Community and Economic Development Department  
541-924-8480  
1400 Queen Ave SE, Suite 205, Albany, OR 97322

## Chapter 1: Introduction

### What is an MPO?

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

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

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

The Albany Area Metropolitan Planning Organization (AAMPO) serves as the metropolitan planning organization for the Albany Urbanized Area, as designated by the Governor of Oregon on February 6<sup>th</sup>, 2013. As designated, the AAMPO Planning Area covers the Albany Urbanized Area, which is composed of the cities of Albany, Jefferson, Millersburg, and Tangent as well as adjacent parts of Linn and Benton Counties. AAMPO is governed by an eight-member Policy Board consisting of elected representatives from each city or county, as well as a staff person from ODOT. The Oregon Cascades West Council of Governments (OCWCOG), under a contract with the AAMPO Policy Board, provides administrative services and staffing to AAMPO.

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

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

### What is the Purpose of the Public Participation Plan?

The purpose of this document is to outline the policies and procedures adopted by the AAMPO and CAMPO Policy Boards for involving the general public in the MPO's transportation decision-making processes. The PPP describes methods, strategies, and desired outcomes for public participation, addressing outreach to a broad audience of interested parties. The PPP includes specific requirements for both **Ongoing Activities** (e.g. monthly meetings of the Policy Board and Technical Advisory Committee) and **Plan and Program Updates** (e.g. development or update of Regional Transportation Plan and Transportation Improvement Program). Plan and program updates require the development of a specific public involvement program prior to the commencement of the activity.

Active public involvement is a key component of an MPO's *continuing, cooperative* and *comprehensive* planning effort and an integral part of transportation planning and programming

activities. Public participation in the transportation planning process allows the public the opportunity to voice concerns and offer suggestions about transportation-related issues, while also helping to educate the public about the technical aspects of transportation planning. Through public participation, transportation professionals and decision-makers are afforded the opportunity to see sides of an issue that may be missed when considering a project. Meaningful dialog among technical professionals, local decision makers, and general stakeholders is key to achieving consensus, which is desired before moving a project forward.

Additional benefits of public participation include:

- Identifying issues and concerns that matter most to residents and other stakeholders
- Promoting accountability
- Developing a sense of community and ownership
- Fostering trust in the decision-making process and with decision-makers
- Ensuring that each MPO meets MPO equity goals
- Encouraging cooperation and compromise
- Preventing and/or mitigating future conflict

### Federal and State Requirements for Public Participation

The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 mandated that “MPOs develop and utilize a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing RTPs and TIPs.” In 2005, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) expanded these provisions to require “extensive stakeholder participation above and beyond public involvement.” This included the requirement for MPOs to develop a formal Public Participation Plan. The passage of Moving Ahead for Progress in the 21st Century (MAP-21) in 2012 reaffirmed these federal directives for public participation.

In addition to federal requirements, the State of Oregon requires public involvement in the planning process. Oregon Statewide Planning Goal 1 is Citizen Involvement. Goal 1 requires regional agencies to use existing local citizen involvement programs established by counties and cities. Further, the Oregon Public Meetings Law requires that: all meetings of governing bodies covered by the law (which include the Policy Board and Technical Advisory Committee) are open to the public; that the public be given notice of the time and place of the meetings; that meetings be accessible to everyone, including people with disabilities; and that minutes be made available to the public within a reasonable time that indicate the substance of the deliberations, decisions, and reference any information upon which such decisions are made. The public will be provided reasonable time during all public meetings to provide input, feedback and/or recommendations.

### Plan Development

Staff began the process of developing this Plan by reviewing the existing AAMPO and CAMPO Public Participation Plans and identifying elements suitable for inclusion moving forward. Much of the work done to develop this Plan grew out of the decision to increase MPO collaboration. In developing this Plan, staff reviewed best practices literature on public involvement; Public Participation Plans adopted by other MPOs in Oregon; and State and Federal requirements related to public participation. Because the PPP will ultimately drive all future public involvement

## Chapter 1: Introduction

activities for both the Albany and Corvallis MPOs, staff conducted outreach during this process and made the Plan available for a 45-day public comment period prior to final adoption.

*This plan was made available for public comment between February 10<sup>th</sup> and March 28<sup>th</sup>, 2025, according to the procedures listed in this document.*

Additional details on public involvement related to the development of this Plan can be found in Chapter 5.

### What is in this Document?

- The remainder of this plan is broken into chapters that address the requirements of a Public Participation Plan:
- **Chapter 2: MPO Overview** - Overview of MPO's role and responsibilities, governance, and membership. Outlines MPO's goals and objectives for public involvement.
- **Chapter 3: Public Participation Process** - Provides details on MPO's public participation.
- **Chapter 4: Inclusion of Interested Parties** - Focuses on engagement activities related to specific communities and organizations in the MPO planning area.
- **Chapter 5: Outreach Activities and Evaluation** - Successful evaluation of the MPO Public Participation Plan requires tracking outreach activities. This chapter outlines potential public involvement tools as well as tracking efforts and evaluation criteria.
- **Appendices:**
  - *Appendix A: Transportation Acronyms*
  - *Appendix B: Transportation Glossary*
  - *Appendix C: Public Involvement Procedures for MPO Plans and Programs*
  - *Appendix D: Spectrum of Public Participation*

## Chapter 2: MPO Overview

### MPO Roles and Responsibilities

Per 23 USC, 134, 200, & 450, a Metropolitan Planning Organization (MPO), must provide transportation planning and programming in *Urbanized Areas* (areas with a collective population of 50,000 or more.) MPOs facilitate *continuing, cooperative* and *comprehensive* transportation planning processes in partnership with their state Department of Transportation.

The Albany and Corvallis Area Metropolitan Planning Organizations are governed by a Policy Board which is advised by a Technical Advisory Committee (TAC). The TAC is made up of professional staff and reviews technical material and provides recommendations to the Policy Board. The representatives of relevant federal and other state agencies have ex-officio status on the TAC. The Oregon Cascades West Council of Governments (OCWCOG), under a contract with the Policy Board, provides staffing including fiscal and administrative support to the MPOs.

One of the central requirements for MPOs is an inclusive decision-making process including development and implementation of a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing public involvement in developing the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), and other key documents. To ensure an all-inclusive decision-making process occurs, MPOs are required to utilize Public Participation Plans (PPPs) that are developed in consultation with an expanded list of interested parties. Once adopted, the PPP will direct the MPO's public outreach activities during future planning and programming activities.

### Role of Policy Board

The Policy Board is the governing board for the MPO. The Policy Board is responsible for all actions, agreements, and functions to be carried out by the MPO, including the management, supervision, policy and direction of all programs, functions and activities established and operated under the MPO. The MPO has policy and administrative responsibilities related to federal and state transportation laws and regulations including the development of the following:

- Annual Unified Work Program (UPWP) and budget
- Regional Transportation Plan (RTP) - a long-range plan updated at least every five years
- Transportation Improvement Program (TIP) - a short-range program of transportation improvement projects, updated at least every two years
- Title VI / Non-discrimination Plan and related Civil Rights compliance review every three years
- Public Participation Plan (PPP) reviewed alongside Title VI/Non-discrimination Plan

All Policy Board meetings are open to the public. All meetings are documented in minutes, with minutes and agendas distributed via e-mail to the MPO's interested party list. Minutes and agendas are also posted to each MPO websites; AAMPO at <http://www.ocwcoq.org/aampo>, CAMPO at <https://corvallisareampo.org/>.

### Role of Technical Advisory Committee (TAC)

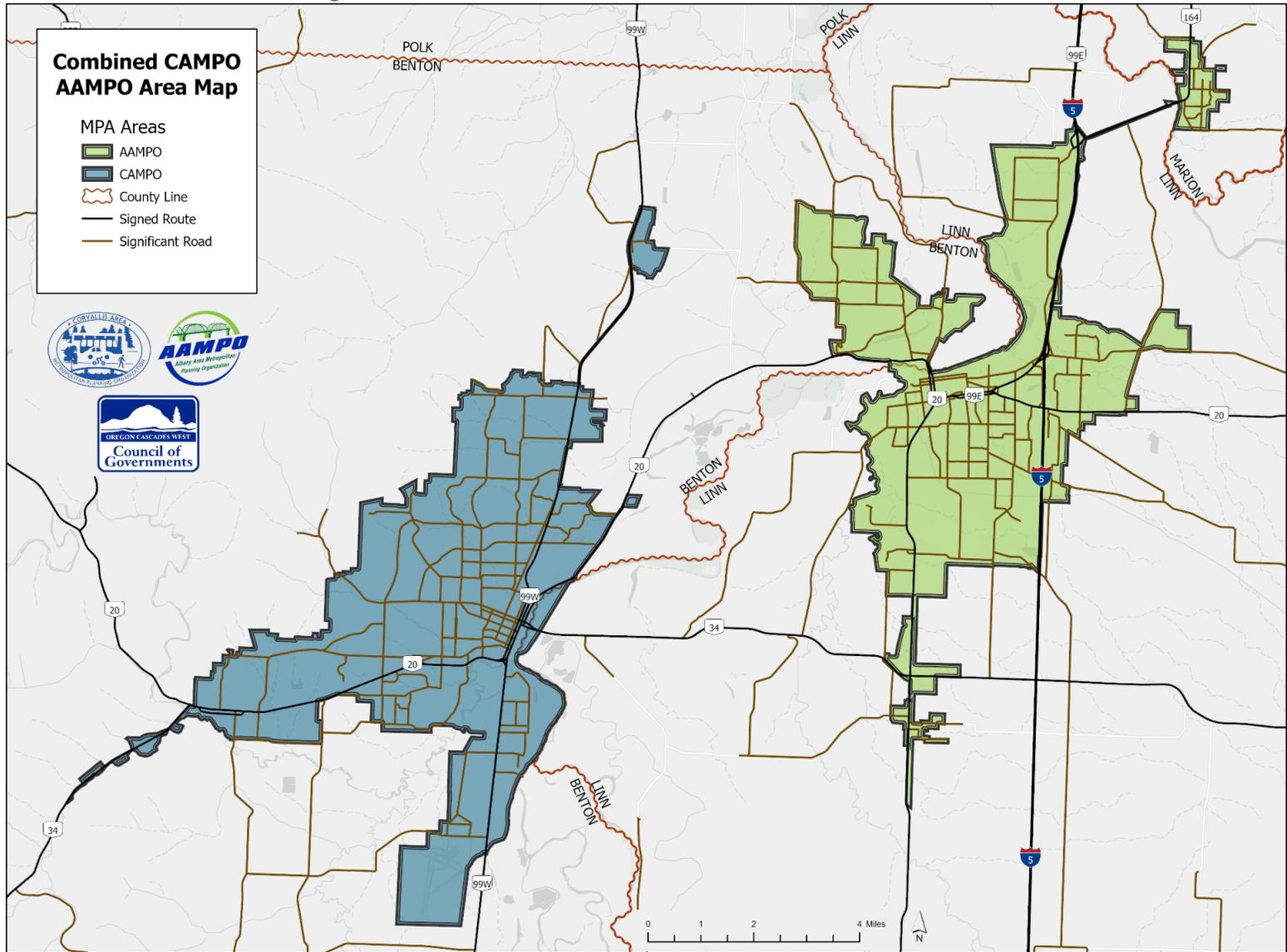
Members of the Technical Advisory Committee (TAC) are appointed by the Policy Board. TAC responsibilities are to:

- Conduct technical reviews and analysis
- Recommend the creation of special committees
- Review, evaluate and recommend adoption of MPO policies and plans
- Serve as technical resources for the Policy Board
- Recommend an implementation strategy for Surface Transportation Block Grant (State High Fund exchanged) funding

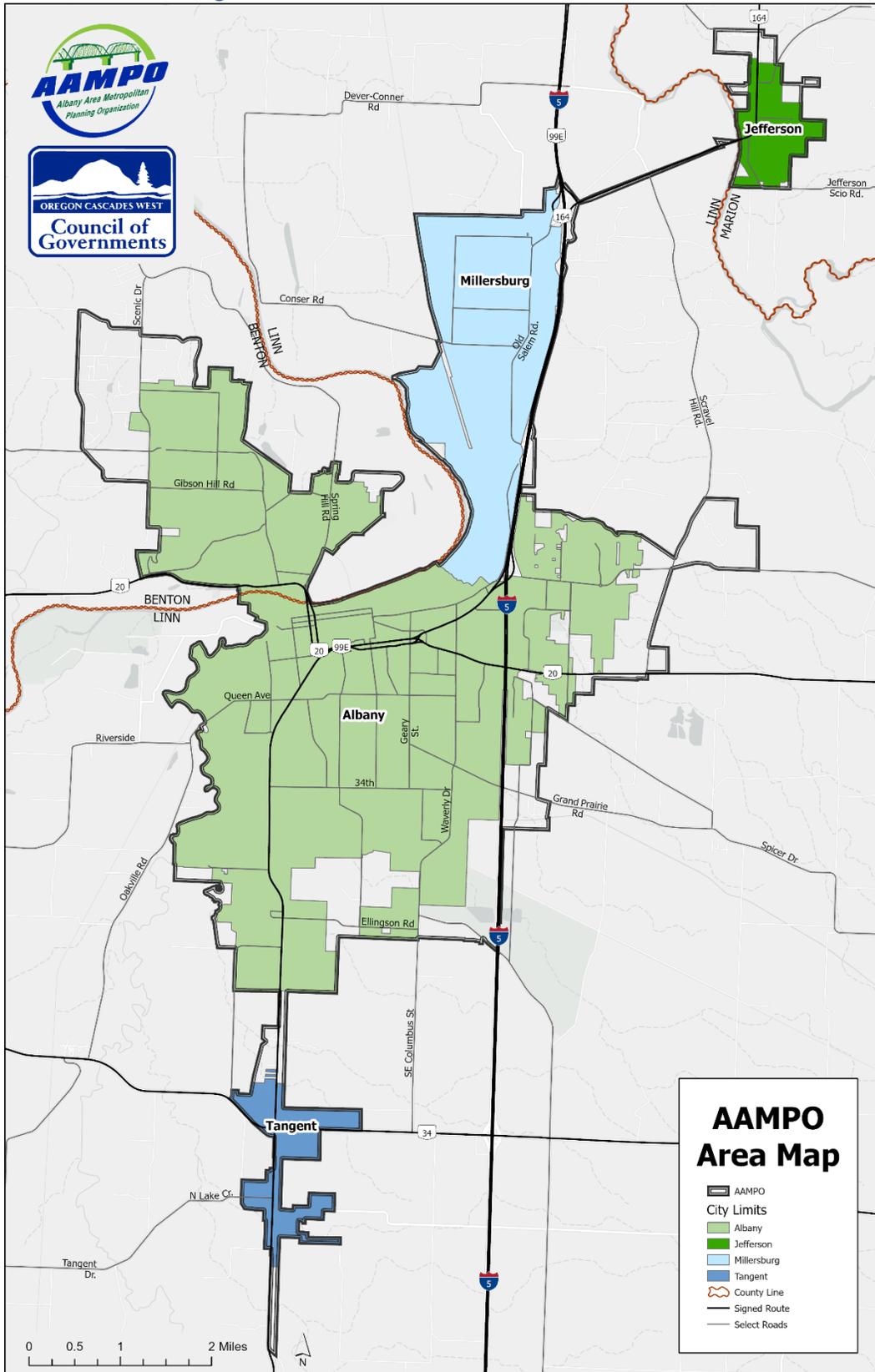
All TAC meetings are open to the public. All meetings are documented in minutes, with minutes and agendas distributed via and e-mail to the TAC members, and TAC-interested parties.

Minutes and agendas are also posted to the MPO websites; AAMPO at <http://www.ocwcog.org/aampo>, CAMPO at <https://corvallisareampo.org/>.

### AAMPO-CAMPO Planning Area

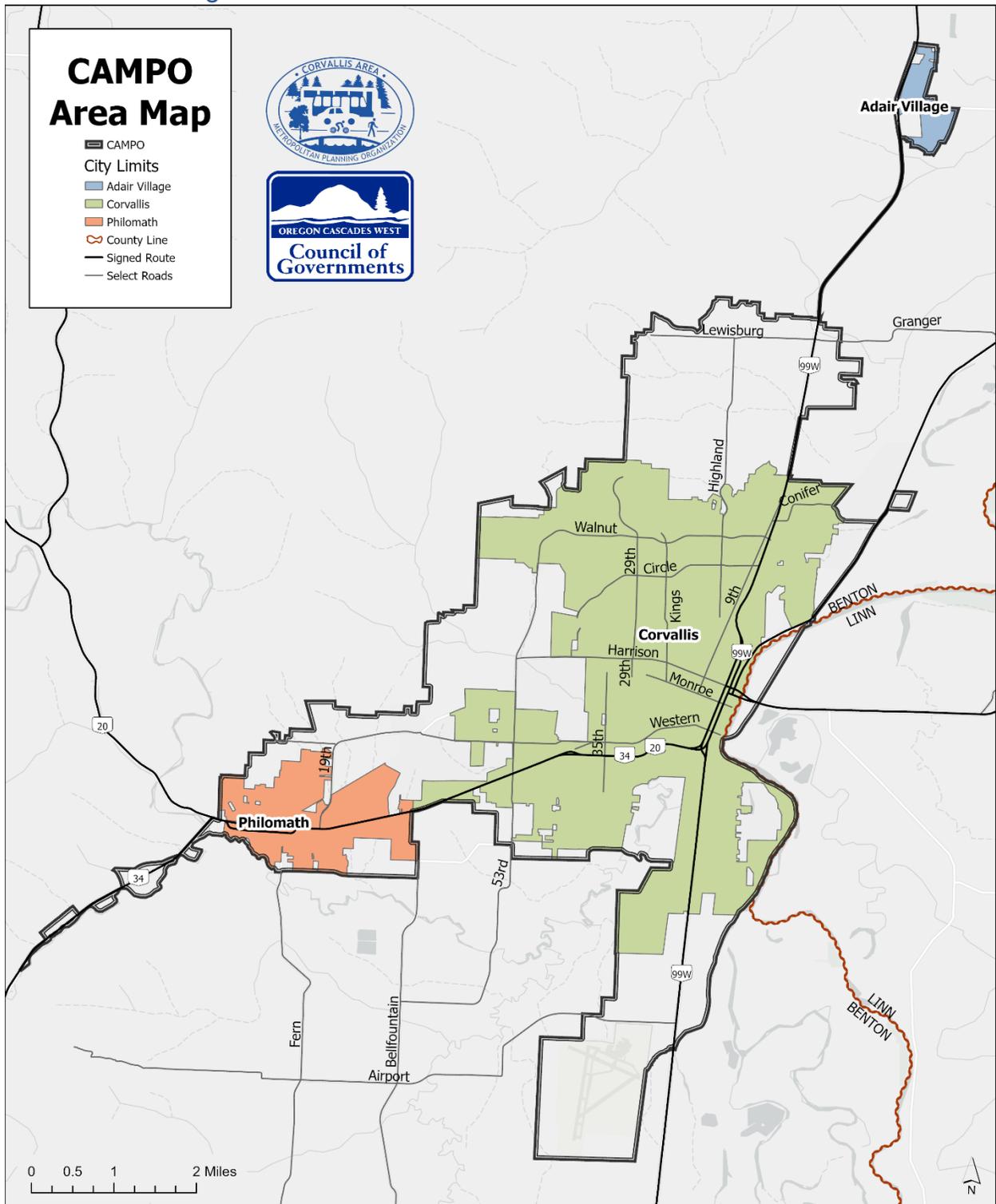


### AAMPO Planning Area



12/31/2024 - Created by OCWCOG GIS

### CAMPO Planning Area

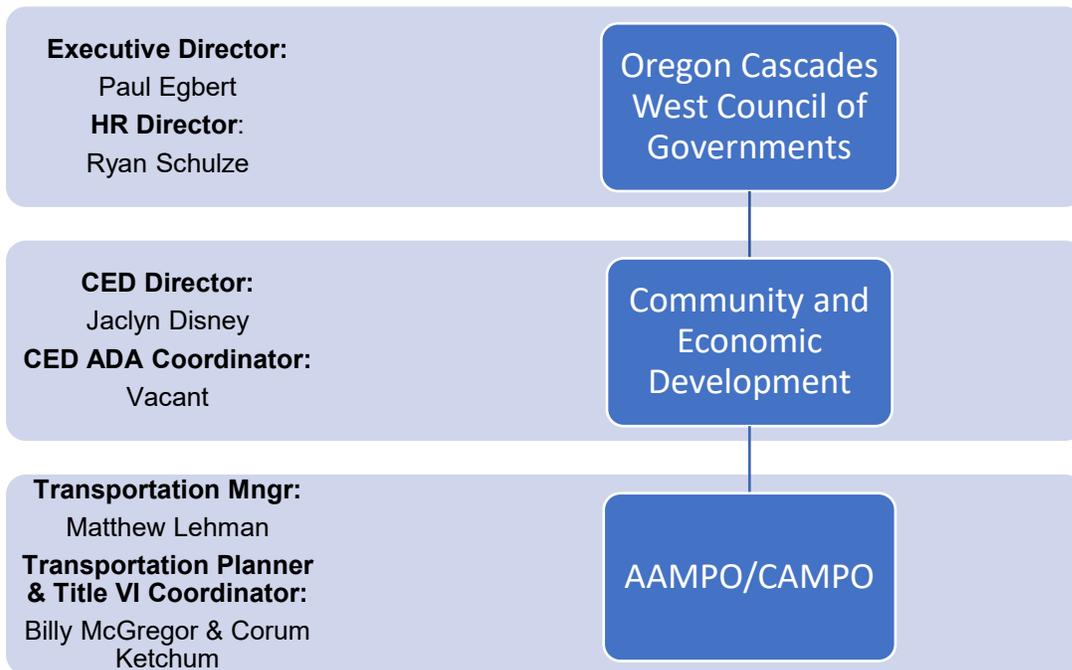


## Organization and Governance

AAMPO is governed by an eight-member Policy Board consisting of elected representatives from the cities of Albany, Jefferson, Millersburg, and Tangent; Linn and Benton Counties; and a staff person from the Oregon Department of Transportation (ODOT). AAMPO’s staffing -- including administrative, bookkeeping, and computer services-- are performed by the Oregon Cascades West Council of Governments (OCWCOG) under a contract with the Policy Board. OCWCOG staff dedicated to AAMPO activities are located in the Community and Economic Development Department (CED). AAMPO is governed independently of OCWCOG through the Policy Board.

CAMPO is governed by a five-member Policy Board consisting of elected representatives from the cities of Adair Village, Corvallis, Philomath, and Benton County, as well as a staff person from ODOT. CAMPO’s staffing --including administrative, bookkeeping, and computer services-- are performed by the OCWCOG under a contract with the Policy Board. OCWCOG staff dedicated to CAMPO activities are located in CED. CAMPO is governed independently of OCWCOG through the Policy Board.

**Figure 1: Organization Chart**



## Chapter 3: Public Participation Process

Both MPOs strive for an all-inclusive public process consistent with the provisions of Federal Highway Administration (FHWA) Title 23 Code of Federal Regulations Part 450 (23 CFR 450) and Federal Transit Administration (FTA) 49 CFR 613 as retained and amended by SAFETEA-LU and MAP-21. Both will, at a minimum, take the following actions to “ensure early and continuing involvement of the public in developing plans and TIPs”, in accordance with 23 CFR 450 and 49 CFR 613.

### Coordination & Consultation

- Consult with agencies and officials responsible for other planning activities within the planning area that will be affected by transportation in the development of MPO plans and programs, such as the Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP). This includes Tribal governments and Federal land management agencies, as applicable.
- Develop coordination protocols between both MPOs, the Cascades West Area Commission on Transportation and the Mid-Willamette Valley Area Commission on Transportation
- Coordinate with statewide transportation agencies on their public involvement and consultation processes

### Accessibility & Information

- Hold public meetings at convenient and accessible locations and times
- Hold virtual (on-line) public meetings in accessible formats and at accessible times. Facilitate meetings such that they replicate, as best possible, interactions and learning that takes place at in-person meetings
- Make public information available in electronically accessible format, this can include video recordings and documents
- Provide reasonable public access to technical and policy information used in the development of plans and programs
- Employ visualization techniques to describe RTPs and TIPs

### Timeliness

- Provide timely information about transportation issues and processes to all stakeholders, including affected public agencies, private providers of transportation, and other interested parties and segments of the community affected by transportation plans, programs, and projects
- Provide adequate public notice of public involvement activities and time for public review and comment

### Public Comment

- Demonstrate explicit consideration and response to public input received during the development of the RTP and TIP
- Provide an additional opportunity for public comment if the final RTP or TIP differs significantly from the version that was initially made available for comment
- Make available a report or summary on the disposition of significant written or oral comments received on draft plans and programs. If appropriate this may be included as part of the final plan or program

### Social (includes Environmental) Justice

- Seek out and consider the needs of those traditionally underserved by existing transportation systems, including low-income and minority households, persons with disabilities, and the senior population
- Implement the MPO's Title VI / Nondiscrimination Plan, review the Plan annually

### Evaluation

- At a minimum of every three years, fully review the effectiveness of the Public Participation Plan to ensure a full and open participation process. An abbreviated document review will be conducted annually

### Virtual Public Engagement

In addition to the actions listed above, the MPOs are also committed to expanding public participation opportunities through virtual public engagement. Virtual public engagement is a toolset for expanding public engagement efforts beyond traditional outlets. Virtual public engagement includes virtual (on-line) open houses, outreach through social media, video recordings, ArcGIS StoryMaps, and other tools that can be engaged with on-line.

Virtual public engagement is not new; however, the novel Coronavirus (COVID-19) pandemic has further underlined the valuable role virtual public engagement can play in gathering public input. Both MPOs intend to continue using virtual public engagement in the future, pairing virtual public engagement with more traditional in-person engagement methods. A mixed strategy approach to public engagement allows more community members to participate in the planning process.

## Chapter 4: Inclusion of Interested Parties

CFR 24 U.S.C. 134 defines interested parties as follows: citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled and other interested parties.

Contact lists of “interested parties” are maintained for each MPO Policy Board and Technical Advisory Committee. Anyone interested in being added to the interested party list of any of the MPO committees may do so by contacting MPO staff.

In addition to members of the general public who provide valuable input, the MPO’s have identified the following stakeholder groups as important participants in the public participation process for MPO plans and programs.

### Minority and Low Income Populations

Environmental Justice Considerations and Title VI of the 1964 Civil Rights Act (42 U.S.C. 2000d-1) states that "No person in the United States shall, on the ground 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." Title VI bars intentional discrimination as well as disparate impact discrimination (i.e., a neutral policy or practice that has a disparate impact on protected groups).

The federal Executive Orders pertaining to Environmental Justice (EJ) further amplify Title VI by providing that "each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations."

To ensure full compliance with Title VI and the Environmental Justice Order, both MPOs maintain a Joint Title VI Nondiscrimination Plan, outlining actions the MPO takes to engage minority and low-income populations in transportation decision making. The Joint Title VI Nondiscrimination Plan is directly related to public participation and is considered a key part of the MPO’s overall public involvement framework.

### Seniors and Persons with Disabilities

The needs of seniors and individuals with disabilities are important factors when planning and building a transportation system. For planning purposes, the MPO defines a “senior” as: a person 60 years of age or older (persons eligible for Albany Transit Call-A Ride transportation services and eligible for Senior/Disabled fare). The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. Organizations or individuals representing these populations can be included on MPO contact lists, and may be represented on MPO committees.

### Transportation Providers

These stakeholders include public and private agencies representing transit (fixed-route, shared-ride, paratransit, intracity) and freight (rail, truck, air,) interests. Organizations representing these interests may be included on MPO contact lists and represented on MPO committees.

### Federal, State, Regional & Local Government Agencies

In order to comply with Federal and State regulations and to be consistent with the planning processes of State and local entities, MPO staff regularly consult with the Oregon Department of Transportation (ODOT) and the Federal Highway Administration (FHWA) through reviews and committee meetings, and by e-mail and phone as work products are drafted and reviewed. In addition there may be one or more ex-officio (non-voting) members from FHWA and Federal Transit Administration (FTA) on the Technical Advisory Committee.

Other agencies involved in the process, but not necessarily on a regular basis, include business and freight representatives.

Regional and local municipal agencies are represented on both MPO Policy Boards and MPO subcommittees.

### Stakeholder/Special Interest Groups

These groups offer differing opinions on the need for and scope of transportation services and facilities in the region. These groups that may be invited into the process include, but are not limited to:

- Local neighborhood and environmental organizations
- Chambers of Commerce
- Albany-Millersburg Economic Development Corporation (AMEDC)
- Corvallis-Benton County Economic Development Office
- School districts
- Mid-Willamette Valley Bike Club
- Corvallis Sustainability Coalition –Transportation Action Team
- Albany Transportation Advisory Committee
- Other bicycle and pedestrian advocates
- Transit Dependent Persons
- Persons experiencing homelessness
- Oregon State University students, faculty, staff and other interested parties
- Representatives of freight interests
- Solicit additions from applicable boards

## Chapter 5: Outreach Activities and Tools

Both MPOs use a variety of methods to inform and engage the public during the planning, update, and amendment of plans and programs. The type of engagement tool used and the degree to which the public are encouraged to be involved depends on the planning activity that is taking place.

Successful evaluation of the effectiveness of the public participation plan requires tracking outreach activities and establishing initial baseline measurements. Reasonable effort will be made to regularly evaluate the MPO's efforts to engage the public. Potential public involvement tools and related tracking or evaluation criteria are listed in the table below.

---

*The novel coronavirus (COVID-19) pandemic greatly limited in-person engagement activities. The MPOs adjusted by **increasing focus on virtual engagement tools**, such as webinars, online mapping, and additional social media posts. Both MPOs intend to continue virtual engagement post COVID-19 in recognition that a **combination of virtual and in-person engagement allows for the most participation.***

---

### Public Involvement Tools and Use

Public Involvement Tool	When is Tool Used?	MPO's Approach
Email Announcements, Master Contact Database/ Email List	<ul style="list-style-type: none"> <li>▪ TAC meeting announcements</li> <li>▪ Policy Board meeting announcements</li> <li>▪ Updates and announcements about MPO Plans and Programs (e.g. RTP, TIP, UPWP, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Increase e-mail list by advertising the availability of e-mail announcements using (Sign up for email via MPO Website)</li> <li>▪ Make corrections when e-mails are returned</li> </ul>
Website/ Social Media	<ul style="list-style-type: none"> <li>▪ TAC meeting announcements</li> <li>▪ Policy Board meeting announcements</li> <li>▪ Updates and announcements about MPO Plans and Programs (e.g. RTP, TIP, UPWP, etc.)</li> <li>▪ Public notice for TIP amendments</li> <li>▪ General MPO updates</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include website address on all organization products</li> <li>▪ Link website to partner organizations</li> <li>▪ Utilize social media outlets available through OCWCOG or member organizations including paid ads as appropriate</li> </ul>
Public Service Announcements (PSA)	<ul style="list-style-type: none"> <li>▪ This tool is used to provide information on meetings, planning documents, and pending transportation policy decisions when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Request PSAs be run by local radio, TV, print and other media outlets</li> </ul>
Newspaper Advertisements and Legal Advertisements	<ul style="list-style-type: none"> <li>▪ Updates and announcements about MPO Plans and Programs (e.g. RTP, TIP, UPWP, etc.)</li> <li>▪ Meeting announcements when major decisions will be considered by the TAC or Policy Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Place publication in prominent location of paper if possible</li> <li>▪ Post notice in publications that reach underserved populations</li> </ul>
Press Releases	<ul style="list-style-type: none"> <li>▪ This tool is used to provide information on meetings, planning documents, and</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintain a current media contact list</li> </ul>

## Chapter 5: Outreach Activities and Tools

	<ul style="list-style-type: none"> <li>pending transportation policy decisions when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Utilize press releases to encourage media coverage</li> </ul>
Direct Mailings	<ul style="list-style-type: none"> <li>This tool is used to provide information on meetings, planning documents, and pending transportation policy decisions when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Adjust mailing list to more accurately target affected areas</li> <li>Use the most up-to-date information to maintain the mailing list</li> </ul>
Flyers/Posters	<ul style="list-style-type: none"> <li>This tool is used to provide information on meetings, planning documents, and pending transportation policy decisions when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Increase distribution to common areas where posters will be more visible to the general public</li> </ul>
Open Houses/ Public Workshops, Speakers Bureau/ Small Group Meetings	<ul style="list-style-type: none"> <li>This tool is used to provide information on updates to plans and programs as well as pending transportation policy decisions</li> </ul>	<ul style="list-style-type: none"> <li>The presentation should provide specific information introducing and outlining the project or program</li> <li>MPO staff should utilize this tool when launching major project or program updates or when public input is needed</li> <li>MPO staff and any consulting staff should be available in a timely manner to make presentations about MPO activities when requested</li> </ul>
MPO staff attending and providing updates to partner agencies and stakeholder during their regularly scheduled meetings	<ul style="list-style-type: none"> <li>This tool is used to update partner agencies and stakeholders on MPO activities during their regularly scheduled meeting time</li> </ul>	<ul style="list-style-type: none"> <li>MPO staff should utilize this tool to provide informal updates on MPO activities</li> <li>When appropriate, this outreach tool may include formal presentations on MPO projects and programs</li> </ul>
Planning Document Distribution	<ul style="list-style-type: none"> <li>This tool is used to garner input on updates to MPO Plans and Programs (e.g. RTP, TIP, UPWP, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Build distribution list to include key partners including member cities, Benton County, and local school districts</li> <li>Build distribution list to include county and city government buildings, libraries and websites</li> </ul>
Comment Forms	<ul style="list-style-type: none"> <li>This tool is used to garner input on a broad range of MPO plans and activities</li> </ul>	<ul style="list-style-type: none"> <li>Encourage responses by explaining the importance of receiving comments</li> </ul>
Graphics/ Visualization	<ul style="list-style-type: none"> <li>Used to provide information on MPO plans, programs and pending transportation policy decisions</li> <li>Policy Board and TAC meetings</li> </ul>	<ul style="list-style-type: none"> <li>Include graphics and visualization techniques online and during public meetings and hearings</li> </ul>

## Appendix A: Transportation Acronyms

**3-C** –Continuing, Comprehensive and Cooperative Planning Process

**3R** –Resurfacing, restoring, and rehabilitating

**AAMPO** –Albany Area Metropolitan Planning Organization

**AASHO** –American Association of State Highway Officials

**AASHTO** –American Association of State Highway and Transportation Officials

**ACT**–Area Commission on Transportation

**ADA** –Americans with Disabilities Act

**ADT** –Average Daily Traffic (or Average Daily trips)

**AMPO** –Association of Metropolitan Planning Organizations

**APA** –American Planning Association

**APTA** –American Public Transportation Association

**ARBA** –American Road Builders' Association

**ARMA** –American Road Makers' Association

**ARRA** –American Recovery and Reinvestment Act

**ARTBA** –American Road and Transportation Builders' Association

**ATS** –Albany Transit System

**BMP**– Best Management Practice

**BMS**– Bridge Management System

**BRT**– Bus Rapid Transit

**BTS**– Bureau of Transportation Statistics

**CAA**– Clean Air Act

**CAA(A)**– Clean Air Act Amendments

**CALM**– Corvallis Albany Lebanon Model

**CAMPO**– Corvallis Area Metropolitan Planning Organization

**CFR**– Code of Federal Regulations

**CIP**– Capital Improvement Program

**CMAQ**– Congestion Mitigation and Air Quality Program

**CMP**– Congestion Management Process (Plan)

**CMS**– Congestion Management System

**COG**– Council of Governments

**CTS**– Corvallis Transit System

**CWACT**– Cascades West ACT

**DEIS**– Draft Environment Impact Statement

**DEQ**– Department of Environmental Quality

**DLCD**– Department of Land Conservation and Development

**DOT**– Department of Transportation

**EEO**– Equal Employment Opportunity

**EIS**– Environmental Impact Statement

**EJ**– Environmental Justice

**EPA**– Environmental Protection Agency

**FAA**– Federal Aviation Administration

**FAP**– Federal-aid primary

## Appendix A: Transportation Acronyms

**FAS**– Federal-aid secondary  
**FAU**– Federal-aid urban  
**FAUB**– Federal-aid Urban Boundary  
**FEIS**– Final Environmental Impact Statement  
**FFC**– Federal Functional Classification  
**FHWA**– Federal Highway Administration  
**FONSI**– Finding of No Significant Impact  
**FRA**– Federal Railroad Administration  
**FTA**– Federal Transit Administration  
**FFY**– Federal Fiscal Year  
**FY**– Fiscal Year

**GIS**– Geographic Information Systems  
**GPS**– Global Positioning Systems

**HBP**– Highway Bridge Program  
**HCM**– Highway Capacity Manual  
**HTF**– Highway Trust Fund  
**HOV**– High Occupancy Vehicle  
**HPMS**– Highway Performance Monitoring Systems  
**HRB**– Highway Research Board  
**HSIP**– Highway Safety Improvement Program  
**HSR**– High Speed Rail

**I/M**– Inspection and Maintenance  
**IAMP**– Interchange Area Management Plan  
**ICC**– Interstate Commerce Commission  
**IHS**– Interstate Highway System  
**IM**– Interstate Maintenance  
**IRF**– International Road Federation  
**ISTEA**– Intermodal Surface Transportation Efficiency Act of 1991  
**ITS**– Intelligent Transportation Systems  
**IVHS**– Intelligent Vehicle Highway Systems

**LCDC**– Land Conservation and Development Commission  
**LOS**– Level of Service (Traffic flow rating)  
**LRT**– Light Rail Transit  
**LRTP**– Long-Range Transportation Plan

**MAP-21**– Moving Ahead for Progress in the 21<sup>st</sup> Century  
**MIS** – Major Investment Study  
**MOA**– Memorandum of Agreement  
**MOU**– Memorandum of Understanding  
**MOVES**– Motor Vehicle Emission Simulator  
**MPO**– Metropolitan Planning Organization  
**MSA**– Metropolitan Statistical Area  
**MTP**– Metropolitan Transportation Plan, also called RTP or Regional Transportation Plan  
**MTIP**– Metropolitan Transportation Improvement Program; also called TIP or Transportation Improvement Program

## Appendix A: Transportation Acronyms

**MUTCD**– Manual on Uniform Traffic Control Devices

**MWACT**– Mid-Willamette Valley ACT

**NAA**– Non-Attainment Area

**NAAQS**– National Ambient Air Quality Standards

**NEPA**– National Environmental Policy Act of 1969

**NHS**– National Highway System

**NHTSA**– National Highway Traffic Safety Administration

**NOX**– Nitrogen Oxides

**O&M**– Operations and Maintenance

**ODOT**– Oregon Department of Transportation

**OHP**– Oregon Highway Plan

**OM&P**– Operations, Maintenance and Preservation

**OMPOC**– Oregon MPO Consortium

**ORFS**– Oregon Roads Finance Committee

**OTC**– Oregon Transportation Commission

**OTIA**– Oregon Transportation Investment Act

**OTP**– Oregon Transportation Plan

**OTREC**– Oregon Transportation Research and Education Consortium

**PCI**– Pavement Condition Index

**PCR**– Pavement Condition Rating

**PE**– Preliminary Engineering

**PEA**– Planning Emphasis Area (as established by FHWA)

**PL**– Planning Funds

**POP**– Program of Projects

**PPM**– Policy and Procedure Memorandum

**PPP**– Public Participation Plan

**PS&E** –Plans, Specifications, and Estimates

**RFP**– Request for Proposal

**ROW**– Right of Way

**RR**– Railroad

**RTP**– Regional Transportation Plan; sometime called an MTP or Metropolitan Transportation Plan.

**RTPO**– Rural Transportation Planning Organization

**SAFETEA-LU**– Safe, Accountable, Flexible, Efficient Transportation Equity Act –a Legacy for Users

**SDC**– System Development Charge

**SIB**– State Infrastructure Bank

**SIP**– State Implementation Plan

**SOV**– Single Occupancy Vehicle

**SPR**– State Planning and Research funds

**SRTS**– Safe Routes to School

**STA**– Special Transportation Area

**STF**– Special Transportation Fund

**STIP**– State Transportation Improvement Program

## Appendix A: Transportation Acronyms

**C-STIP**– Construction STIP  
**D-STIP**– Development STIP  
**STP**– Surface Transportation Program  
**STP-E**– Surface Transportation Program –Enhancement  
**STP-R**– Surface Transportation Program –Rural  
**STP-S**– Surface Transportation Program –State  
**STP-U**– Surface Transportation Program –Urban  
**STPP**– Surface Transportation Policy Project

**TAC**– Technical Advisory Committee  
**TAZ**– Traffic Analysis Zone  
**TCM**– Transportation Control Measure  
**TDM**– Transportation Demand Management  
**TDP**– Transit Development Program  
**TEA-21**– Transportation Equity Act for the 21st Century  
**TIFIA**– Transportation Infrastructure Finance and Innovation Act of 1998  
**TIP**– Transportation Improvement Program, also either MTIP or STIP  
**TMA**– Transportation Management Area  
**TO**– Transportation Options  
**TOD**– Transit Oriented Development  
**TPAU**– Transportation Planning Analysis Unit (ODOT)  
**TPR**– Transportation Planning Rule  
**TRB**– Transportation Research Board  
**TSI**– Transportation System Improvements  
**TSM**– Transportation System Management  
**TSP**– Transportation System Plan  
**TUF**– Transportation Utility Fee

**UGB**– Urban Growth Boundary  
**UPWP**– Unified Planning Work Program  
**U.S.C.**– United States Code  
**UZA**– Urbanized Area

**V/C**– Volume to Capacity  
**VMT**– Vehicle Miles Traveled  
**VOCs**– Volatile Organic Compounds  
**VPD** – Vehicles Per Day

## Appendix B: Transportation Glossary

**5303** - FTA Section 5303 transit planning funds for metropolitan areas

**5307** - Section 5307 formula grants for Urbanized Areas (MPOs)

**5310** - FTA Section 5310 formula grants to enhance mobility of seniors and those with disabilities

**5311** - FTA Section 5311 formula grants for non-urbanized areas

**5339** - FTA Section 5339 federal capital investment grants for buses and bus facilities (previously 5309)

**Alternative Modes of Transportation** - Forms of transportation that provide transportation alternatives to the use of single-occupant automobiles. Examples include: rail, transit, carpools, bicycles, and walking.

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

**Arterial Street** - A class of street serving major traffic movements (high-speed, high volume) for travel between major points.

**Balanced Transportation System** - A system that provides a range of transportation options and takes advantage of the inherent efficiencies of each mode.

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

**Capacity** - A transportation facility's ability to accommodate a moving stream of people or vehicles in a given time period. The maximum rate of flow at which persons or vehicles can be reasonably expected to traverse a point or uniform segment of a lane or roadway during a specified time period under prevailing roadway, traffic, and control conditions; usually expressed as vehicles per hour or persons per hour.

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

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

**Congestion** - A condition under which the number of vehicles using a facility is great enough to cause reduced speeds and increased travel times.

**Congestion Management System (CMS)** - Systematic process for managing congestion. Provides information on transportation system performance and finds alternative ways to alleviate congestion and enhance the mobility of people and goods, to levels that meet state and local needs.

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

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

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

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

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

**Financial Planning** - The process of defining and evaluating funding sources, sharing the information, and deciding how to allocate the funds.

**Financial Programming** - A short-term commitment of funds to specific projects identified in the Transportation Improvement Program (see TIP).

**Fiscal or Financial Constraint** - Making sure that a given program or project can reasonably expect to receive funding within the time allotted for its implementation.

**Formula Capital Grants** – Federal transit funds for transit operators; allocation of funds overseen by FTA.

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

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

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

**High-Occupancy Vehicle (HOV)** - Vehicles carrying two or more people. The number that constitutes an HOV for the purposes of HOV highway lanes may be designated differently by different transportation agencies.

**Intelligent Transportation Systems (ITS)** - The application of advanced technologies to improve the efficiency and safety of transportation systems.

**Interim Benchmarks** - Transportation System Plans (TSP) required by the Transportation Planning Rule must include interim benchmarks for use in evaluating progress at 5-year intervals. Where interim benchmarks are not met, the TSP must be amended to include new or additional efforts.

**Intermodal** - The ability to connect, and the connections between, modes of transportation.

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

**Interstate Highway System (IHS)** - The system of highways that connects the principal metropolitan areas, cities, and industrial centers of the United States. Also connects the US to internationally significant routes in Canada and Mexico.

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

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

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

**Level of Service (LOS)** - A qualitative rating of how well a unit of transportation supply (e.g. street, intersection, bikeway, etc) serves its current or projected demand. LOS A = free flow condition (32 percent of capacity); B= reasonably free flow conditions (51 percent); C=operation stable but becoming more critical (75 percent); D=lower speed range of stable flow (92 percent); E=unstable flow (100 percent); F=forced flow; >100 percent of capacity, stop and go operation.

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

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

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

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

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

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

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

**Mode** - A specific form of transportation, such as automobile, subway, bus, rail, or air.

**Multimodal** - A trip involving several types of transportation, such as both rail and bus.

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

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

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

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

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

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

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

**Planning Funds (PL)** - Primary source of funding for metropolitan planning designated by the FHWA.

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

**Policy Board** - An intergovernmental policy group that comprises representatives from MPO member jurisdictions. The Policy Board provides policy guidance on the transportation planning process in the MPO area.

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

**Program of Projects (POP)** - Each recipient of a Section 5307 grant shall develop, publish, afford an opportunity for a public hearing on, and submit for approval a POP. Often times the MPO Transportation Improvement Program serves as the TIP.

**Public Facility Plan** - A plan required by state law for any city with an urban growth boundary encompassing a population greater than 2,500. A plan outlining the sewer, water and transportation facilities needed to serve such an urbanized area.

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

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

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

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

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

**Refinement Plan** - Refinement plans are a detailed examination of the service needs and land use issues relevant to a particular area.

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

**Right-of-Way (ROW)** - Public space legally established for the use of pedestrians, vehicles or utilities. Right-of-way typically includes the street, sidewalk and buffer strip areas.

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

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

**State Implementation Plan (SIP)** - A plan mandated by the CAA that contains procedures to monitor, control, maintain, and enforce compliance with the NAAQS.

**State Planning and Research Funds (SP&R, SPR)** - Primary source of funding for statewide long-range planning.

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

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

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

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

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

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

**Transportation Conformity** - Process to assess the compliance of any transportation plan, program, or project with air quality implementation plans. The conformity process is defined by the Clean Air Act.

**Transportation Corridor** - Major or high-volume routes for moving people, goods and services from one point to another. They may serve many transportation modes or be for a single mode such as an air corridor.

**Transportation Demand Management (TDM)** - "Demand-based" techniques which are designed to change travel behavior in order to improve the performance of transportation facilities and to reduce the need for additional road capacity. Methods include the use of alternative modes, ridesharing and vanpool programs and trip-reduction programs and/or ordinances.

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

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

**Transportation Infrastructure** - A federal credit program under which the USDOT may provide three forms of credit assistance -secured (direct) loans, loan guarantees, and standby lines of credit -for surface transportation projects of national or regional significance. The fundamental goal is to leverage federal funds by attracting substantial private and non-federal co-investment in critical improvements to the nation's surface transportation system.

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

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

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

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

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

**Transportation Systems Plan** - A plan for one or more transportation facilities that are planned, developed, operated and maintained in a coordinated manner to supply continuity of movement between modes, and within and between geographic and jurisdictional areas. Usually, a plan is produced by a local government, e.g. City of Philomath, Benton County, etc.

**Travel Mode** - The means of transportation used, such as automobile, bus, bicycle, or by foot.

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

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

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

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

## Appendix C: Public Involvement Procedures for MPO Plans and Programs

The purpose of this appendix is to provide details on public involvement procedures related to specific MPO plans and programs. These include long-range planning efforts including the development and periodic update of the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), and the undertaking of special studies. These are performed every two to five years. For these functions, both MPOs will develop a specific public involvement program prior to the commencement of that activity. The specially tailored programs will include elements discussed in Chapter 3 as well as specific targeted outreach activities. The sections below provide details on specific involvement procedures organized by activity.

### Regional Transportation Plan (RTP)

Each MPO is required by Federal law to prepare a long-range (at least 20-year) Regional Transportation Plan (RTP) at least every five years. The plan, at a minimum, must address:

- Transportation facilities, including major roadways, transit, multimodal and intermodal facilities, and intermodal connectors
- Environmental mitigation activities
- A financial plan
- Operational and management strategies
- Capital investment and other strategies
- Transportation and transit enhancement activities

As the RTP is being prepared, each MPO will make use of the public involvement tools listed in Chapter 3 and Chapter 5 of this document. Each activity and its results will be summarized and incorporated into the RTP as appropriate (either within the body of the RTP or as an appendix). Public participation is encouraged throughout the update process at Policy Board and Technical Advisory Committee meetings, through direct comments to the MPO, and at outreach events.

A new RTP is completed at least every five years. Amendments to the RTP may occur when significant changes have been made in Federal transportation law. “Significant” changes include:

- Changing the scope of the planning process (i.e. adding a new planning factor)
- Adding new requirements for the development of the plan
- Adding new requirements for consultation

The public outreach process for a new or amended RTP will include:

- Publishing the draft plan along with a public notice on the MPO to begin a 45-day public comment period on the plan document
- Distributing public notice via e-mail to all MPO interested parties lists
- Inviting the public and notifying the media to provide public comment at the MPO Policy Board meeting scheduled to adopt the new or amended RTP
- MPO staff attending and providing updates to partner agencies and stakeholders during their regularly scheduled meetings
- Providing an additional opportunity for public comment if the final RTP differs significantly from the version that was initially made available for comment

## Appendix C: Public Involvement Procedures for MPO Plans and Programs

- Providing the Policy Board a summary of comments received prior to any formal decision
- Comments made at the meeting are recorded in the minutes and comments received by the MPO are read into the minutes
- Demonstration of explicit consideration and response to public input received during the development of the RTP
- Host a virtual open house to gather stakeholder input as appropriate
- Providing bi-lingual outreach materials to Limited English Proficiency (LEP) populations including summary materials related to the draft RTP

A summary of the public process will be included in the RTP. This may include a summary of public comments. The RTP and related documents will be made available in digital format on the MPO website and in hardcopy at the MPO office. Hard copies will be distributed to MPO member communities, agencies, and other stakeholders by request on a case-by-case basis. Reasonable requests for alternate formats will be considered and accommodated when possible.

### Transportation Improvement Program (TIP)

Federal legislation requires that each MPO develop a Transportation Improvement Program (TIP) at least every four years. The TIP must be developed in cooperation with member jurisdictions, the State of Oregon, regional transit operators and shall be approved by the MPO Policy Board and the Governor. Copies of the TIP are provided to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) and made available to the general public on each MPO website.

The TIP must be consistent with the RTP and include:

- A list of proposed federally or state funded and regionally significant projects to be carried out within the time period after the initial adoption of the TIP
- A prioritization process for allocating funds
- Project descriptions in sufficient detail to identify each project or phase of the project
- A financial plan that demonstrates how the TIP can be implemented and indicates resources from public and private sources that are reasonably expected to be available to carry out the program

The TIP is occasionally updated, with amendments first submitted to MPO staff for review. Staff will work with the project sponsor, ODOT, the United States Department of Transportation (USDOT), the MPO Policy Board, and the MPO Technical Advisory Committee (TAC) to determine if the proposed amendment is classified as a full amendment, administrative amendment or an adjustment. See the MPO TIP Amendment Policy for additional information.

Public participation is encouraged throughout the TIP development and amendment processes in the following ways:

- When a new TIP is being developed, or projects are being evaluated including funding selection, special public notice will be provided through the MPO website, emails to interested parties, notice in local media and other means as appropriate
- A current TIP will be posted on each MPO website

## Appendix C: Public Involvement Procedures for MPO Plans and Programs

- The public is invited to attend all TAC and Policy Board meetings, at which the development of amendments to the TIP will be discussed
- Each MPO will provide an additional opportunity for public comment if the final TIP differs significantly from the version that was initially made available for comment
- Comments made at the meeting will be recorded in the minutes and comments received will be included in the minutes
- Each MPO will demonstrate explicit consideration and response to public input received during the development of the TIP and staff will provide the Policy Board with a summary of comments received prior to any formal decision
- Special public involvement opportunities, which may include additional public meetings or informational sessions
- MPO staff will attend partner agency and stakeholder meetings and provide updates on the TIP process
- Each MPO will host a virtual open house to gather stakeholder input as appropriate. Virtual engagement will solicit input through online comment maps, comment forms and surveys.
- MPO staff will provide bi-lingual outreach materials, including project information, available to regionally identified Limited English Proficiency (LEP) populations

Copies of public notices and a summary of comments received will be made available and may be incorporated into an appendix in the final TIP document. The TIP will be made available in digital format on the MPO website and in hard copy at the MPO office. Hard copies of the TIP will be distributed to MPO member jurisdictions, agencies, and other stakeholders by request on a case-by-case basis. Reasonable requests for alternate formats will be considered and accommodated when possible.

### Title VI Nondiscrimination Plan/ Limited English Proficiency Plan

Each MPO will maintain a Title VI Nondiscrimination Plan, in compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and related federal regulations. The plan will include a Limited English Proficiency Plan. The Title VI / Nondiscrimination Plan will reflect the MPO's commitment to ensuring that no person shall - on the ground of race, color, national origin, religion, age, marital status, sexual orientation, or disability - be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the MPO. Each MPO Title VI Program is inherently related to public participation and will be considered part of this PPP by this reference.

The Title VI Program will be reviewed and updated at least every three years and amended as necessary. An amendment to the Title VI Program may occur if a federal regulation regarding non-discrimination or limited English proficiency has been created or modified. In all cases, the public will be invited to provide comment. Public participation is encouraged throughout the update process at the MPO Policy Board and Technical Advisory Committee meetings, through comments received at the MPO office, and at outreach events.

Public participation is encouraged during the development or amendment process of the Title VI / Nondiscrimination Plan in the following ways:

- Publishing the Title VI Program and a public notice on the MPO website
- Distributing public notices via e-mail to MPO Stakeholders and Interested Parties

## Appendix C: Public Involvement Procedures for MPO Plans and Programs

- Inviting the public to MPO Policy Board and TAC meetings where the Title VI Program is scheduled for review and/or adoption
- All comments will be documented in an appendix to the Title VI / Nondiscrimination Plan
- Staff will provide the Policy Board a summary of comments received prior to any formal decision
- Outreach to Interested Parties will be conducted in person or via telephone as requested

The Title VI Program and related documents will be made available in digital format at the MPO website and in hard copy at the MPO office. Hard copies of the Title VI Program will be distributed to MPO member jurisdictions, agencies, and other stakeholders by request on a case-by-case basis. Reasonable requests for alternate formats will be considered and accommodated when possible.

### Public Participation Plan

During the development of the first PPP, a 45-day public comment period will be provided and Interested Parties will be contacted for input. The public participation process outlined in the PPP will be evaluated and amended periodically. An amendment to the PPP may also occur if a federal or state regulation regarding public participation or environmental justice has been created or modified. In all cases, the public will be invited to provide comment. Public participation is encouraged throughout the update process at MPO Policy Board and Technical Advisory Committee meetings.

Because the PPP will ultimately drive all future public involvement activities of the MPO, it is important to conduct concerted outreach in the development of this plan. Outreach activities completed during the development of the PPP document include:

- 45-Day public comment period, with public notice on website, in local newspaper and in paid advertisements for
- Provision of draft plan to member jurisdictions with request to make copies available to the public at their offices. Printed copies provided at member jurisdiction libraries for review during public comment period.
- Electronic and printed copies of the draft Public Participation Plan were made available for public review and comment. An electronic copy of the draft document was posted at the MPO's website. Printed copies of the draft plan were available to be mailed with a pre-addressed return envelope.
- Direct outreach to organizations representing stakeholder populations, including: minority groups, seniors, persons with disabilities, bike and pedestrian advocates, and transit users. Local economic development entities and neighborhood associations were also contacted.
- Presentation of draft plan for review and comment by the MPO member jurisdictions as represented on MPO Policy Board and MPO Technical Advisory Committee. These meetings were open to the public and advertised on the MPO website and listed on published agenda. All MPO meetings are accessible to those with disabilities.

## Appendix D: Spectrum of Public Participation

The International Association for Public Participation (IAP2) developed the Spectrum of Public Participation (**Figure 3**) to help clarify the role the public plays in the decision-making process. The Spectrum of Public Participation outlines five levels of public participation which can be utilized based on project goals and intended outcomes. Each MPO utilizes this resource as guidance for public involvement efforts related to regional transportation planning.

**Figure 2: Spectrum of Public Participation**

### IAP2'S PUBLIC PARTICIPATION SPECTRUM



The IAP2 Federation has developed the Spectrum to help groups define the public's role in any public participation process. The IAP2 Spectrum is quickly becoming an international standard.

		INCREASING IMPACT ON THE DECISION 				
		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL		To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
	PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

© IAP2 International Federation 2014. All rights reserved.