

Fiscal Year 2024 Unified Planning Work Program (UPWP)

July 1, 2023 – June 30, 2024



**ALBANY AREA METROPOLITAN PLANNING
ORGANIZATION (AAMPO)**

Adopted April 26, 2023

The development of this document and the implementation of tasks outlined in this document are made possible through the US Department of Transportation (US DOT) funds, under the Federal Highway Administration's Public Law (PL) and Federal Transit Administration's Section 5303. The required matching dollars for PL fund is provided by the Oregon Department of Transportation (ODOT) and the matching fund for the transit fund is provided in the form of In-Kind Match by the City of Albany Transit System (ATS) and Benton County's Special Transportation Fund (STF).

RESOLUTION No. 23-01

**FOR THE PURPOSE OF APPROVING THE FY 2024 ALBANY AREA METROPOLITAN
PLANNING ORGANIZATION'S
UNIFIED PLANNING WORK PROGRAM (UPWP)**

WHEREAS, the Governor of the State of Oregon, pursuant to USC 23 §123 & 450, has designated representatives of the cities of Jefferson, Millersburg, Albany, and Tangent, Benton and Linn counties, and the Oregon Department of Transportation (ODOT) as the Albany Area Metropolitan Planning Organization to carry out the requirements of the Metropolitan Transportation Planning Process; and

WHEREAS, among the major requirements of the Metropolitan Transportation Planning Process is the development of an annual Unified Planning Work Program that delineates the MPO's planning and programming activities and its associated working budget over a fiscal year; and

WHEREAS, the Albany Metropolitan Planning Organization has developed a Unified Planning Work Program for FY 2023, in coordination with local governments, the US DOT and ODOT and in compliance with all applicable federal and state requirements; and

WHEREAS, the City of Albany and Benton County have agreed to provide 'in-kind' local match for the Federal Transit Administration's Section 5303 Funds that are applied by the MPO to partially cover the cost of its transportation planning activities in FY 2024;


NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the Albany Area MPO approves the FY 2021 Albany Area Unified Planning Work Program and its associated budget.

Dated on this 26 April 2023

APPROVED:

Darrin Lane, Policy Board Chair
Albany Area MPO

ATTESTED:



Nick Meltzer, Manager
Albany Area MPO

ABOUT THE ALBANY AREA METROPOLITAN PLANNING ORGANIZATION

Policy Board

Patrick Malone	Benton County
Roger Nyquist	Linn County
David Beyerl	City of Jefferson
Ray Kopczynski (Vice Chair)	City of Albany
Greg Jones	City of Tangent
John Sullivan	City of Millersburg
Savannah Crawford	Oregon Department of Transportation
Darrin Lane (Chair)	Citizens' Representative

Technical Advisory Committee (TAC)

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

TAC Ex-Officio Members

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

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SECTION I: INTRODUCTION

What is a Metropolitan Planning Organization (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. The MPOs are responsible for development of a Regional Transportation Plan (RTP), development of a Metropolitan Transportation Improvement Program (MTIP), and development of a Unified Planning Work Program (UPWP).

What is the Albany Area Metropolitan Planning Organization?

The Albany Area Metropolitan Planning Organization (AAMPO) serves as the metropolitan planning organization (MPO) for the Albany Urbanized Area, as designated by the Oregon Governor in February of 2013. This region includes the cities of Jefferson, Millersburg, Albany, and Tangent, and parts of Benton, Linn, and Marion counties.

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

The Oregon Cascades West Council of Governments, under a contract with the Policy Board, provides administrative services and staffing to AAMPO.

The City of Albany is the owner of the Albany Transit System and their representation on the MPO Policy Board and TAC also represents the interests of the transit system.

What is the Purpose of this Document?

In accordance with federal regulations (23 CFR 450.308), the functions and responsibilities of AAMPO include development of a Regional Transportation Plan (RTP), development of a Metropolitan Transportation Improvement Program (MTIP) and development of a Unified Planning Work Program (UPWP), as noted above. In addition, the MPO produces an annual list of obligated projects and a Public Participation Plan (PPP). AAMPO must also demonstrate compliance with Title VI and other non-discrimination requirements. The State Fiscal Year 2023 UPWP demonstrates how AAMPO will fulfill these requirements between July 1, 2023 and June 30, 2024.

Any changes following the approval of this UPWP document will be approved via Technical Advisory Committee and Policy Board review and subsequent re-adoption.

SECTION II: WORK PROGRAM OVERVIEW

Funding Sources and Match Documentation

Funding from FHWA, FTA, and ODOT supports the AAMPO planning program. The Infrastructure Investment and Jobs Act (IIJA Act) currently provides funding authorization for the nation's surface transportation. A provision of the Transportation Act, referred to as PL Funding, provides transportation planning dollars to support MPOs across the country and acts as the majority of AAMPO's annual budget. Additional AAMPO support comes from FTA 5303 planning funds.

FHWA apportions funds to ODOT and ODOT allocates funds to MPOs using a formula developed cooperatively by ODOT and MPOs, and approved by FHWA. The budget assumptions in this document are according to the most recent ODOT's allocation of PL and 5303 Funds to each MPO. The expenditure assumptions of the budget are based on the best estimates and the latest information available at the time of developing the document.

ODOT State Planning and Research (SPR) or Oregon Transportation Growth Management (TGM) funds often provide support for other specific planning tasks not yet funded or in process at the time of UPWP development. Additionally, AAMPO applies for other federal and state grant opportunities that are applicable and of interest to the region.

Amendments

Amendments to the UPWP to add or remove funds from the UPWP budget, move funds from one task to another, to add new tasks, or to alter portions of a task are allowed. MPO Staff process these amendments on as-needed basis and decide the level of engagement needed by the Technical Advisory Committee and/or Policy Board.

Larger amendments to the UPWP may necessitate Policy Board approval of an updated UPWP as well as multiple MTIP and Statewide Transportation Improvement Plan (STIP) amendments. For example, a MTIP/STIP amendment may be needed to update the amount of planning funds the MPO receives under the MPO's annual work plan project, an additional amendment may then be needed to allocate those new funds to a specific project included in the MTIP/STIP. Depending on the amount of funds and degree of change, proposed amendments to the UPWP, STIP, and MTIP may require public comment periods as directed by the AAMPO Policy Board. AAMPO's MTIP revision policy is posted on the AAMPO website, under the Transportation Improvement Program tab: <https://www.ocwcog.org/transportation/aampo/aampo-plans-programs/>.

Engagement and Process

It is a goal of AAMPO to gain the maximum possible public input into its transportation planning and programming activities. To this end the agency has developed and formally adopted a Public Participation Plan that outlines strategies and efforts that are conducted in association with the tasks in the Work Program. A copy of the AAMPO's Public Participation Plan is posted at the AAMPO's Website:

<https://www.ocwcog.org/wp-content/uploads/2022/02/AAMPO-Public-Participation-Plan-Approved-1.26.2022.pdf> Engagement levels vary depending on the deliverable.

For the development of the UPWP, AAMPO engages stakeholders and the public by:

- Emailing stakeholders and interested parties regarding draft UPWP discussion and opportunity for public comment via email or during regularly scheduled AAMPO meetings

- Holding a 14-day comment period, from April 12 – April 26, prior to a decision by the Policy Board to adopt the UPWP
- Providing public comment opportunities at all Policy Board and TAC meetings.
- Providing notifications regarding the UPWP public comment period on the AAMPO website, along with agendas and minutes for all Policy Board and TAC meetings.

Federal Performance Based Planning Requirements

As a federally designated metropolitan planning organization, AAMPO is required to develop and adopt performance targets for Safety, Pavement Condition, Bridge Condition, National Highway System (NHS) Performance, and Freight Movement/Reliability. Neither of the Congestion Mitigation and Air Quality (CMAQ) measures apply as the Albany region is in attainment.

All Interstate sections and portions of the National Highway System (NHS) within the planning area are owned and maintained by the Oregon Department of Transportation. This fact, coupled with the limited staff capacity of a small MPO, led AAMPO to adopt the state targets for Safety, Pavement/Bridge Condition, NHS Performance and Freight Reliability. While AAMPO does not have direct jurisdiction over any infrastructure, the Safety and Transit performance measures apply to all public roads.

Safety

The AAMPO region experienced ten pedestrian fatalities between January 2016 and December 2020. Traffic crashes resulting in pedestrian and bicyclist injuries and fatalities highlight the need for safer travel in the region. The AAMPO encourages the safe travel of all modes of transportation through emphasizing the preservation and upgrading of existing infrastructure, prior to constructing any new infrastructure. This is reflected in their Surface Transportation Block Grant Program (STBG) project selection, which consists of predominantly resurfacing projects. Resurfacing often presents opportunities to expand shoulders for bike lanes, improving crosswalks, and reducing the maintenance need of transit vehicles. AAMPO supports the safety of the traveling public through this approach. Furthermore, the City of Albany in combination with the Oregon Department of Transportation are working to upgrade multiple signals, which will increase safety for all modes through modern technology.

Transit

AAMPO staff wrote the Public Transit Agency Safety Plan (PTASP) for Albany Transit System (ATS), as well as the Linn Benton Loop, which is operated by ATS. In this sense, we are intimately familiar with the transit performance measures and have incorporated into our work plan the annual updating of the document.

Summary

The following table provides a summary of ODOT and AAMPO's adopted performance measures.

Performance Measure Adherence	Current Status	Next Update
Transportation Safety	Supported ODOT's Measures, January 2018	2022*
Bridge and Pavement	Supported ODOT's Measures, November 2018	2022*
Transportation System	Supported ODOT's Measures, November 2018	2022*
Transit Performance Measures	PTASP Adopted August 2020, updated early 2022	June 2023

*Next update refers to mid performance period review and update of statewide measures.

SECTION III: AAMPO FY23 ACCOMPLISHMENTS

AAMPO's FY23 accomplishments, occurring between July 1, 2022 and June 30, 2023, are listed here by tasks. These same task categories are also presented in Section IV, Planning Tasks, of this document.

Task 100 – Program Management: The purpose of this task is to provide management and administrative support for the MPO's planning and programming activities

- Monthly meetings of the Policy Board and Technical Advisory Committee.
- Completion of FY24 UPWP (Expected March 2023).
- Continued implementation of Title VI Non-Discrimination Plan, including an Annual Accomplishments Report (October 2022).
- Completed Quarterly Reports and billing and twice-annual reporting cycle (January and July).
- Coordinated with the Oregon Department of Transportation on the Carbon Reduction Strategy

Task 200 – Long Range Transportation Planning: The purpose of this task is to provide for the long range transportation planning needs within the Albany Metropolitan Planning Area.

- Work expected to finish on the Regional Transportation Plan (RTP), first started in 2021. The RTP is the AAMPO region's long range transportation plan, looking at a twenty year planning horizon.
- Work expected to finish on the Regional Bicycle and Pedestrian Plan (BPP), first conceived of in 2019. The BPP is the first active transportation plan in the MPO area.
- Facilitated conversations between Albany Transit Service (ATS) and the City of Tangent to explore adding transit service to Tangent.

Task 300 – Inter-Regional Transportation Planning: The purpose of this task is to focus on the inter-regional needs and opportunities of the Albany Area Metropolitan Planning Area.

- Facilitated intergovernmental coordination between member jurisdictions, as well as between AAMPO and CAMPO.
- Participated in meetings of the governing body for the Linn Benton Loop transit service, and Technical Advisory Committee.
- Attended quarterly transit provider meetings.

Task 400 – Transportation Programming: The purpose of this task is to continually perform transportation programming for the Albany MPO Area through the development of new Metropolitan Transportation Improvement Programs (MTIP) and the upkeep of the existing MTIP for inclusion in the Statewide Transportation Improvement Program (STIP).

- Amended FY21-24 STIP with ODOT, as needed.
- Published Annual Listing of Obligated Projects.

Status of AAMPO and Regional Transportation Documents

Key Documents	Current Status	Next Update
AAMPO Regional Transportation Plan (RTP)	Adoption scheduled for Summer 2023	2028
FY 2024-2027 Metropolitan Transportation Improvement Program (MTIP)	Adoption scheduled for May 2023	Spring 2026
FY23 Unified Planning Work Program	Adoption scheduled for April 2023	January 2024
Title VI and Environmental Justice Plan	Updated and approved in April 2020	As needed
Public Participation Plan	Updated in 2022	As needed
Other Documents	Current Status	Next Update
Benton County Transportation System Plan	Adopted March 2019	TBD
Linn County Transportation System Plan	Adopted in 2018	TBD
Albany Transportation System Plan	Adopted February 2010	Anticipated to begin in 2024
Albany Transit Development Plan	Approved May 2018	TBD
Jefferson Transportation System Plan	Approved in June 2022	TBD
Tangent Transportation System Plan	Adopted in 2010	In progress
Millersburg Transportation System Plan	Adopted December 2016	Anticipated 2024

SECTION IV – PLANNING TASKS

Task 100 – Program Management

The purpose of this task is to provide management and administrative support for the MPO’s planning and programming activities. Components of this task are:

110 – MPO Operation

The administration of the MPO operation and MPO office will include:

- Working with the MPO Policy Board and the Technical Advisory Committee to meet the transportation planning and programming needs of the MPO Area
- Holding regular meetings of the Policy Board and the Technical Advisory Committee
- Coordinating the MPO’s planning and programming activities with local planning officials, economic development agencies, local environmental organizations, transit providers, ODOT, FHWA, FTA and Tribal governments
- Attending trainings, transportation-related conferences, and statewide and local transportation-related meetings. At a minimum, staff expect to attend:
 - The National Association of City Transportation Officials (NACTO) annual conference
 - The Association of Metropolitan Planning Organization (AMPO) annual conference
 - Technical trainings offered by OSU and other state entities as available
 - Attend City of Albany Transportation Advisory Commission meetings
- Involving the public in transportation planning and programming activities; public education; implementation of the AAMPO’s public participation process
- Coordinating the MPO’s transportation planning and programming with the Cascades West Area Commission on Transportation (CWACT) and the associations of peer MPOs
- Participating in the Oregon Modeling Steering Committee (OMSC), helping to guide the Oregon Modeling Improvement Program
- Participating on the Oregon Metropolitan Planning Organization Consortium (OMPOC), a forum for Oregon’s MPOs to address common needs, issues and solutions to transportation and land use challenges facing Oregon’s metropolitan regions and surrounding area
- Complying with all applicable federal requirements, particularly, Americans with Disabilities (ADA), Title VI requirements and Environmental Justice Executive Order 12898 and DOT Order 5610.2(a)
- Coordinating regional transportation projects within the Albany Area MPO, including but not limited to:
 - Mid-Willamette Valley Intermodal Center
 - Highway 20 Safety Project
 - Salem-Albany Transit Pilot
 - OR-99W Transit Pilot

- Other projects as necessary

Product: Regular meetings of the MPO Policy Board and Technical Advisory Committee and an AAMPO presence at regional and state meetings.

Schedule: Task is ongoing through the fiscal year

120 – MPO Administration

Activities under this item will include:

- Complying with required paperwork and documentation of activities as well as the maintenance of the MPO records
- Accounting, bookkeeping, and invoicing
- Preparing and submitting semi-annual and annual reports to ODOT. Semi-annual reports are submitted by January 15th, annual reports are submitted by July 30th
- Preparing the agency's financial audit
- Upkeep and maintenance of the agency's website, including adding all MPO designation documents. Consider updating website to more accessible version.
- Attending organizational and personnel-related meetings
- Creation and maintenance of an MPO continuity of operations binder

Product: Compliance with federal and state transportation planning regulations, semi-annual reports and invoices, financial audit results, up to date website

Schedule: Task is ongoing through the fiscal year

130 – Annual Document Review

This task is intended to review, update and publish any changes to the major documents AAMPO is required to maintain. An annual review at the least will be conducted, with updates completed as necessary. This includes:

- Posting of Obligated Transportation Projects on the website, per Federal Requirements
- Reviewing the Title VI/Non-discrimination Plan
- Reviewing the Public Participation Plan and updating to include enough specify that members of the public can clearly know the duration of comment periods for each MPO document or change, and how to best access the information.
- Developing the FY24 Unified Planning Work Program and budget, and subsequent approval
- Amending the FY23 Unified Planning Work Program as needed

Product: An FY24 UPWP that outlines the work program and budget for the coming year. Amendments to required federal planning documents as needed

Schedule: Completion expected in the 3rd quarter

140 – MPO Education and Training

This task is intended to educate and inform newly appointed Policy Board members and members of the

public about the role MPOs have in coordinating regional transportation planning. Additional trainings on principles of transportation planning will also be considered. Materials will include the following:

- What is an MPO
- MPO's role in transportation planning
- Transportation planning principles
- Walking, bicycling, and transit tours of the AAMPO planning area
- Transportation oriented speaker series (may be done in conjunction with CAMPO and local jurisdictions)

TASK 100: PROGRAM MANAGEMENT	
Task Component	FY23
110: MPO Operation	\$55,000
120: MPO Administration	\$30,460
130: Annual Document Review	\$6,000
140: MPO Education and Training	\$6,000
Total	\$97,460

Task 200 – Long Range Transportation Planning

The purpose of this task is to provide for the long range transportation planning needs within the Albany Metropolitan Planning Area. While some tasks could be perceived as “short range,” they generally contribute to the long term needs and knowledge of the region, and intentionally help to build technical capacity of member jurisdictions (i.e. without the MPO they would not have the same opportunity). This task is funded through a combination of PL and 5303 Funds.

Task 210: Technical Assistance to Communities

AAMPO is continually working to better serve its communities. Understanding that many cities are understaffed and/or overworked, we propose 20 hours of staff time to each member community to work towards a long range transportation project. Whether that’s assistance on an existing project, completing a quick analysis that’s been on the to-do list for months, or doing some conceptual design work for transportation improvements. Projects would have to adhere to requirements in 23 CFR 450, which outline the tasks eligible for reimbursement with PL funding. This includes but is not limited to:

- Transportation Scoping Studies
- Bicycle/Pedestrian/Vehicle Count Analysis
- Transportation System Plan Project Identification
- Conceptual Design Recommendation

Product: 150 hours of staff time to AAMPO members. A summary of tasks completed presented to the Technical Advisory Committee and Policy Board

Schedule: Task is ongoing throughout the fiscal year

Task 220: AAMPO RTP Performance Monitoring

An update to the Albany Area MPO’s Regional Transportation Plan (RTP) is expected to be completed in summer 2023. The purpose of this work item is to continue placing staff effort on RTP implementation including dissemination of information about the plan and pursuit of project funding. Regular performance monitoring will also be performed as part of this work task. One aspect of this task could include a “Transportation Project Tracker,” which captures local and regional infrastructure improvements on a year by year basis, to share with the public as well as the policy board.

Product: Development of high-level overview document summarizing the AAMPO RTP for elected officials and general public, progress funding projects listed in RTP, amendments to RTP as needed, ongoing performance monitoring and reporting

Schedule: Task is ongoing throughout the fiscal year

Task 230: Oregon Pop-Up Infrastructure

This project is to research methods of implementing Pop-Up Infrastructure practically, with consideration of necessary state and federal regulations when applicable to a Pop-Up Infrastructure solution.

Product: Usable implementation strategies for a variety of common uses, as well as identifying member specific interests through the TAC and Policy Board.

Schedule: Task is ongoing throughout the fiscal year

Task 240: Electric Fleet Transition Plan

Albany Transit System is exploring a transition to hybrid and electric vehicles. With increased federal funding available for low or no emission buses, many grants require a transition plan be in place before a transit agency is eligible. This task, in combination with Task 320, will work with Albany Transit and the Linn Benton Loop to develop an electric bus fleet transition plan.

Product: *Electric Bus Fleet Transition Plan*

Schedule: *Q2-Q3*

TASK 200: LONG RANGE TRANSPORTATION PLANNING	
Task Component	
210: Technical Assistance to Communities	\$20,000
220: AAMPO RTP Performance Monitoring	\$13,000
230: Oregon Pop-Up Infrastructure	\$20,000
240: Electric Bus Transition Plan	\$17,000
Total	\$70,000

Task 300 – Inter-Regional Transportation Planning

The purpose of this task is to focus on the inter-regional needs and opportunities of the Albany Area Metropolitan Planning Area. This task recognizes the interrelated transportation needs of both AAMPO and the Corvallis Area MPO and sets aside funds to work on projects affecting both MPOs as well as the greater region. This task is funded through a combination of PL and 5303 Funds.

Task 310 – CAMPO Continuing Coordination

As the greater Albany-Corvallis region grows in both population and employment, there will be increased stress on the major commute routes through the region. This task allocates money towards coordination with the Corvallis Area MPO (CAMPO) to address regional travel demand and alignment of programs. These specific tasks include, but are not limited to:

- Hosting joint TAC and Policy Board meetings
- Developing a regional bicycle route map
- Planning for regional freight connections and subsequent improvements
- Exploring funding opportunities for local transportation project implementation

CAMPO has identified similar funding to contribute in their upcoming UPWP. As projects are expected to develop over the fiscal year, no definitive product other than meeting minutes currently exists. Any project will be approved by both Policy Boards prior to beginning.

Product: Meeting minutes, regional maps, plans and lists of funding opportunities

Schedule: Task is ongoing throughout the fiscal year

Task 320 – Local Transit Planning Support

As increased funding for transit leads to expansion of Albany Transit System, AAMPO provides support for ongoing planning activities, including service design and service analysis. With the design of the Transit Operations Facility (TOF) which will support both Albany Transit and Linn Benton Loop, increased collaboration is expected. With transitions to electric fleets, Albany Transit is also in need of an electric bus fleet transition plan, which will be completed under this task. In FY21, AAMPO prepared the Public Transit Agency Safety Plan (PTASP) for Albany Transit System. As that document requires updating once a year, that will be incorporated into this task.

Products: Technical assistance as needed to Albany Transit System. Information dissemination from state and federal partners. Public Transit Agency Safety Plan (PTASP) annual update. Potential match for STIF regional transit enhancement projects.

Schedule: Task is ongoing throughout the fiscal year

Task 330: Linn-Benton Loop Support

The purpose of this task item is to capture CAMPO staffing support for the Linn-Benton Loop Governing Board and Technical Advisory Committee (TAC). Additional aspects include serving on the Loop TAC and as the liaison between the CAMPO Policy Board and Linn-Benton transit service. CAMPO will continue to assist in the implementation of the Linn-Benton Loop Service Development Plan.

Product: Staffing support and technical assistance to the Linn-Benton Loop; information dissemination from state and federal partners.

Schedule: Task is ongoing throughout the fiscal year.

Task 340: Travel Model Coordination

This task is focused on the regional travel demand model and data collection, analysis and development. An up-to-date travel demand model is useful for both MPO led and non-MPO led plans and projects (e.g. corridor studies, capital projects, land use planning studies and land use developments). AAMPO staff will continue to work with ODOT's Transportation Planning and Analysis Unit (TPAU) to refine the Corvallis Albany Lebanon Model (CALM), used by both AAMPO and CAMPO.

This task also includes work related to the Oregon Household Activity Survey (OHAS). The OHAS is a periodic statewide effort, led by the Oregon Modeling Steering Committee (OMSC), to capture demographic and travel behavior of Oregon residents. This data is used to update travel demand models and answer other transportation related questions. AAMPO is involved in the OHAS effort though the MPO's commitment to provide funding (Task 420: OHAS Set Aside) as well as attendance at OMSC and OHAS meetings, providing input and feedback on the OHAS effort.

Product: Up to date regional travel demand model, active participation in OHAS effort

Schedule: Task is ongoing throughout the fiscal year.

TASK 300: INTER-REGIONAL TRANSPORTATION PLANNING	
Task Component	
310: CAMPO Coordination	\$15,000
320: Local Transit Planning Support	\$21,461
330: Linn-Benton Loop Support	\$15,000
340: Travel Model Coordination	\$10,000
Total	\$61,461

Task 400 – Transportation Programming

The purpose of this task is to continually perform transportation programming for the Albany MPO Area through the development of new Metropolitan Transportation Improvement Programs (MTIP) and the upkeep of the existing MTIP for inclusion in the Statewide Transportation Improvement Program (STIP).

410 – MTIP Amendments

This task provides for the necessary amendments to the FY21-24 MTIP and STIP documents. The amendments are generally initiated either by member jurisdictions or by ODOT..

Product: Up-to-date FY21-24 and FY24-27 MTIP document. Transition from FY21-24 to FY24-27 MTIP in October 2023.

Schedule: Task is ongoing throughout the fiscal year

Task 420 – 2030 Oregon Household Activity Survey (OHAS) Funding Set-Aside

AAMPO is expected to participate in the 2030 Oregon Household Activity Survey, coordinated by ODOT, the Oregon Modeling Steering Committee and statewide MPO partners. The OHAS is necessary to develop data that feeds the Corvallis-Albany-Lebanon Model (CALM). These regional models are a required part of long range planning for MPOs. Setting aside money now for the survey in 10 years will allow AAMPO to offset the costs without using STBG funds member agencies need for construction projects. Annually, \$10,000 will be set aside, for a total of \$80,000 over 8 years. This money will be held in an account by ODOT through a memorandum of understanding.

Product: Starting in FY 24 and continuing to FY32, A total of \$80,000 to contribute to the 2030 OHAS

Schedule: Ongoing for this fiscal year and into the future

TASK 400: TRANSPORTATION PROGRAMMING	
Task Component	
410: MTIP Amendments	\$15,000
420: 2030 OHAS Set-Aside	\$10,000
Total	\$25,000

Task 500 – Special Projects

This task focuses on special projects that are of interest to the MPO and broader transportation organizations. Task 500 is created for the explicit purpose to capture one time projects that are not re-occurring to AAMPO year to year.

Task 510: Special Project Pool

AAMPO created this special project pool task to enable the MPO to pursue projects of interest as such opportunities arise. Project will require support of the AAMPO Technical Advisory Committee and Policy Board.

Product: Product is dependent on the projects pursued and interests of the AAMPO TAC and Policy Board

Schedule: Schedule is dependent on project pursued

Task 520: Highway 20/34 Planning Study

Highway 20/34 between Philomath and I-5 is a key corridor connecting the CAMPO and AAMPO regions, transporting commuters, recreationalists, freight, and local residents. The corridor is expected to see increased traffic as the region grows in population. While many jurisdictions identify the Highway 20/34 Corridor as an issue during their recently developed transportation system plans, none of them dive into the details of solutions.

This project, in coordination with CAMPO, ODOT's Transportation Planning and Analysis Unit (TPAU), and consultants, will investigate the range of multi-modal investments that can decrease demand along this corridor for single occupancy vehicles, thereby reducing greenhouse gas emissions, eliminating the need to expand the highway, and allow for efficient travel by all modes.

Product: Identification of project stakeholders and goals, existing and future conditions analysis, identification of corridor solutions and implementation measures, final plan document

Schedule: TBD

TASK 500: Special Projects	
Task Component	FY23
510: Special Project Pool	\$5,520
520: Hwy 20/34 Corridor Planning Study	-
Total	\$5,520

Task Schedule

The table below summarizes non-continuous tasks AAMPO is undertaking during State Fiscal year 2024. Note that dates may change as projects evolve.

Non-continuous tasks being undertaken in State Fiscal Year 2024	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	July 2023	Aug	Sep	Oct	Nov	Dec	Jan 2024	Feb	Mar	Apr	May	Jun
230: Tactical Urbanism Training												
240/320: ATS Electric Fleet Transition Plan												

SECTION V: BUDGET SUMMARY

The following budget tables detail the planned activities for Fiscal Year 2023-2024. In addition, a breakdown of expenses and funding sources is provided.

FY24 Budget by Subtask

Task	FY24 Amount	FY23 Amount	Dollar Change	Percent Change
TASK 100: Program Management	\$97,460	\$73,000	\$24,460	25%
110: MPO Operation	\$55,000			
120: MPO Administration	\$30,460			
130: Annual Document Review	\$6,000			
140: MPO Education and Training	\$6,000			
TASK 200: Long Range Transportation Planning	\$70,000	\$75,000	(\$5,000)	-7%
210: Technical Assistance to Communities	\$20,000			
220: AAMPO RTP Performance Monitoring	\$13,000			
230: Oregon Pop-Up Infrastructure	\$20,000			
240: Electric Bus Transition Plan	\$17,000			
TASK 300: Inter-Regional Transportation Planning	\$61,461	\$65,000	(\$3,539)	-6%
310: CAMPO Coordination	\$15,000			
320: Local Transit Planning Support	\$21,461			
330: Linn-Benton Loop Support	\$15,000			
340: Travel Model Coordination	\$10,000			
TASK 400: Transportation Programming	\$25,000	\$22,171	\$2,829	11%
410: MTIP Amendments	\$15,000			
420: 2030 OHAS Set-Aside	\$10,000			
TASK 500: Special Projects	\$5,520	\$269,315	(\$263,795)	
510: Special Project Pool	\$5,520			
520: Hwy 20/34 Corridor Planning Study	-			
TOTAL	\$259,440.61	\$235,171	\$24,270	9%

Note: \$259,440.61 is the SFY24 funding amount provided by ODOT on March 28, 2023

FY24 Budget by Fund Source

The Infrastructure and Investment Jobs Act (IIJA) created a new requirement that 2.5% of planning funds must be spent towards creating safe and accessible transportation options. This set aside must be clearly identified in metropolitan work plans. These funds are labeled in the table below under Safe and Accessible Transportation Options, or SATO. These funds do not require a local match.

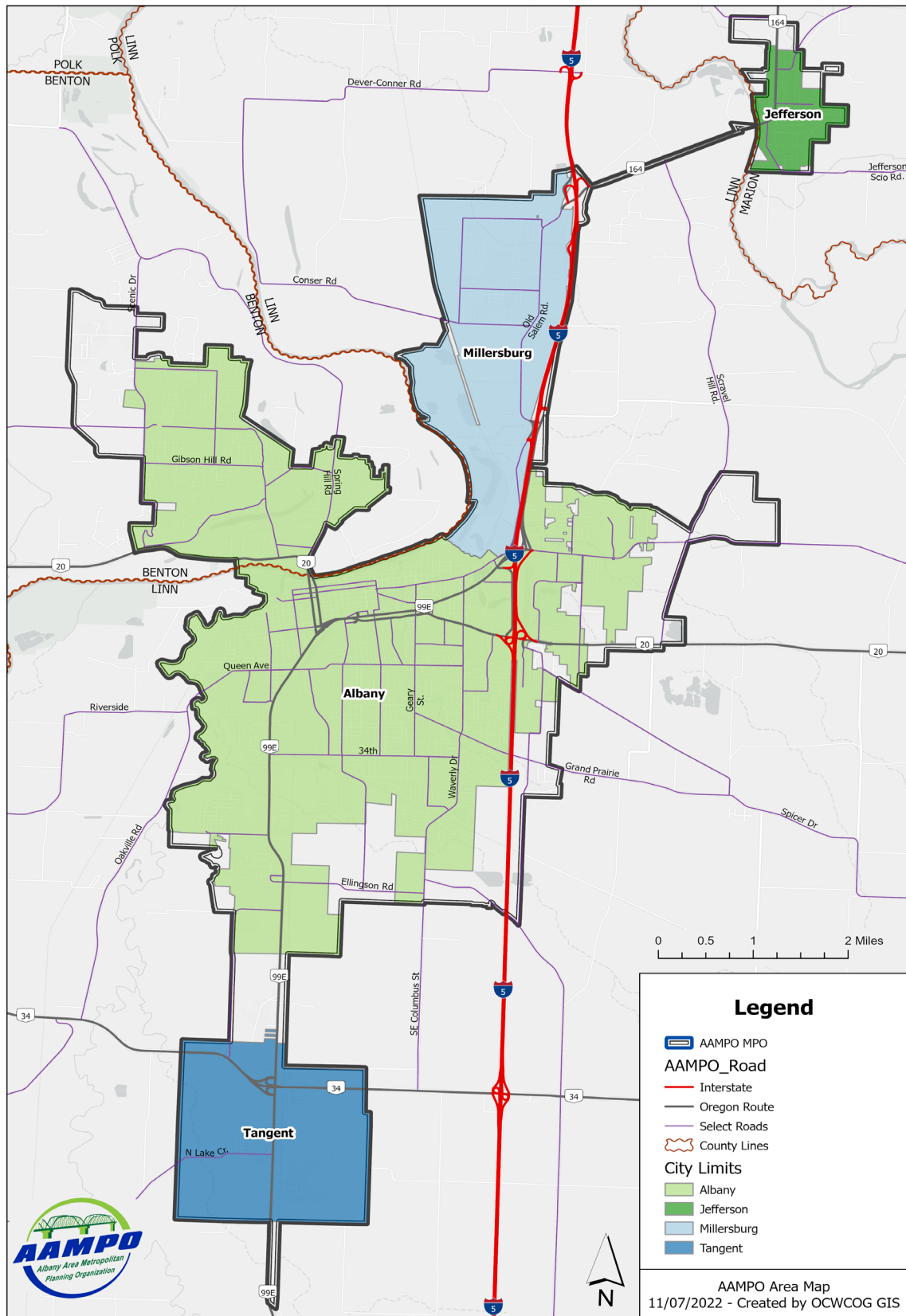
Task	Task Budget Total (Personnel + Non-Payroll + Contracted Staff)	PL Funds	FTA 5303/SATO Funds	PL Match Funds (10.27% from ODOT)	Local Match (5303/SATO) (Funds and In-kind)
Task 100: Program Management	\$97,460	\$87,451	\$0	\$10,009	\$0
Task 200: Long Range Transportation Planning	\$50,000	\$44,865	\$0	\$5,135	\$0
Task 230: Pop Up Infrastructure	\$20,000	\$14,226	\$4,146	\$1,628	\$0
Task 300: Inter-Regional Transportation Planning	\$61,461	\$0	\$55,149	\$0	\$6,312
Task 400: Transportation Programming	\$25,000	\$22,433	\$0	\$2,568	\$0
Task 500: Special Projects	\$5,520	\$4,953		\$567	\$0
Total SFY23 Budget	\$259,440.61	\$173,927.40	\$59,294.41	\$19,906.77	\$6,312.03

FY24 Expenses

Cost	Amount	Percent of Total Budget
AAMPO Staff Payroll Expenses	\$193,475	75%
AAMPO Non-Payroll Expenses	\$60,446	23%
Advertising	\$1,000	
Board/Comm/Meeting Expense	\$1,000	
Contract Expense (OCWCOG & External)	\$5,000	
Copying	\$500	
Dues and Memberships	\$1,000	
Legal Expenses	\$1,000	
Licenses and Fees	\$2,000	
Maintenance and Repair	\$1,000	
Overhead and Administration	\$33,762	
Postage	\$500	
Printing	\$500	
Rent	\$5,684	
Supplies	\$500	
Telephone	\$1,000	
Training	\$4,000	
Travel	\$2,000	
Special Project Pool	\$5,520	2%
Total	\$259,440.61	100%

*Contracted task support includes part time work from the COG Transportation Planner as well as technical assistance from external contractors. The special projects pool can be payroll, material or contract expense, and will be approved by the Policy Board prior to expenditure.

APPENDIX A: AAMPO PLANNING AREA AND INTER-REGIONAL MAP



APPENDIX B: OTHER TRANSPORTATION PLANNING ACTIVITIES IN THE MPO AREA

The following is a list of concurrent transportation planning activities within the MPO Area:

1. Tangent TSP. Awarded via TGM in 2022, expected to begin in FY24.
2. Millersburg TSP Update. Update partially funded via STBG dollars, expected to begin in calendar year 2024.
3. Climate Friendly and Equitable Community Implementation. The city of Albany is set to implement new rules approved by the State of Oregon related to land use and transportation planning. While MPOs do not typically engage in efforts related to state rules, in this particular instance a portion of the rules require the two cities to update their transportation system plans. As AAMPO collaborates closely with members on long range planning efforts, there may be some coordination over the fiscal year.
4. Highway 20 Downtown Albany Study. The City of Albany is discussing signal improvements to the Highway 20 Corridor between Springhill Drive and 3rd Ave. The project would look at potential solutions to optimize vehicle traffic.

APPENDIX C: GLOSSARY OF ACRONYMS

ATS	Albany Transit System
AAMPO	Albany Area Metropolitan Planning Organization
CED	Community and Economic Development Department of OCWCOG
CPT-HSTP	Coordinated Public Transit-Human Service Transportation Plan
CTS	Albany Transit System
CWACT	Cascades West Area Commission on Transportation
DEQ	Department of Environmental Quality
DLCD	Department of Land Conservation and Development
GHG	Green House Gases
FAST	Fixing America's Surface Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
IGA	Intergovernmental Agreement
IJA	Infrastructure Investment and Jobs Act
ITS	Intelligent Transportation System
MAP-21	Moving Ahead for Progress in the 21 st Century
MPO	Metropolitan Planning Organization
MTIP	Metropolitan Transportation Improvement Program
OCWCOG	Oregon Cascades West Council of Governments
ODOT	Oregon Department of Transportation
OSU	Oregon State University
PL Fund	Planning Funds allocated to Metropolitan Transportation Planning activities
RTP	Regional Transportation Plan
ROI	Return on Investment
SAFETEA-LU	Safe, Accountable, Flexible, Efficient, Transportation Equity Act, a Legacy for Users
Section 5303	FTA's program of financing transit planning activities of MPOs
5307	FTA's program of financing urban transit systems
Section 5310	FTA's program of financing transit for the elderly and people with disabilities
Section 5311	FTA's program of financing rural transit services
	SHRP
	Strategic Highway Research Program
STF	Special Transportation Fund
STIP	Statewide Transportation Improvement Program
STBGP	Surface Transportation Block Grant Program
TAC	Technical Advisory Committee
TDP	Transit Development Plan
TGM	Transportation Growth Management
TIP	Transportation Improvement Program
TPAU	Transportation and Planning Analysis Unit of ODOT
TSP	Transportation System Plan
UPWP	Unified Planning Work Program
USC	United States Code
USDOT	United States Department of Transportation

APPENDIX D: FHWA AND FTA JOINT PLANNING EMPHASIS AREAS

FHWA and FTA issued new, joint Planning Emphasis Areas (PEAs) in December 2021. These updated Planning Emphasis Areas are intended to be used by metropolitan planning organizations, state departments of transportation, transit agencies, and federal land management agencies in their Unified Planning Work Programs and State Planning and Research Work Programs. The link below provide additional information about the new PEAs.

<https://www.transit.dot.gov/regulations-and-programs/transportation-planning/2021-planning-emphasis-areas>

Task	Tackling the Climate Crisis	Equity and Justice 40	Complete Streets	Public Involvement
TASK 100: Program Management				
110: MPO Operation				
120: MPO Administration	X			X
130: Annual Document Review				X
140: MPO Education and Training		X	X	X
TASK 200: Long Range Transportation Planning				
210: Technical Assistance to Communities				
220: AAMPO RTP Performance Monitoring	X	X	X	
TASK 300: Inter-Regional Transportation Planning				
310: CAMPO Coordination				
320: Local Transit Planning Support	X	X		
330: Linn-Benton Loop Support	X	X		
340: Travel Model Coordination				
TASK 400: Transportation Programming				
410: TIP Amendments				X
420: 2030 OHAS Set-Aside				
TASK 500: Special Projects (new task in FY23)				
510: Special Project Pool				
520: Hwy 20/34 Corridor Planning Study	X	X	X	X
530: Oregon Pop-Up Infrastructure	X	X	X	X

Task	Strategic Highway Network	Federal Land Management Agency Coordination	Planning and Environment Linkages	Data in Transportation Planning
TASK 100: Program Management				
110: MPO Operation	X	X	X	
120: MPO Administration		X	X	
130: Annual Document Review				X
140: MPO Education and Training			X	X
TASK 200: Long Range Transportation Planning				
210: Technical Assistance to Communities	X			X
220: AAMPO RTP Performance Monitoring	X		X	X
TASK 300: Inter-Regional Transportation Planning				
310: CAMPO Coordination	X			
320: Local Transit Planning Support			X	X
330: Linn-Benton Loop Support			X	X
340: Travel Model Coordination				X
TASK 400: Transportation Programming				
410: TIP Amendments				X
420: 2030 OHAS Set-Aside				
TASK 500: Special Projects (new task in FY23)				
510: Special Project Pool				
520: Hwy 20/34 Corridor Planning Study	X		X	X
530: Oregon Pop-Up Infrastructure			?	

APPENDIX E: IN-KIND MATCH OVERVIEW

The purpose of this appendix is to outline in-kind match funding as shown in the Fiscal Year (FY) 2023 Albany Area MPO Unified Planning Work Program (UPWP). The Albany Area MPO Unified Planning Work Program (UPWP) show the details for the tasks one through five as listed below in the “FY24 Budget by Fund Source” table. This table is also included in Section V of the UPWP above.

FY24 Budget by Fund Source

Task	Task Budget Total (Personnel + Non-Payroll + Contracted Staff)	PL Funds	FTA 5303/SATO Funds	PL Match Funds (10.27% from ODOT)	Local Match (5303/SATO) (Funds and In-kind)
Task 100: Program Management	\$97,460	\$87,451	\$0	\$10,009	\$0
Task 200: Long Range Transportation Planning	\$50,000	\$44,865	\$0	\$5,135	\$0
Task 230: Pop Up Infrastructure	\$20,000	\$14,226	\$4,146	\$1,628	\$0
Task 300: Inter-Regional Transportation Planning	\$61,461	\$0	\$55,149	\$0	\$6,312
Task 400: Transportation Programming	\$25,000	\$22,433	\$0	\$2,568	\$0
Task 500: Special Projects	\$5,520	\$4,953		\$567	\$0
Total SFY23 Budget	\$259,440.61	\$173,927.40	\$59,294.41	\$19,906.77	\$6,312.03

The following sections provide additional detail on in-kind match by source.

AAMPO Technical Advisory Committee Meetings

- 9 TAC meetings at 1.5 hours per meeting
- \$100/hour loaded rate per staff person
- \$16/hour for elected official volunteer time
- Total: \$6,966

AAMPO TAC MEETINGS		
Jurisdiction	Loaded rate/hour	Rate for nine 1.5-hour TAC meeting
Albany	\$100	\$1,350
Millersburg	\$100	\$1,350
Jefferson	\$16 (elected official)	\$216
Tangent	\$100	\$1,350
Benton County	\$100	\$1,350
Linn County	\$100	\$1,350
Total		\$6,966

AAMPO Policy Board Meetings

- 9 Policy Board meetings at 1.5 hours per meeting
- \$16/hour for elected official volunteer time
- Total: \$1,296

AAMPO POLICY BOARD MEETING		
Jurisdiction	Volunteer rate/hour	Rate for nine 1.5-hour Policy Board meetings
Albany	\$16	\$216
Millersburg	\$16	\$216
Jefferson	\$16	\$216
Tangent	\$16	\$216
Benton County	\$16	\$216
Linn County (paid)	-	-
Citizens' Representative	\$16	\$216
Total		\$1,296

Other In-Kind Sources

Albany Transit Match

Provided quarterly by Albany Transit System Business Manager. Includes meetings, document review, and other tasks. Total of \$4,000

Overall In-Kind Breakdown

Item	Amount
9 TAC Meetings	\$6,966
9 Policy Board Meetings	\$1,296
Albany Transit Match	\$4,000
Total	\$12,262
In-kind match need for SFY 2024	\$6,312

APPENDIX F: SUMMARY OF COMMENTS

See comment tracker following this page