



# Albany Area MPO Public Participation Plan



Adopted July 23, 2014  
Updated XX XX, XXXX



**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 / Non-Discrimination Program, including procedures for filing a complaint, contact the AAMPO Coordinator at 541 924-4548; by

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# Albany Area Metropolitan Planning Organization Public Participation Plan

Adopted July, 23 2014

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Documents, meeting minutes and agendas, and additional information about AAMPO activities are available on the AAMPO website: <http://www.ocwcog.org/aampo>

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## Albany Area Metropolitan Planning Organization Membership

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### Policy Board

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

### Technical Advisory Committee (TAC)

Chris Cerklewski	City of Albany
Janelle Booth	City of Millersburg
Joe Samaniego	City of Tangent
James Feldmann	Oregon Department of Transportation
Daineal Malone	Linn County
Walt Perry	City of Jefferson
Gary Stockhoff	Benton County

### TAC Ex-Officio Members

Ned Conroy	Ex-Officio, Federal Transit Administration
Jasmine Harris	Ex-Officio, Federal Highway Administration
Mary Camarata	Ex-Officio, Oregon Department of Environmental Quality
Patrick Wingard	Ex-Officio, Oregon Department of Land Conservation and Development
Mark Bernard	Ex-Officio, Oregon Department of Transportation, Regional Transit Coordinator

### Contact Information

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## **Chapter 1: Introduction**

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Federal regulations require the formation of MPOs for all urbanized areas with populations greater than 50,000. MPOs are transportation policy-making bodies established for the purpose of conducting continuing, cooperative and comprehensive (3-C) transportation planning in urbanized areas. The Albany Area Metropolitan Planning Organizations (AAMPO) is the federally designated MPO for the Albany urbanized area.

The City of Albany, the City of Jefferson, the City of Millersburg, the City of Tangent, Benton County, Linn County, and the State of Oregon, acting by and through its Department of Transportation (ODOT) make up the MPO. A portion of Marion County is within the Albany Urbanized Area boundary and, although Marion County declined to participate in the MPO, Marion County remains eligible to participate in the metropolitan planning process and remains eligible to become a party to the formation agreement at any time in the future. A map of the AAMPO planning area is included as Appendix A.

One of the central requirements for MPOs is an all-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 regional transportation plans (RTPs) and transportation improvement programs (TIPs). 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.

### **Purpose of the Public Participation Plan**

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. In an effort to increase understanding of the metropolitan transportation process, this document includes a list of Transportation Acronyms (Appendix B) and a Transportation Glossary (Appendix C) which clarify commonly-used terms and aid in the public education process.

Through public participation, transportation professionals and decision-makers are also afforded the opportunity to see sides of an issue that may be missed when considering a project from a purely technical or political point of view. Meaningful dialog among technical professionals, local decision makers, and general stakeholders is the 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 citizens;
- Promoting accountability;
- Developing a sense of community and ownership;
- Fostering trust in the decision making process and with decision makers;
- Encouraging cooperation and compromise; and
- 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.

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 three paid advertisements
- Provision of draft plan to member jurisdictions with request to make copies available to the public at their offices
- Provision of hard-copy draft plan at Albany Public Library and Oregon Cascades West Council of Governments office
- 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 AAMPO member jurisdictions as represented on AAMPO Policy Board and AAMPO Technical Advisory Committee. These meetings were open to the public and advertised in in local newspaper, on the MPO website and listed on published agenda. All AAMPO meetings are accessible to those with disabilities.

## Chapter 2: AAMPO Structure and Roles

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### Role of Policy Board

The AAMPO 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
- Public Participation Plan (PPP)

Policy Board membership includes representatives from the MPO member jurisdictions: the Cities of Albany, Jefferson, Millersburg, and Tangent; Linn and Benton Counties; and ODOT.

All AAMPO Policy Board meetings are open to the public. All meetings are documented in minutes, with minutes and agendas distributed via e-mail to the AAMPO interested party list. Minutes and agendas are also posted to the AAMPO website (<http://www.ocwcog.org/aampo>).

### 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 AAMPO policies and plans
- Serve as technical resources for the Policy Board

The initial voting membership on the TAC includes staff representatives from the Cities of Albany, Jefferson, Millersburg, Tangent, and Linn and Benton Counties, and ODOT. The elected officials of each of the member jurisdictions appoint representatives to the TAC. Ex-officio members of the TAC may include FHWA, FTA, Oregon Department of Land Conservation and Development (DLCD), Oregon Division of State Lands (DSL), and others.

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 AAMPO website (<http://www.ocwcog.org/aampo>).

### AAMPO Staffing

AAMPO's staffing - including administrative, bookkeeping, and computer services - is 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. Figure 1 shows the relationship between AAMPO and OCWCOG.

**Figure 1: AAMPO Organization Chart**



## **Chapter 3: Public Participation Process**

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AAMPO strives 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. AAMPO 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 AAMPO 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 with the Corvallis Area Metropolitan Planning Organization, 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 five 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, AAMPO is 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. AAMPO intends to continue using virtual public engagement in the future, pairing virtual public engagement with more tradition 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

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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 the AAMPO Policy Board and the Technical Advisory Committee. Anyone interested in being added to the interested party list of any of the AAMPO committees may do so by contacting AAMPO staff.

In addition to members of the general public who provide valuable input, AAMPO has identified the following stakeholder groups as important participants in the public participation process for AAMPO 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, AAMPO has a Title VI/Non-discrimination Plan. The original Title VI/Non-discrimination Plan was adopted in 2014 and was last revised in 2020, the Plan is reviewed every year. The Title VI/Non-discrimination Plan outlines actions the MPO takes to effectively engage minority and low-income populations in transportation decision making. Actions identified in the plan include:

- Adoption of a policy statement regarding the MPO’s adherence to Title VI of the Civil Rights Act and related policies and regulations addressing non-discrimination requirements
- Designation of a Title VI Coordinator to implement the plan, accept complaints and provide periodic review of the efficacy of the plan
- Development and implementation of a Public Participation Plan
- Consideration of Limited English Proficiency
- Consideration of Environmental Justice
- Gathering and maintaining statistical data regarding minority, low-income and protected populations in the AAMPO area
- Providing Title VI Notice to the Public
- Establishing a public complaint process to address and resolve Title VI concerns
- Maintaining a record of Title VI complaints
- Completing employee trainings on Title VI and related topics

- Completing required annual Title VI reports

The AAMPO Title VI Program is inherently related to public participation and is considered part of this Public Participation Plan by this reference.

### **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, AAMPO 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 in AAMPO contact lists, and may be represented on AAMPO 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 in AAMPO contact lists and are represented on AAMPO 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, AAMPO 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 the AAMPO Policy Board and on AAMPO subcommittees.

### **Special Interests**

Special-interest groups offer differing opinions on the need for and scope of transportation services and facilities in the region. Special-interest groups which 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)
- School districts
- Bicycle & pedestrian advocates

## Chapter 5: Outreach Activities and Evaluation

AAMPO uses 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. AAMPO adjusted by increasing focus on **virtual engagement tools**, such as webinars, online mapping, and additional social media posts. AAMPO intends 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 Evaluation Criteria

Public Involvement Tool	Evaluation Criteria	Methods to Meet Goal(s)
Public Participation Plan (PPP)	Required by law; TAC, and Policy Board discussion	Review periodically to incorporate the improvement strategies resulting from public involvement evaluations and insight from TAC, and Policy Board review.
E-Mail Announcements, Master Contact Database/E-mail List	Number of contacts; Number of returned messages	Make corrections when e-mails are returned. Increase e-mail list by advertising the availability of e-mail announcements using other public involvement tools.
Community Stakeholder List (subset of master contact database, includes groups such as Linn-Benton Hispanic Advisory Committee, local non-profits, community organizations, etc.)	Number of contacts; Number of returned messages; Number of group meetings attended (for stakeholders who hold their own meetings)	Establish a continuing relationship with stakeholders by staying informed of their activities (through e-newsletters etc.), emailing group contact person about opportunities for input (including those outside of AAMPO), asking what stakeholders need to be involved, and attending group meetings as an observer.
Website, both standalone project websites and OCWCOG hosted webpage	Number of hits; Number of comments	Include website address on all organization products. Link website to partner organizations.
Public Service Announcements (PSA)	Number of PSAs ran	Request PSAs be run by local radio, TV, print and other media outlets.

Public Involvement Tool	Evaluation Criteria	Methods to Meet Goal(s)
Newspaper Advertisements and Legal Advertisements	Number of contacts; Geographic coverage of contacts	Place publication in prominent location of paper if possible. Increase size or change layout for greater visibility. Include notice in publications that reach underserved populations.
Press Releases	Number of media reached, calls, letters, e-mails.	Utilize press releases to encourage media coverage. Maintain a current media contact list.
Direct Mailings	Calls, letters, etc.; Number of persons reached	Adjust mailing list to more accurately target affected areas. Use the most up-to-date information to maintain the mailing list.
Flyers/Posters/Handouts	Calls, letters, etc.; Number of persons reached, can also include hits to specific QR codes included on flyers.	Increase distribution to common areas where posters will be more visible to the general public. Also consider distribution through less traditional means, such a bookmarks, table tents, staked yard signs, on-bus marketing, and information in utility bills.
Community Events	Number of community events attended; Number of people spoken to; Number of “interested person” signups or responses to request, etc.	Identify list of community events, determine event coordinator/contact person. Gather materials for event, such as large scale maps, dot boards, visual preference surveys, handouts etc. Create a welcoming environment, consider giveaways if appropriate.
Speakers Bureau/Small Group meetings	Number of persons reached based on signup sheet and number of groups reached	MPO staff and any consulting staff should be available in a timely manner to make presentations about MPO activities. Presentations should provide the specific information requested by the group.
Focus Groups/Interviews	Number of responses to focus group invitations; Number of focus group attendees; Number of attendees from hard to reach and historically underrepresented communities; Number of focus groups held; Number of original comments and ideas recorded	Promote focus groups via community partners, AAMPO e-mail list, social media, and physical postings. Personalize invitations for hard to reach and historically underrepresented communities. Provide incentives to participate, such as food, gift cards, etc. when available.

Public Involvement Tool	Evaluation Criteria	Methods to Meet Goal(s)
Planning Document Distribution (physical and online)	Number and variety of distribution sites, both physical and online; Traffic to webpage hosting document; Views of video walking through and summarizing the document	Build distribution list to include county and city government buildings, libraries, websites, and social media outlets. Connect with Public Information Officers to discuss physical and online posting. Videos may be posted on AAMPO and project websites and linked from community partner sites and e-newsletters.
Videos/recordings of open houses, documents, etc.	Views and comments on video/recording; Number of responses to any associated survey	Post videos in easily accessible locations, share posting through community partners, AAMPO e-mail list, social media, etc.
Comment Forms	Calls, letters, etc.; Number of responses	Encourage responses by explaining the importance of receiving comments.
Public facing materials (text/graphics/visualizations)	Materials are readable and accessible. Text is written in plain language, preferable at or below an 8 <sup>th</sup> grade reading level; Where feasible, text is replaced with graphics; Text and graphics are balanced; Comment form noted that graphics were “useful”; Limited questions related to graphic explanation; Amount of engagement with interactive graphics	Check Microsoft Word readability score for text documents. Review graphics and visualizations with outside parties and/or ADA/Title VI Coordinator to check for understanding. Include graphics and visualization techniques online and during public meetings and hearings. Note that graphics can also include interactive maps and products such ArcGIS StoryMaps.
Webinars/Virtual Open Houses	Number of webinars given; Number of webinar attendees; Number of recorded webinar views; Feedback from follow ups, such as surveys, comments on video recordings, and emails	Promote webinars via community partners, AAMPO e-mail list, social media, and physical postings. Make adaptations and accommodations for online environment, examples <a href="#">HERE</a> . Post webinar recordings promptly in an easy to find location.
In-person Open Houses	Number of attendees; Number of comments received; Feedback from follow up surveys, emails, etc.	Promote events via community partners, AAMPO e-mail list, social media, and physical postings.

Public Involvement Tool	Evaluation Criteria	Methods to Meet Goal(s)
Surveys (online and paper)	Number of surveys completed; Degree to which survey demographics reflect community demographics; Number of comments received	Promote surveys via community partners, AAMPO e-mail list, social media, and physical postings. Limit survey difficulty and length. Ensure online surveys are desktop and mobile friendly. Increase survey engagement with visuals, mapping exercises, and non-traditional survey techniques such visual preference and up/down voting. Personalize survey invitations for hard to reach demographics. Provide incentives to complete surveys when available.

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## **Chapter 6: Public Participation Procedures for AAMPO Plans & Programs**

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### **Regional Transportation Plan (RTP)**

AAMPO is required by Federal law to prepare a long-range (20-year) Regional Transportation Plan (RTP), and update the plan 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, AAMPO will make use of the public involvement tools listed in the previous section. 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 AAMPO and technical committee meetings, through comments received by AAMPO, and at outreach events.

The RTP is updated 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 notice process for a new or amended RTP will include:

- Publishing the draft plan along with a public notice on the AAMPO website at <http://www.ocwcog.org/aampo> to begin a 45-day public comment period on the plan document
- Distributing the public notice via e-mail to all AAMPO interested parties lists
- Inviting the public, and notifying the media, by meeting agenda to provide public comment at the AAMPO Policy Board meeting scheduled to adopt the new or amended RTP or modal plan.
- Comments made at the meeting are recorded in the minutes and comments received by AAMPO are read into the minutes

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 at <http://www.ocwcog.org/aampo> and in hardcopy at the Oregon Cascades West Council of Governments office. Hardcopies will be distributed to AAMPO 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. Hardcopies of the RTP may be requested. A fee may be charged, depending on the nature of the request.

### **Transportation Improvement Plan (TIP)**

Federal legislation requires that the Albany Area MPO develop a Metropolitan Transportation Improvement Plan (MTIP, or simply TIP) at least every four years. The TIP must be developed in cooperation with the state and transit operators and shall be approved by the 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 the AAMPO webpage.

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 will also serve as the federally-required Program of Projects (POP) for recipients of 5307 transit funds, and the public involvement activities described in this PPP shall satisfy public involvement and notification requirements for the POP. Public notice for the TIP will have an explicit statement that the advertised TIP public involvement activities and public review period will satisfy the POP requirements.

The TIP is occasionally revised, with revisions first submitted to MPO staff for review. Staff will work with the project sponsor, ODOT, the United States Department of Transportation (USDOT), and the AAMPO Policy Board to determine if the proposed revision is classified as a full amendment, administrative amendment, or adjustment and will incorporate them into the TIP accordingly. Full amendments require Policy Board approval and some level of public notice. Administrative amendments require TAC approval and are brought to the Policy Board as informational items. Adjustments are processed by MPO staff in cooperation with project sponsor and ODOT and are brought to the TAC as informational items as appropriate.

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 and selection for funding, special public notice will be provided through the AAMPO website, emails to interested parties, notice in local media and other means as appropriate
- A current TIP will be posted on the AAMPO website
- The public is invited to attend all TAC and Policy Board meetings, at which the development of or amendments to the TIP will be discussed
- Comments made at the meeting are recorded in the minutes and comments received are included in the minutes
- Special public involvement opportunities, which may include additional public meetings or informational sessions, both in person and virtually. Such meetings may be recorded and posted online for asynchronous viewing and commenting

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 at <http://www.ocwcog.org/aampo> and in hardcopy at the Oregon Cascades West Council of Governments office. Hardcopies of the TIP will be distributed to AAMPO 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. Hardcopies of the TIP may be requested.

## **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 AAMPO Policy Board and Technical Advisory Committee meetings.

## **Title VI and Non-Discrimination Program/Limited English Proficiency Plan**

AAMPO will maintain a Title VI and Non-discrimination 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 / Non-discrimination Plan will reflect AAMPO'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. The AAMPO Title VI Program is inherently related to public participation and will be considered part of this Public Participation Plan by this reference.

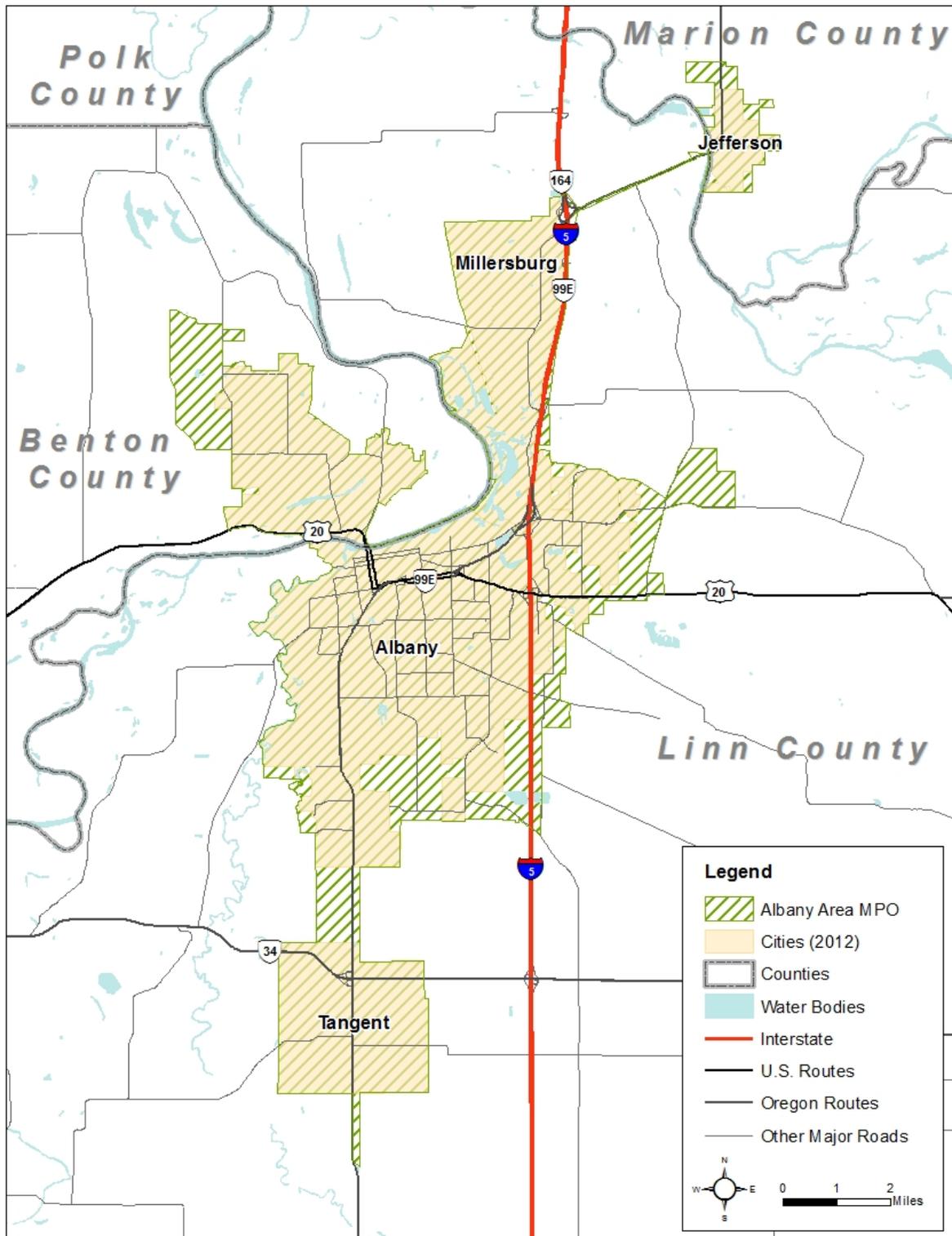
The Title VI Program will be reviewed on a regular basis and amended as required by federal regulations. An amendment to the Title VI Program may occur if a federal regulation regarding non-discrimination or limited English proficiency has been created or modified. In all cases, the public will be invited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

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

- Publishing the Title VI Program and a public notice on the AAMPO website: <http://www.ocwcog.org/aampo>
- Distributing public notices via mail and e-mail to AAMPO Stakeholders and Interested Parties
- Direct outreach to Interested Parties, in person or via telephone
- Inviting the public and notifying the media of public comment opportunities at AAMPO Policy Board meetings where the Title VI Program is scheduled for review and/or adoption
- Comments made at the meeting or received at the staff office are recorded in the minutes

The Title VI Program and related documents will be made available in digital format at <http://www.ocwcog.org/aampo> and in hardcopy at the AAMPO staff office. Hardcopies of the Title VI Program will be distributed to AAMPO 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.

# Appendix A: Albany Area MPO Map



## **Appendix B: Transportation Acronyms**

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

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

**AAA** – American Automobile Association

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

**AASHTO** – American Association of State Highway & 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

**BMCS** – Bureau of Motor Carrier Safety

**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 MPO

**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

**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 and RTP or Regional Transportation Plan

**MTIP** – Metropolitan Transportation Improvement Program

**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. Also 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

**STIF** – Statewide Transportation Improvement Fund

**STIP** – Statewide Transportation Improvement Program

**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 & Innovation Act of 1998

**TIP** – Transportation Improvement Program, 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

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## Appendix C: Transportation Glossary

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**5303** – FTA Section 5303 transit planning funds for metropolitan areas. One of two main sources of a MPO's operating funds, the other being Planning Funds (PL funds) from FHWA.

**5307** – FTA Section 5307 formula grants for metropolitan areas. Funds can be used for public transportation capital, planning, job access and reverse commute projects. 5307 funds may also be used for operating expenses in MPOs of less than 200,000 or if the system has fewer than 100 buses. The City of Albany, which operates Albany Transit System, is the direct recipient of AAMPO's 5307 funds.

**5310** - FTA Section 5310 formula grants to enhance mobility of seniors and those with disabilities. In Oregon, 5310 Special Transportation Fund (STF) agencies receive the 5310 funds on behalf of the smaller MPOs (populations less than 200,000). The STF agencies coordinate with MPOs to determine how 5310 funds will be spent within the MPO area. AAMPO's STF agency is Linn County.

**5311** – FTA Section 5311 formula grants for non-urbanized areas. Funds are used for capital, planning, and operating assistance to support public transportation in rural areas with populations of less than 50,000 (non-urbanized areas outside of MPOs).

**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.

**Area Sources** - Small stationary and non-transportation pollution sources that are too small and/or numerous to be included as point sources but may collectively contribute significantly to air pollution (e.g., dry cleaners).

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

**Attainment Area** - An area considered to have air quality that meets or exceeds the U.S. Environmental Protection Agency (EPA) health standards used in the Clean Air Act. Nonattainment areas are areas considered not to have met these standards for designated pollutants. An area may be an attainment area for one pollutant and a nonattainment area for others.

**Attainment Plan** - A program of air pollution emission control measures associated with state and federal requirements which are designed to ensure that an area achieves attainment with an ambient air standard.

**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)** – Twelve elected officials (three per county) who serve as the administrative and policy decision makers for Linn, Benton, Lincoln and Marion counties.

**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.

**Capital Program Funds** - Financial assistance from the Capital Program of 49 U.S.C. This program enables the Secretary of Transportation to make discretionary capital grants and loans to finance public transportation projects divided among fixed guideway (rail) modernization; construction of new fixed guideway systems and extensions to fixed guideway systems; and replacement, rehabilitation, and purchase of buses and rented equipment, and construction of bus-related facilities.

**Categorical Exclusions (CE)** - Documents prepared under the National Environmental Policy Act (NEPA) for federal actions that do not have a significant human and natural environmental effect.

**Clean Air Act (CAA)** - Federal statutes established by the United States Congress which set the nation's air quality goals and the process for achieving those goals. The original Clean Air Act was passed in 1963, but the national air pollution control program is actually based on the 1970 version of the law. The 1990 Clean Air Act Amendments are the most far-reaching revisions of the 1970 law.

**Clean Water Act (CWA)** - Federal law regulating the quality of the waters of the United States. Amendments to the CWA in 1987 require local jurisdictions to develop stormwater management plans for the control of municipal nonpoint source pollution.

**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.

**Congestion Mitigation & Air Quality Improvement Program (CMAQ)** - A categorical Federal-aid funding program created with the ISTEA. Directs funding to projects that contribute to meeting National air quality standards. CMAQ funds generally may not be used for projects that result in the construction of new capacity available to SOVs (single-occupant vehicles).

**Criteria Pollutants** - Air pollutants for which there are National Ambient Air Quality Standards that have been established by the Environmental Protection Agency to protect the public health and welfare from their known adverse effects. There are additional standards set by the State of Oregon. Communities are required to test the air continually for those criteria pollutants which appear to merit testing, based on historical data and trends, and population.

**Department of Land Conservation and Development (DLCD)** - The state department that administers Oregon's state-wide land use program. 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).

**Design Standards** - Standards that are met when a new road is constructed, or when a deficient section is improved. These standards pertain to all relevant geometric and structural features required to provide a desired level of service over the life of the project. The life of the project is generally 20 years beyond its implementation.

**Enhancements** - Activities that assist communities reach social, cultural, aesthetic and environmental goals as well as help harmonize the transportation system with the community. Enhancements are part of the mitigation for project impacts and can include bike and pedestrian trails, renovating streetscapes, and scenic beautification.

**Environmental Assessments (EA)** - Prepared for federal actions under the National Environmental Policy Act (NEPA) where it is not clearly known how significant the environmental impact might be. If, after preparing an environmental assessment, it is determined that the project impact is significant, an Environmental Impact Statement (EIS) is then prepared. If not, a finding of "no significant impact" (FONSI) is documented.

**Environmental Impact Statements (EIS)** - Prepared for federal actions that have a significant effect on the human and natural environment. These are disclosure documents prepared under the National Environmental Policy Act/NEPA that provide a full description of the proposed project, the existing environment, and analysis of the anticipated beneficial and adverse environmental effects of all reasonable alternatives.. There are various stages – Draft EIS and Final EIS.

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

**Environmental Protection Agency (EPA)** - The federal regulatory agency responsible for administering and enforcing federal environmental laws, including the Clean Air Act, the Clean Water Act, the Endangered Species Act, and others. EPA is the source agency of air quality control regulations affecting transportation.

**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 regional Transportation Improvement Program (see TIP).

**Finding of No Significant Impact (FONSI)** - A statement prepared under the National Environmental Policy Act (NEPA) indicating that a project was found to have no significant impacts on the quality of the human environment and for which an environmental statement will therefore not be prepared.

**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.

**Long-Range Projects** - Projects identified as long-range are expected to be needed in ten to twelve years.

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

**Maintenance Area** - Maintenance area is any geographic region of the United States previously designated nonattainment pursuant to the CAA Amendments of 1990 and subsequently redesignated to attainment subject to the requirement to develop a maintenance plan under section 175A of the CAA, as amended.

**Maintenance Plan** - A program of air pollution emission control measures associated with state and federal requirements which are designed to ensure that an area remains in attainment with an ambient air standard.

**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.

**Medium Term Capital Project** - Projects identified as medium-range are expected to be needed in six to ten years.

**Metropolitan Planning Organization (MPO)** - 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.

**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.

**National Ambient Air Quality Standards (NAAQS)** - Federal standards that set allowable concentrations and exposure limits for various pollutants. The EPA developed the standards in response to a requirement of the CAA. Air quality standards have been established for the following six criteria pollutants: ozone (or smog), carbon monoxide, particulate matter, nitrogen dioxide, lead, and sulfur dioxide.

**National Environmental Policy Act of 1969 (NEPA)** - An established national environmental policy (1969) requiring that any project using federal funding or requiring federal approval, including

transportation projects, examine the effects of proposed and alternative choices on the environment before a federal decision is made.

**National ITS Architecture** - A systems framework to guide the planning and deployment of ITS infrastructure. The national ITS architecture is a blueprint for the coordinated development of ITS technologies in the U.S. It is unlikely that any single metropolitan area or state would plan to implement the entire national ITS architecture.

**Non-attainment** - Any geographic area that has not met the requirements for clean air as set out in the Clean Air Act of 1990. An area can at the same time be classified as in attainment for one or more air pollutants and as a non-attainment area for another air pollutant.

**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 Benchmarks** - Standards for measuring government performance and statewide progress in a variety of areas. Benchmarks help state government set program and budget priorities.

**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 Roads Finance Study** - A major analysis of long-term needs, revenue adequacy and funding alternatives to preserve our road infrastructure.

**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.

**Project Development** - The phase a proposed project undergoes once it has been through the planning process. The project development phase is 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. Oftentimes 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.

**Record of Decision (ROD)** - A concise decision document for an environmental impact statement, prepared under the National Environmental Policy Act (NEPA) that states the decision (selected alternative or choice), other alternatives considered, and mitigation adopted for the selected alternative or choice.

**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 or statewide collaboration and consensus on a region or state's transportation system, and serving as the defining vision for the region's or state'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.

**Short-term Capital Project** - Projects identified as short-range needs are expected to be needed within 5 years.

**Smart Growth** - A set of policies and programs design to protect, preserve, and economically develop established communities and valuable natural and cultural resources.

**Special Transportation Fund Program** – A State of Oregon program intended to benefit seniors and people with disabilities. Primarily formula based and allocated to STF agencies. STF agencies are counties, tribes or transit districts. Agencies also coordinate 5310 funds.

**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 Department of Transportation (State DOT)** - A statewide agency that is responsible for conducting transportation planning activities in non-metropolitan areas of the state, and assisting MPOs in transportation planning for the metropolitan areas. State DOTs are also responsible for developing, designing, and constructing most of the projects on major highways in most states.

**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.

**Statewide Transportation Plan** - The official statewide intermodal transportation plan that is developed through the statewide transportation planning process.

**Statewide Transportation Improvement Fund (STIF)** - Section 122 of Keep Oregon Moving (Oregon House Bill 2017) established a new dedicated source of funding for improving or expanding public transportation service in Oregon through a one-tenth of one percent payroll tax. Monies are allocated to four programs: Formula (90%), Discretionary (5%), Intercommunity Discretionary (4%), and Technical Resource Center (1%).

**State Transportation Improvement Program (STIP)** - Prepared by the State DOTs, 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.

**Surface Transportation Program (STP)** - Federal-aid highway funding program that funds a broad range of surface transportation capital needs, including many roads, transit, sea and airport access, vanpool, bike, and pedestrian facilities.

**Telecommuting** - Communicating electronically (by telephone, computer, fax, etc.) with an office, either from home or from another site, instead of traveling to it physically.

**Title VI** - Title VI of the Civil Rights Act of 1964. Prohibits discrimination 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 Control Measures (TCM)** - Transportation strategies that affect traffic patterns or reduce vehicle use to reduce air pollutant emissions. These may include HOV lanes, provision of bicycle facilities, ridesharing, telecommuting, etc. Such actions may be included in a SIP if needed to demonstrate attainment of the NAAQS.

**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, ride-sharing 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, multiyear (typically three to five years) listing of surface transportation projects proposed for federal, state, and local funding within a metropolitan area. MPOs are required to prepare a TIP as a short-range programming document to complement its long-range transportation plan. TIPs contain projects with committed funds over a multiyear period (one to three years). Also known as a Metropolitan Transportation Improvement Program (MTIP) in MPO areas.

**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 3 to 5 years.

**Transportation Planning Rule (TPR)** - A state planning administrative rule, adopted by the Land Conservation and Development Commission in 1991 to implement state land use planning Goal 12,

Transportation. The TPR requires metropolitan areas to show measurable progress towards reducing dependence on automobiles.

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

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

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

**Trust Fund** - A fund credited with receipts that are held in trust by the government and earmarked by law for use in carrying out specific purposes and programs in accordance with an agreement or a statute.

**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.