

# State Fiscal Year 2025 Unified Planning Work Program (UPWP)

July 1, 2024 – June 30, 2025



ALBANY AREA METROPOLITAN PLANNING  
ORGANIZATION (AAMPO)

Adopted XXX 2024

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. 25-XX**

**FOR THE PURPOSE OF APPROVING THE SFY 2025 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 SFY 2025, 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 SFY 2025;

**NOW, THEREFORE, BE IT RESOLVED**, that the Policy Board of the Albany Area MPO approves the SFY 2025 Albany Area Unified Planning Work Program and its associated budget.

**Dated on this XXX 2024**

**APPROVED:**

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**TBD, Policy Board Chair**  
Albany Area MPO

**ATTESTED:**

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**Nick Meltzer, Manager**  
Albany Area MPO

## ABOUT THE ALBANY AREA METROPOLITAN PLANNING ORGANIZATION

### Policy Board

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

### Technical Advisory Committee (TAC)

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

### TAC Ex-Officio Members

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

### AAMPO Staff

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

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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 6, 2013. This region includes the cities of Jefferson, Millersburg, Albany, and Tangent, and parts of Benton, Linn, and Marion counties.

AAMPO is governed by an eight member Policy Board consisting of representatives of the cities of Jefferson, Millersburg, Albany, and Tangent, Benton and Linn counties, the Oregon Department of Transportation (ODOT), and a Citizens' Representative. 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 three-year contract with the Policy Board, provides administrative services, fiscal 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 2025 UPWP demonstrates how AAMPO will fulfill these requirements between July 1, 2024 and June 30, 2025.

Any changes following the approval of this UPWP document will be approved via the 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) and 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 2024, prior to a decision by the Policy Board to adopt the UPWP
- Providing public comment opportunities at all monthly 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, Greenhouse Gas (GHG) Emissions, 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 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, improve crosswalks, and reduce 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, staff 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. ODOT's adopted FHWA performance management areas, measures, and targets for Oregon DOT can be found at: <https://www.oregon.gov/ODOT/PerformMang/Documents/FHWA%20Performance%20Management%20Area%20Targets.pdf>

| Performance Measure Adherence  | Current Status                                | Next Update |
|--------------------------------|---|-------------|
| Transportation Safety          | Supported ODOT's Measures, January 2018       | 2026*       |
| Bridge and Pavement            | Supported ODOT's Measures, November 2018      | 2026*       |
| Transportation System          | Supported ODOT's Measures, November 2018      | 2026*       |
| Transit Performance Measures   | PTASP Adopted August 2020, updated early 2022 | June 2024   |
| Greenhouse Gas (GHG) Emissions | New supported ODOT measures                   | August 2024 |

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

#### **Status of AAMPO and Regional Transportation Documents**

| <b>Key Documents</b>   | <b>Current Status</b>              | <b>Next Update</b> |
|--|------------------------------------|--------------------|
| AAMPO Regional Transportation Plan (RTP)                             | Adopted November 2023              | May 2028*          |
| SFY 2024-2027 Metropolitan Transportation Improvement Program (MTIP) | Adopted June 2023                  | June 2026          |
| SFY26 Unified Planning Work Program                                  | Adoption scheduled for April 2024  | January 2025       |
| Title VI and Environmental Justice Plan                              | Updated and approved in April 2020 | Winter 2024**      |
| Public Participation Plan  | Updated in 2022                    | Winter 2024**      |
| <b>Other Documents</b>   | <b>Current Status</b>              | <b>Next Update</b> |
| Benton County Transportation System Plan                             | Adopted March 2019                 | TBD                |
| Bicycle & Pedestrian Plan  | Adopted April 22, 2023             | TBD                |
| Linn County Transportation System Plan                               | Adopted in 2018                    | TBD                |
| Albany Transportation System Plan                                    | Adopted February 2010              | In Progress        |
| 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              | In Progress        |

\*2027, AAMPO and Corvallis Area MPO (CAMPO) as of this document are planning to adopt a unified RTP

\*\*AAMPO and CAMPO are intending to adopt unified plans

#### **Annual and Semiannual Reporting**

AAMPO's SFY24 accomplishments, occurring between July 1, 2023 and June 30, 2024, can be found on the AAMPO webpage at <https://www.ocwcog.org/transportation/aampo/> under the Plans, Projects, Programs, and Pages subsection.

## SECTION III: 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
  - Technical trainings offered by OSU and other state entities as available
  - Attend City of Albany Transportation Advisory Commission meetings
  - Attend Oregon American Planning Association 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 Statewide Collaborative (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

**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 throughout 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 15<sup>th</sup>, annual reports are submitted by July 30<sup>th</sup>
- 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 throughout 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 in conjunction with Task 310
- Reviewing the Public Participation Plan in conjunction with Task 310, and updating to include enough specificity 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 SFY26 Unified Planning Work Program and budget, and subsequent approval
- Amending the SFY25 Unified Planning Work Program as needed

**Product:** An SFY26 UPWP that outlines the work program and budget for the coming year. Amendments to required federal planning documents as needed

**Schedule:** Task is ongoing throughout the fiscal year

### 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, including education on the Corvallis Albany Lebanon Model by TPAU when requested
- Walking, bicycling, and transit tours of the AAMPO planning area
- Providing TAC and Policy Board monthly grant opportunity updates when applicable
- Transportation oriented speaker series (may be done in conjunction with CAMPO and local

jurisdictions)

**Product:** Educate new MPO members and the public as requested

**Schedule:** Task is ongoing throughout the fiscal year

| TASK 100: PROGRAM MANAGEMENT    |           |
|---------------------------------|-----------|
| Task Component                  | SFY25     |
| 110: MPO Operation              | \$60,000  |
| 120: MPO Administration         | \$30,000  |
| 130: Annual Document Review     | \$7,500   |
| 140: MPO Education and Training | \$7,500   |
| Total                           | \$105,000 |

### 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 the communities of Albany, Jefferson, Millersburg, and Tangent, as well as Benton and Linn counties. Understanding that many cities are understaffed and/or overworked, the MPO proposes 40 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:** 240 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**

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**

Using and expanding on planning research completed for the SFY24 UPWP, continue refining local methodology.

- In combination with Task 210, provide education and implementation assistance to communities
- Work with TAC and partner jurisdictions to identify potential project locations

**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: Regional Count Feasibility Study**

Investigate methods and best practices for performing traffic counts within the AAMPO region, potentially including cross-MPO work with Corvallis Area MPO (CAMPO). Current direction for the task is to focus on bicycle and pedestrian counts along paths and corridors that will be identified during the study.

**Product:** Regional traffic count methodology

**Schedule:** Q2-Q3 of SFY 2025

| TASK 200: LONG RANGE TRANSPORTATION PLANNING |                 |
|--|-----------------|
| Task Component                               | SFY25           |
| 210: Technical Assistance to Communities     | \$35,000        |
| 220: AAMPO RTP Performance Monitoring        | \$13,000        |
| 230: Oregon Pop-Up Infrastructure            | \$15,000        |
| 240: Regional Count Feasibility Study        | \$4,160         |
| <b>Total</b>                                 | <b>\$67,160</b> |

### 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 Collaboration**

As the greater Albany-Corvallis region grows in both population and employment, there will be increased stress on the major commuter routes throughout the region. This task allocates money towards collaboration 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
- Aligning key documents to reduce agency redundancy
- Planning for regional freight connections and subsequent improvements
- Exploring funding opportunities for local transportation project implementation
- Continuing to study and work to modernize regionally significant corridors, such as highways 20 and 34

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 SFY21, 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 Statewide Collaborative (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 through 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                                   | SFY25    |
| 310: CAMPO Collaboration                         | \$25,000 |
| 320: Local Transit Planning Support              | \$25,000 |
| 330: Linn-Benton Loop Support                    | \$15,000 |
| 340: Travel Model Coordination                   | \$10,000 |
| Total  | \$75,000 |

#### 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 SFY21-24 and SFY24-27 MTIP and STIP documents. The amendments are generally initiated either by member jurisdictions or by ODOT.

**Product:** Up-to-date SFY21-24 and SFY24-27 MTIP document

**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, the MPO anticipates the following data collection costs, although TPAU indicates that no approach has been as yet determined. 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 SFY 24 and continuing to SFY32, 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                       | SFY25           |
| 410: MTIP Amendments                 | \$10,080        |
| 420: 2030 OHAS Set-Aside             | \$10,000        |
| <b>Total</b>                         | <b>\$20,080</b> |

### 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 500: Special Projects |          |
|----------------------------|----------|
| Task Component             | SFY25    |
| 510: Special Project Pool  | \$90,800 |
| Total                      | \$90,800 |

## SECTION IV: BUDGET SUMMARY

The following budget tables detail the planned activities for State Fiscal Year 2024-2025. In addition, a breakdown of expenses and funding sources is provided.

### SFY25 Budget by Subtask

| Task  | SFY25 Amount        | SFY24 Amount     | Dollar Change    | Percent Change |
|---|---------------------|------------------|------------------|----------------|
| <b>TASK 100: Program Management</b>                     | <b>\$105,000</b>    | <b>\$97,460</b>  | <b>\$7,540</b>   | <b>7%</b>      |
| 110: MPO Operation                                      | \$60,000            |                  |                  |                |
| 120: MPO Administration                                 | \$30,000            |                  |                  |                |
| 130: Annual Document Review                             | \$7,500             |                  |                  |                |
| 140: MPO Education and Training                         | \$7,500             |                  |                  |                |
| <b>TASK 200: Long Range Transportation Planning</b>     | <b>\$67,160</b>     | <b>\$70,000</b>  | <b>(\$2,840)</b> | <b>-4%</b>     |
| 210: Technical Assistance to Communities                | \$35,000            |                  |                  |                |
| 220: AAMPO RTP Performance Monitoring                   | \$13,000            |                  |                  |                |
| 230: Oregon Pop-Up Infrastructure                       | \$15,000            |                  |                  |                |
| 240: Regional Count Feasibility Study                   | \$4,160             |                  |                  |                |
| <b>TASK 300: Inter-Regional Transportation Planning</b> | <b>\$75,000</b>     | <b>\$61,461</b>  | <b>\$13,539</b>  | <b>18%</b>     |
| 310: CAMPO Collaboration                                | \$25,000            |                  |                  |                |
| 320: Local Transit Planning Support                     | \$25,000            |                  |                  |                |
| 330: Linn-Benton Loop Support                           | \$15,000            |                  |                  |                |
| 340: Travel Model Coordination                          | \$10,000            |                  |                  |                |
| <b>TASK 400: Transportation Programming</b>             | <b>\$20,080</b>     | <b>\$25,000</b>  | <b>(\$4,920)</b> | <b>-25%</b>    |
| 410: MTIP Amendments                                    | \$10,080            |                  |                  |                |
| 420: 2030 OHAS Set-Aside                                | \$10,000            |                  |                  |                |
| <b>TASK 500: Special Projects</b>                       | <b>\$90,800</b>     | <b>\$5,520</b>   | <b>\$85,280</b>  | <b>94%</b>     |
| 510: Special Project Pool                               | \$90,800            |                  |                  |                |
| <b>TOTAL</b>  | <b>\$358,039.85</b> | <b>\$259,441</b> | <b>\$98,599</b>  | <b>28%</b>     |

Note: \$358,039.85 is the SFY25 funding amount provided by ODOT on February 9, 2024

### SFY25 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<br>(Personnel + Non-Payroll + Contracted Staff) | PL Funds            | FTA<br>5303/SATO<br>Funds | PL Match<br>Funds<br>(10.27% from ODOT) | Local Match<br>(5303/SATO)<br>(Funds and In-kind) |
|--|---|---------------------|---------------------------|---|---|
| Task 100: Program Management                     | \$105,000   | \$94,217            | \$0                       | \$10,784                                | \$0   |
| Task 200: Long Range Transportation Planning     | \$63,000  | \$56,530            | \$0                       | \$6,470                                 | \$0   |
| *Task 240: Regional Count Feasibility Study      | \$4,160   |                     | \$4,160                   |   | \$0   |
| Task 300: Inter-Regional Transportation Planning | \$75,000  | \$0                 | \$67,298                  | \$0                                     | \$7,703   |
| Task 400: Transportation Programming             | \$20,080  | \$18,018            | \$0                       | \$2,062                                 | \$0   |
| Task 500: Special Projects                       | \$90,800  | \$0                 | \$81,475                  | \$0                                     | \$9,325   |
| <b>Total SFY25 Budget*</b>                       | <b>\$358,039.85</b>   | <b>\$168,764.26</b> | <b>\$152,932.07</b>       | <b>\$19,315.83</b>                      | <b>\$17,027.69</b>                                |

\*Totals are provided by ODOT, AAMPO is unable to anticipate costs to the cent

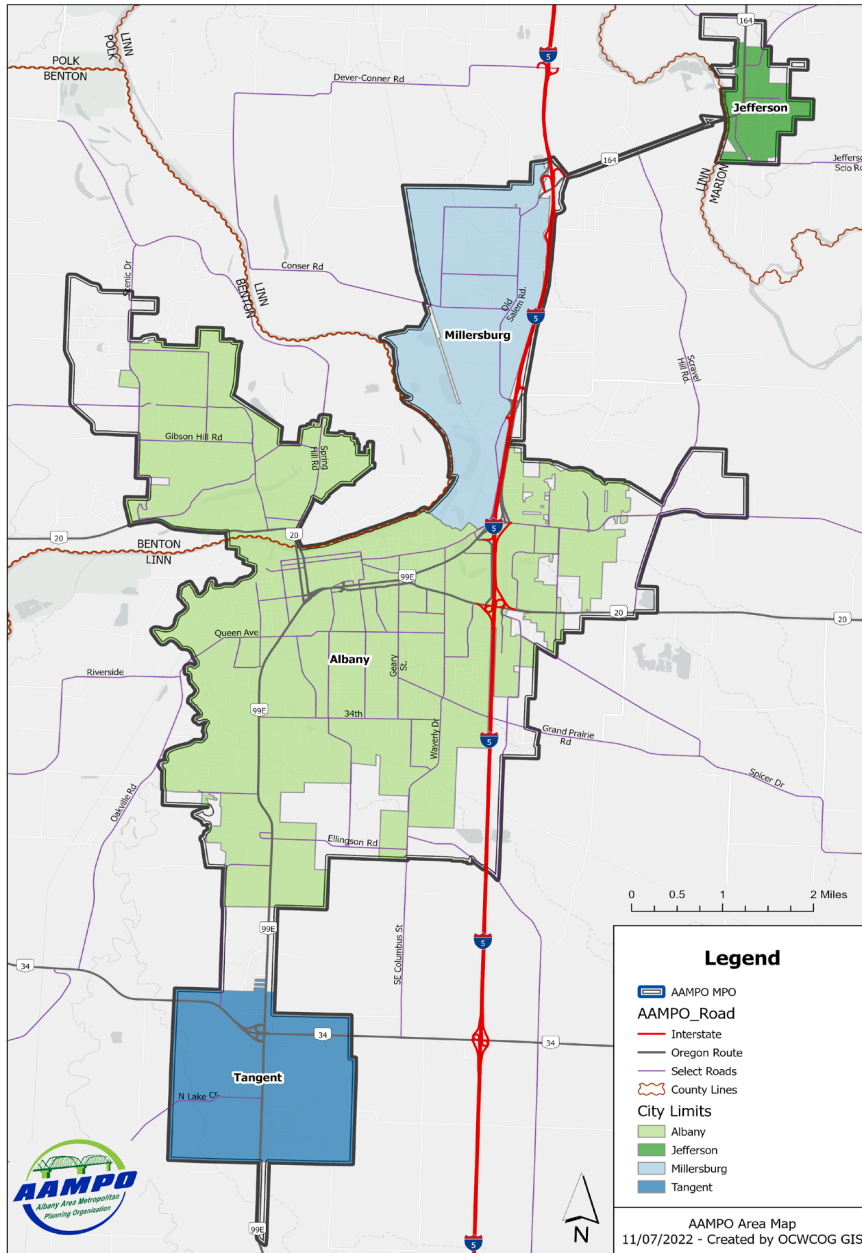
#### SFY25 Expenses

| Cost                                 | Amount              | Percent of Total Budget |
|--------------------------------------|---------------------|-------------------------|
| <b>AAMPO Staff Payroll Expenses</b>  | <b>\$202,177</b>    | <b>56%</b>              |
| <b>AAMPO Non-Payroll Expenses</b>    | <b>\$65,063</b>     | <b>18%</b>              |
| Advertising                          | \$1,000             |                         |
| Board/Comm/Meeting Expense           | \$1,000             |                         |
| Contract Expense (OCWCOG & External) | \$10,000            |                         |
| Copying                              | \$500               |                         |
| Dues and Memberships                 | \$1,000             |                         |
| Legal Expenses                       | \$1,000             |                         |
| Licenses and Fees                    | \$2,000             |                         |
| Maintenance and Repair               | \$1,000             |                         |
| Overhead and Administration          | \$32,612            |                         |
| Postage                              | \$500               |                         |
| Printing                             | \$500               |                         |
| Rent                                 | \$6,451             |                         |
| Supplies                             | \$500               |                         |
| Telephone                            | \$1,000             |                         |
| Training                             | \$4,000             |                         |
| Travel                               | \$2,000             |                         |
| <b>Special Project Pool</b>          | <b>\$90,800</b>     | <b>25%</b>              |
| <b>Total*</b>                        | <b>\$358,039.85</b> | <b>100%</b>             |

\*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.

\*Totals are provided by ODOT, AAMPO is unable to anticipate costs to the cent

## 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 calendar year 2024.
2. Millersburg TSP Update. Update funded via state Climate Friendly and Equitable Communities (CFEC) rules, expected to begin in calendar year 2024.
3. Albany TSP Update. Update funded via state CFEC rules, process is currently underway.

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## APPENDIX C: GLOSSARY OF ACRONYMS

|              |   |
|--------------|---|
| ATS          | Albany Transit System   |
| AAMPO        | Albany Area Metropolitan Planning Organization  |
| CED          | Community and Economic Development Department of OCWCOG                               |
| COG          | Council of Governments  |
| 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 <sup>st</sup> 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   |
| PEA          | Planning Emphasis Areas   |
| 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 |
| SATO         | Safe and Accessible Transportation Options  |
| Section 5303 | FTA's program of financing transit planning activities of MPOs Section                |
| 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  |
| STBG(P)      | 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  
USC  
USDOT

Unified Planning Work Program  
United States Code  
United States Department of Transportation

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## 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 |
|---|-----------------------------|-----------------------|------------------|--------------------|
| <b>TASK 100: Program Management</b>                     |                             |                       |                  |                    |
| 110: MPO Operation                                      |                             |                       |                  |                    |
| 120: MPO Administration                                 | X                           |                       |                  | X                  |
| 130: Annual Document Review                             |                             |                       |                  | X                  |
| 140: MPO Education and Training                         |                             | X                     | X                | X                  |
| <b>TASK 200: Long Range Transportation Planning</b>     |                             |                       |                  |                    |
| 210: Technical Assistance to Communities                |                             |                       |                  |                    |
| 220: AAMPO RTP Performance Monitoring                   | X                           | X                     | X                |                    |
| 230: Oregon Pop-Up Infrastructure                       | X                           | X                     | X                | X                  |
| 240: Regional Count Feasibility Study                   | X                           |                       | X                |                    |
| <b>TASK 300: Inter-Regional Transportation Planning</b> |                             |                       |                  |                    |
| 310: CAMPO Coordination                                 |                             |                       |                  |                    |
| 320: Local Transit Planning Support                     | X                           | X                     |                  |                    |
| 330: Linn-Benton Loop Support                           | X                           | X                     |                  |                    |
| 340: Travel Model Coordination                          |                             |                       |                  |                    |
| <b>TASK 400: Transportation Programming</b>             |                             |                       |                  |                    |
| 410: MTIP Amendments                                    |                             |                       |                  | X                  |
| 420: 2030 OHAS Set-Aside                                |                             |                       |                  |                    |
| <b>TASK 500: Special Projects (new task in SFY23)</b>   |                             |                       |                  |                    |
| 510: Special Project Pool                               |                             |                       |                  |                    |

| Task  | Strategic Highway Network | Federal Land Management Agency Coordination | Planning and Environment Linkages | Data in Transportation Planning |
|---|---------------------------|---|-----------------------------------|---------------------------------|
| <b>TASK 100: Program Management</b>                     |                           |   |                                   |                                 |
| 110: MPO Operation                                      | X                         | X   | X                                 |                                 |
| 120: MPO Administration                                 |                           | X   | X                                 |                                 |
| 130: Annual Document Review                             |                           |   |                                   | X                               |
| 140: MPO Education and Training                         |                           |   | X                                 | X                               |
| <b>TASK 200: Long Range Transportation Planning</b>     |                           |   |                                   |                                 |
| 210: Technical Assistance to Communities                | X                         |   |                                   | X                               |
| 220: AAMPO RTP Performance Monitoring                   | X                         |   | X                                 | X                               |
| 230: Oregon Pop-Up Infrastructure                       |                           |   | X                                 |                                 |
| 240: Regional Count Feasibility Study                   |                           |   | X                                 | X                               |
| <b>TASK 300: Inter-Regional Transportation Planning</b> |                           |   |                                   |                                 |
| 310: CAMPO Coordination                                 | X                         |   |                                   |                                 |
| 320: Local Transit Planning Support                     |                           |   | X                                 | X                               |
| 330: Linn-Benton Loop Support                           |                           |   | X                                 | X                               |
| 340: Travel Model Coordination                          |                           |   |                                   | X                               |
| <b>TASK 400: Transportation Programming</b>             |                           |   |                                   |                                 |
| 410: MTIP Amendments                                    |                           |   |                                   | X                               |
| 420: 2030 OHAS Set-Aside                                |                           |   |                                   |                                 |
| <b>TASK 500: Special Projects (new task in SFY23)</b>   |                           |   |                                   |                                 |
| 510: Special Project Pool                               |                           |   |                                   |                                 |

## APPENDIX E: IN-KIND MATCH OVERVIEW

The purpose of this appendix is to outline in-kind match funding as shown in the State Fiscal Year (SFY) 2024 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 “SFY25 Budget by Fund Source” table. This table is also included in Section V of the UPWP above.

### SFY25 Budget by Fund Source

Commented [BM2]: Updated Table

| Task   | Task Budget Total<br>(Personnel + Non-Payroll + Contracted Staff) | PL Funds            | FTA<br>5303/SATO<br>Funds | PL Match<br>Funds<br>(10.27% from<br>ODOT) | Local Match<br>(5303/SATO)<br>(Funds and In-kind) |
|--|---|---------------------|---------------------------|--|---|
| Task 100: Program Management                     | \$105,000   | \$94,217            | \$0                       | \$10,784                                   | \$0   |
| Task 200: Long Range Transportation Planning     | \$63,000  | \$56,530            | \$0                       | \$6,470                                    | \$0   |
| *Task 240: Regional Count Feasibility Study      | \$4,160   |                     | \$4,160                   |  | \$0   |
| Task 300: Inter-Regional Transportation Planning | \$75,000  | \$0                 | \$67,298                  | \$0  | \$7,703   |
| Task 400: Transportation Programming             | \$20,080  | \$18,018            | \$0                       | \$2,062                                    | \$0   |
| Task 500: Special Projects                       | \$90,800  | \$0                 | \$81,475                  | \$0  | \$9,325   |
| <b>Total SFY25 Budget*</b>                       | <b>\$358,039.85</b>   | <b>\$168,764.26</b> | <b>\$152,932.07</b>       | <b>\$19,315.83</b>                         | <b>\$17,027.69</b>                                |

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
- \$32.37/hour for elected official volunteer time
- Total: \$7,187

| AAMPO TAC MEETINGS |                         |                                    |
|--------------------|-------------------------|------------------------------------|
| Jurisdiction       | Loaded rate/hour        | Rate for nine 1.5-hour TAC meeting |
| Albany             | \$100                   | \$1,350                            |
| Millersburg        | \$100                   | \$1,350                            |
| Jefferson          | \$32 (elected official) | \$437                              |
| Tangent            | \$100                   | \$1,350                            |
| Benton County      | \$100                   | \$1,350                            |
| Linn County        | \$100                   | \$1,350                            |
| <b>Total</b>       |                         | <b>\$7,187</b>                     |

#### AAMPO Policy Board Meetings

- 9 Policy Board meetings at 1.5 hours per meeting
- \$32.37/hour for elected official volunteer time
- Total: \$2,622

| AAMPO POLICY BOARD MEETING |                     |  |
|----------------------------|---------------------|--|
| Jurisdiction               | Volunteer rate/hour | Rate for nine 1.5-hour Policy Board meetings |
| Albany                     | \$32                | \$437  |
| Millersburg                | \$32                | \$437  |
| Jefferson                  | \$32                | \$437  |
| Tangent                    | \$32                | \$437  |
| Benton County              | \$32                | \$437  |
| Linn County (paid)         | -                   | -  |
| Citizens' Representative   | \$32                | \$437  |
| Total                      |                     | \$2,622                                      |

#### 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                  | \$7,187  |
| 9 Policy Board Meetings         | \$2,622  |
| Albany Transit Match            | \$4,000  |
| Total                           | \$13,809 |
| In-kind match need for SFY 2025 | \$12,987 |

## APPENDIX F: SUMMARY OF COMMENTS

See comment tracker following this page

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