



Albany Area Metropolitan Planning Organization

City of Albany • City of Jefferson • City of Millersburg • City of Tangent • Linn County •
Benton County • Oregon Department of Transportation

Technical Advisory Committee Meeting

Thursday, March 20, 2025

9:00 am to 11:00 am

VIRTUAL MEETING:

Via Teams by clicking [HERE](#)

Meeting ID: 252 399 278 05

Passcode: CB2qW6He

Mobile One Click Number

[+1 872 242 8088](#)

Phone Conference ID 121 149 772#

Contact: Billy McGregor, bmcgregor@ocwcog.org

AGENDA

- | | | | |
|----|------|--|-----------------------|
| 1) | 9:00 | Call to Order, Agenda Review, and Roll Call | Chair, Joe Samaniego |
| 2) | 9:05 | Public Comments | Chair |
| 3) | 9:10 | Approve minutes of AAMPO TAC meeting on February 20, 2025
(Attachment A) | Chair |
| | | <i>Action: Decision on minutes</i> | |
| 4) | 9:12 | STIP Administrative Amendments (Attachment B)
Administrative Amendments are the lowest level of STIP amendment and require TAC notification of changes. | Staff, Billy McGregor |
| | | <i>Action: Information</i> | |
| 5) | 9:15 | STIP Full Amendments (Attachment C)
Full Amendments are brought to the TAC for approval before going to the Policy Board. Amendments are (preemptively) for projects 21862 and 2385. | McGregor |
| | | <i>Action: Decision on Preemptive Amendment</i> | |
| 6) | 9:25 | Salem Ave Task 500 Draft Scope of Work (Attachment D)
A draft scope of work being presented to the AAMPO TAC with request for technical assistance and direction from members with engineering and project planning experience. | McGregor |
| | | <i>Action: Approval</i> | |

Meeting facilities are accessible to persons with disabilities. If you will need any special accommodations, please contact Ashlyn Muzechenko at least 72 hours prior to the meeting. Ashlyn can be reached at 541-812-2002. TTY/TTD 711.

- 7) **9:45 Public Participation Plan, Public Review (Attachment E)** **McGregor**
 The Joint AAMPO/CAMPO Public Participation Plan is ready for review by the AAMPO TAC and Policy Board. Draft is included and will be reviewed publicly during this meeting. Please email staff with any comments.
Action: Review and TAC Approval
- 8) **10:00 FY26 Unified Planning Work Program Review (Attachment F)** **McGregor**
 Staff is drafting the FY 2026 UPWP and would like additional workplan guidance from the TAC. Draft is included and will be reviewed publicly during this meeting. ODOT UPWP review took place on 2/21/2025.
Action: Approval
- 9) **10:15 Jurisdictional Updates/Other Business** **All**
 - Albany
 - Jefferson
 - Millersburg
 - ODOT
 - Benton County
 - Linn County
 - Tangent
- 10) **11:00 Adjournment** **Chair**
 Next regularly scheduled meeting: Thursday, April 17, 2025.

AAMPO FY'25 In-Kind Match Tracker			
Group	Meetings	Time	Match
Policy Board	6/6	76	\$3,338.66
TAC	6/8	62	\$5,535.84
Loop, AAMPO Half	1	24	\$867.45
ATS Match	-	-	\$4,000
Additional Time	-	9.75	\$675.24
Totals	12/14	171.75	\$14,417.19

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ATTENDANCE (FOR QUORUM PURPOSES)

TAC Members	Jurisdiction	Attendance
Vacant	City of Jefferson	
Andrew Potts	City of Millersburg	
Chris Cerklewski (Vice-Chair)	City of Albany	
Joe Samaniego (Chair)	City of Tangent	
Daineal Malone	Linn County	
Gary Stockhoff	Benton County	
James Feldmann	Oregon Department of Transportation	

Quorum Requirement: Official action may be taken by the committee when a quorum is present. A quorum shall exist when the majority of voting members of the Committee are present. If a member of the TAC is unable to participate in a TAC meeting, that member may designate an alternate to participate in his/her place. The alternate shall declare their status at the start of the meeting.

- AAMPO Technical Advisory Committee Bylaws, Section 6: Meetings, Subsection F: Quorum

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Albany Area Metropolitan Planning Organization (AAMPO)

AAMPO TAC Virtual Meeting via Microsoft Teams Technologies Thursday, February 20, 2025

TAC Members	Jurisdiction	Attendance
Walt Perry	City of Jefferson	No
Andrew Potts	City of Millersburg	Yes
Chris Cerklewski	City of Albany	Yes
Joe Samaniego	City of Tangent	Yes
Daineal Malone	Linn County	Yes
Gary Stockhoff	Benton County	No
James Feldmann	Oregon Department of Transportation	Yes

Guests: Steve Harvey

Staff: AAMPO Planner Billy McGregor, CAMPO Planner Corum Ketchum, CED Director Jaclyn Disney, Planning Manager Matt Lehman, and Administrative Assistant Ashlyn Muzechenko

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order, Agenda Review, Roll Call	Staff Ashlyn Muzechenko conducted a roll call after the Chair Joe Samaniego called meeting to order at 9:01am.	The meeting was called to order at 9:01am by the Chair Joe Samaniego
2. Public Comments	Steve Harvey, a member of the public noted he is looking forward to the discussions on the Old Salem Road Discussion and will be excited	There were no public comments.

	to hear more about the public participation process and open houses that will come out of the project.																																				
3. Approve minutes of January 16, 2025, Meeting. (Attachment A) Action: Decision on Minutes	The AAMPO TAC members in attendance agreed to approve the AAMPO TAC Minutes of January 16, 2025, meeting by consensus. The minutes were approved with no objections or corrections.	The AAMPO TAC members in attendance agreed to approve the AAMPO TAC Minutes of January 16, 2025, meeting by consensus.																																			
4. STIP Administrative Amendments (Attachment B) Action: Informational	Staff McGregor shared that AAMPO has aligned their STIP amendment process to the new state and federal amendment process which basically has two steps, the administrative amendment and the full amendment. Full amendments are regular full amendments, and the administrative amendments act similarly to what the previous “staff amendments” use too. There are a few projects that were STIP approved by staff which are: <table><tr><th colspan="5">STIP Revisions</th></tr><tr><th>Row</th><th>Revision Type</th><th>Project Key Number/s & Name/s</th><th>Project Description</th><th>Revision Information</th></tr><tr><td>1</td><td>Administrative Amendment 24-27-2286</td><td>22742 US20: from US101 to the Idaho border</td><td>Install National Electric Vehicle Infrastructure (NEVI) fast charging stations every 50 miles along US20 from US101 to the Idaho border, to provide electric vehicle drivers with reliable and fast charging.</td><td>Slip the Construction phase to start in federal fiscal year 2026.</td></tr><tr><td>2</td><td>Administrative Amendment 24-27-2226</td><td>23140 Truax Creek (Clover Ridge Road) bridge (Linn Co)</td><td>Replace the bridge to meet current standards.</td><td>Slip the Right of Way phase to start in federal fiscal year 2026.</td></tr><tr><td>3</td><td>Administrative Amendment 24-27-2228</td><td>23143 Cox Creek (Waverly) Dr bridge (city of Millersburg)</td><td>Replace the bridge with one that meets current standards.</td><td>Slip the Right of Way phase to start in federal fiscal year 2026.</td></tr><tr><td>4</td><td>Administrative Amendment 24-27-2410</td><td>23143 Cox Creek (Waverly) Dr bridge (city of Millersburg)</td><td>Replace the bridge with one that meets current standards.</td><td>Increase the Preliminary Engineering phase by \$286,228, using savings from the local bridge program.</td></tr><tr><td>5</td><td>Administrative Amendment</td><td>23596 US20: Scenic Drive to North</td><td>Complete design through design acceptance (DAP) for future construction to add center two way left turn lane to improve safety.</td><td>Slip the Preliminary Engineering phase to start in federal fiscal year 2026.</td></tr></table>	STIP Revisions					Row	Revision Type	Project Key Number/s & Name/s	Project Description	Revision Information	1	Administrative Amendment 24-27-2286	22742 US20: from US101 to the Idaho border	Install National Electric Vehicle Infrastructure (NEVI) fast charging stations every 50 miles along US20 from US101 to the Idaho border, to provide electric vehicle drivers with reliable and fast charging.	Slip the Construction phase to start in federal fiscal year 2026.	2	Administrative Amendment 24-27-2226	23140 Truax Creek (Clover Ridge Road) bridge (Linn Co)	Replace the bridge to meet current standards.	Slip the Right of Way phase to start in federal fiscal year 2026.	3	Administrative Amendment 24-27-2228	23143 Cox Creek (Waverly) Dr bridge (city of Millersburg)	Replace the bridge with one that meets current standards.	Slip the Right of Way phase to start in federal fiscal year 2026.	4	Administrative Amendment 24-27-2410	23143 Cox Creek (Waverly) Dr bridge (city of Millersburg)	Replace the bridge with one that meets current standards.	Increase the Preliminary Engineering phase by \$286,228, using savings from the local bridge program.	5	Administrative Amendment	23596 US20: Scenic Drive to North	Complete design through design acceptance (DAP) for future construction to add center two way left turn lane to improve safety.	Slip the Preliminary Engineering phase to start in federal fiscal year 2026.	
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5. STIP Full Amendments (Attachment C) Action: Decision on Amendment	McGregor shared the following full amendments with the AAMPO TAC Members and guests in attendance. There were 4 in total which will need TAC member approval to send to the AAMPO Policy Board for adoption. <table><tr><td>1</td><td>Full Amendment 24-27-2402</td><td>23850 IOF: Transition Parkway (Project Delorean) Millersburg</td><td>Schedule A construction of a local road, Transition Parkway. The project will add the necessary road capacity for essential business access to the new manufacturing facility.</td><td>Add New Project Add new Immediate Opportunity Fund project. Project is regionally significant. Received Director approval letter 02/05/2025. State funds are split from K23333 (pool) Create CN Phase of \$1,980,268.00, with \$990,133 in Immediate Opportunity Funds (type A).</td></tr><tr><td>2</td><td>Full Amendment 24-27-2407</td><td>23851 IOF: Transition Parkway (Project Timberlab) Millersburg</td><td>Schedule C construction of a local road, Transition Parkway. The project will add the necessary road capacity for essential business access to the new Timberlab manufacturing facility.</td><td>Add New Project Add new Immediate Opportunity Fund project. Project is regionally significant. Received Director approval letter 02/05/2025. State funds are split from K23333 (pool) Create CN Phase of \$2,113,918.00, with \$1M in Immediate Opportunity Funds (type A).</td></tr><tr><td>3</td><td>Full Amendment 24-27-2419</td><td>22215 FY22 Linn-Benton Loop Capital Project - set aside (AAMPO)</td><td>FY22 Albany Area MPO (5307) pool funds set aside for Linn-Benton Loop transit to improve traffic flow. Projects to be determined at later date through approval of Loop Policy board.</td><td>Update project name and description. Increase local match to 50%. Name changed from, "FY22 Linn-Benton Loop Capital Project - set aside (AAMPO)" to "AAMPO Loop Operations FFY22 (5307)" "Projects to be determined at later date through approval of Loop Policy board." added to project description. Project funds increased from \$224,569.00 to \$359,310.00</td></tr><tr><td>4</td><td>Full Amendment 24-27-2422</td><td>22219 FY23 Linn-Benton Loop Capital Project - set aside (AAMPO)</td><td>FY23 Albany Area MPO (5307) pool funds set aside for Linn-Benton Loop transit to improve traffic flow. Projects to be determined at later date through approval of Loop Policy Board.</td><td>Update project name and description. Increase local match to 50%. Name changed from, "FY23 Linn-Benton Loop Capital Project - set aside (AAMPO)" to "AAMPO Loop Operations FFY23 (5307)" "Projects to be determined at later date through approval of Loop Policy board." added to project description. Project funds increased from \$235,800.00 to \$377,280.00</td></tr></table> Starting with the first two, these are Millersburg projects for developing the timber lab and the DeLorean projects that were awarded by the state. The rest of the funding came from a few other pools.	1	Full Amendment 24-27-2402	23850 IOF: Transition Parkway (Project Delorean) Millersburg	Schedule A construction of a local road, Transition Parkway. The project will add the necessary road capacity for essential business access to the new manufacturing facility.	Add New Project Add new Immediate Opportunity Fund project. Project is regionally significant. Received Director approval letter 02/05/2025. 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Project funds increased from \$235,800.00 to \$377,280.00	Chris Cerklewski motioned to approve all four STIP amendments as written. Daineal Malone seconded. The motion carried successfully.
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	Potts shared the Millersburg Transition Parkway Plan with the members and guests in attendance. More information can be found at this link: https://www.millersburgoregon.gov/parksrec/page/linear-park-yet-formally-named/. For the second two projects they are Linn-Benton Loop related and are linked to the same project. Chris Cerklewski inquired what the description means where it noted to improve traffic flow. McGregor noted he is not specifically sure about that language on this project amendment as it is for the Loop bus service operations between Albany and Corvallis. Chris Cerklewski motioned to approve all four STIP amendments as written. Daineal Malone seconded. The motion carried successfully.	
6. Salem Avenue Task 500 Draft Scope of Work (Attachment D) Action: Discussion	McGregor shared attachment D, the Salem Ave Task 500 draft scopes of work. This project came out of November 17, 2024, AAMPO joint TAC and Policy board meeting staff asked those attending for guidance and recommendations on where to use the Special Projects funds, which was where this Scoping Project identification was created. Task 1: Salem Ave – Old Salem Road Project Identification which includes coping meeting, existing conditions and design review, conception design solution public open house, and summary memoir and presentation. Daineal Malone noted that Old Salem Ave is Linn county's road, however there was no mention of Linn County in the scope of work. Potts shared Millersburg is in favor of both iterations of the projects and would be very interested in making it happen as it affects them greatly as it is the main road through their town. Due to the need for	The AAMPO TAC Members approved forwarding this scope of work to the Policy Board for review and approval of the draft.

	expansion, the longer option is preferred but is willing to work with staff and other parties involved. Chris Cerklewski asked about the timeframe on this study. McGregor answered staff are looking to get the projects approved as a task in the UPWP so the funds can be de-obligated and moved to FY26 and be able to be used for this project. This needs to be done by March 3rd. The AAMPO TAC Members in attendance approved forwarding this scope of work to the Policy Board for review and approval of the draft.	
7. Public Participation Plan, Public Review (Attachment E) Action: Discussion	McGregor shared Attachment E with the members and guests in attendance. This plan is currently in the 45day window of public outreach and is also available on the AAMPO website. There is currently a physical copy available at the city of Albany's public library as well. Steve Harvey noted he would like to raise an issue of the Ex-Officio role identified in participation list. Steve would like the position of bicycle advocate added to the Ex-Officio roster. McGregor added that Mid-Willamette Valley Bike club has also been added as a stakeholder and special interest group which gives a role to bicycle advocates too. McGregor noted there is a citizen representative on the AAMPO Policy Board that is currently being filled by Darrin Lane as well but could have conversations with him and see if there is further direction that could be taken to change the membership should it be desired by members.	

8. FY26 Unified Planning Work Program Review (Attachment F) Action: Discussion	McGregor shared Attachment F, the FY26 UPWP with the AAMPO TAC members and guests in attendance. Staff will be reviewing the UPWP with ODOT and FHWA on Friday, February 21st. McGregor shared the changes that have been implemented with members and staff comments. These items are shown highlighted in green in the attachment provided with the meeting agenda packet.	
9. STIP Clean up, Project Review Action: Information and Discussion	McGregor shared this is a reminder that staff are engaging in STIP clean up as there are multiple projects that continue to be slipped, or that have older date points on them. Malone asked about page 84 and why listed under page 84 – it lists that Linn County is already paid. McGregor answered that Linn County Commissioners have a stipend, and thus the commissioners' time cannot be counted as donated match to the AAMPO local match.	
10. Jurisdictional Updates/Other Business • AAMPO • Albany • Benton County • Jefferson • Linn County • Millersburg • Tangent • ODOT	AAMPO Updates: There were no further AAMPO updates. Jurisdictional Updates: <i>Albany:</i> Chris Cerklewski shared Albany has a bunch of items coming up. They are working on resurrecting the Albany Ave project with the city's own money as the STBG funding was unable to continue. The city is also moving forward with the design project for Salem Ave. There are also overlay projects planned for this summer as well. Additionally, there will be a study done near queen and pacific as well that will be incorporated into Albany's TSP update too. <i>Benton County:</i> There were no members from Benton County present. <i>Jefferson:</i> There were no members from Jefferson present.	

	<i>Linn County:</i> There are two bridge replacement projects coming up for linn county. There will be a design for Waverly drive and cox creek project in conjunction with the city of Millersburg with an estimated construction for next year. <i>Millersburg:</i> Potts shared for Millersburg there are no additional updates to share. <i>Tangent:</i> Chair Samaniego noted Safe Streets for all is currently on hold with the federal freeze. Additionally, the city has been working with ODOT to get the welcome to tangent Sign which should be arriving shortly. <i>ODOT:</i> James Feldmann noted there were no further updates from ODOT. Other Business: There was no other business shared with the AAMPO TAC members and guests.	
11. Adjournment	The next AAMPO TAC Meeting is scheduled for Thursday, March 20, 2025.	The meeting was adjourned at 10:15am by the Chair Joe Samaniego.

MEMORANDUM

Albany Area Metropolitan Planning Organization

City of Albany • City of Jefferson • City of Millersburg • City of Tangent • Linn County •
Benton County • Oregon Department of Transportation



Date: March 20, 2025
To: AAMPO Technical Advisory Committee (TAC)
From: Billy McGregor, AAMPO Staff
Re: Statewide Transportation Improvement Program (STIP) Revisions

Action Requested

Decision regarding Administrative Amendment to project 22858 and 20962.

Overview

The purpose of this memorandum is to provide an update on recent revisions to the Statewide Transportation Improvement Program (STIP) relevant to the Albany Area Metropolitan Planning Organization (AAMPO). A summary table of recent revisions can be found on the following page.

Background on the STIP and MTIP

The STIP is the Oregon Department of Transportation's capital improvement plan for state and federally-funded transportation projects. The current STIP (FY2024-2027) went into effect October 1, 2023 and expires September 30, 2027. AAMPO acts as the regional coordinator to the STIP helping ensure that revisions and other adjustments are processed appropriately. AAMPO also maintains a Metropolitan Transportation Improvement Program (MTIP) which is consistent with the STIP.

Revision Types

There are three types of STIP and MTIP revisions processed by AAMPO, listed below. Additional details on STIP and MTIP amendments can be found in the AAMPO MTIP policy [HERE](#).

- **Full Amendments:** Require the greatest level of scrutiny and are brought to the Policy Board for discussion and approval. The TAC makes a recommendation to the Policy Board regarding approval of the amendment and also determines what level public outreach is necessary. At a minimum, the item will be reviewed by the TAC and placed on the next Policy Board agenda, which comes with notification requirements. Additional items for consideration include provision of a public comment period (two weeks), holding a public meeting, and any other actions deemed advisable by the TAC.
- **Administrative Amendment:** Require less scrutiny and are usually familiar to local staff members. For administrative amendments AAMPO staff has the authority to approve the amendment. Amendments are brought to the TAC for review and discussion. The Policy Board is notified of Administrative Amendments at their next regularly scheduled meeting.

STIP Revisions

Row	Revision Type	Project Key Number/s & Name/s	Project Description	Revision Information
1	Administrative Amendment 24-27-2428	22858 Albany area MPO planning SFY26	Planning funds for projects identified in state fiscal year 2026 of the Unified Planning Work Program (UPWP). The UPWP is a guide for transportation planning activities to be conducted over the course of each state fiscal year (July 1 to June 30).	Reduce the project \$40,545.07 to match the annual work plan. New value \$264,546.53
2	Administrative Amendment 24-27-2435	20962 <u>Old</u> FY21 ATS Preventative Maintenance <u>New</u> FY21 ATS Capital	<u>Old</u> Regular maintenance and repair for ATS buses to ensure vehicle reliability, longevity and passenger safety. <u>New</u> Funds for Albany Transit System to purchase capital equipment to promote alternative forms of transportation.	Update project name and description per Jeff Babbitt Update project name and description.

MEMORANDUM

Albany Area Metropolitan Planning Organization

City of Albany • City of Jefferson • City of Millersburg • City of Tangent • Linn County •
Benton County • Oregon Department of Transportation



Date: March 20, 2025
To: AAMPO Technical Advisory Committee (TAC)
From: Billy McGregor, AAMPO Staff
Re: Statewide Transportation Improvement Program (STIP) Revisions

Action Requested

Request for preemptive approval for changes in budget to KN 21862 FY'25 and KN 22858 FY'26 AAMPO UPWP budgets requiring deobligation of FY'25 Task 500 Special Projects funds (\$90,000) and applying those to FY'26 Special Projects funds. The amendment process with ODOT is ongoing and requires several more authoritative levels of approval before being entered into the STIP. To ensure that this deobligation of funds can occur before the end of the Fiscal Year this is being brought to both the AAMPO TAC and Policy Board, as well as starting the public comment period, preemptively so that staff may approve the STIP amendment as expeditiously as possible.

Overview

The purpose of this memorandum is to provide an update on recent revisions to the Statewide Transportation Improvement Program (STIP) relevant to the Albany Area Metropolitan Planning Organization (AAMPO). A summary table of recent revisions can be found on the following page.

Background on the STIP and MTIP

The STIP is the Oregon Department of Transportation's capital improvement plan for state and federally-funded transportation projects. The current STIP (FY2024-2027) went into effect October 1, 2023 and expires September 30, 2027. AAMPO acts as the regional coordinator to the STIP helping ensure that revisions and other adjustments are processed appropriately. AAMPO also maintains a Metropolitan Transportation Improvement Program (MTIP) which is consistent with the STIP.

Revision Types

There are three types of STIP and MTIP revisions processed by AAMPO, listed below. Additional details on STIP and MTIP amendments can be found in the AAMPO MTIP policy [HERE](#).

- **Full Amendments:** Require the greatest level of scrutiny and are brought to the Policy Board for discussion and approval. The TAC makes a recommendation to the Policy Board regarding approval of the amendment and also determines what level public outreach is necessary. At a minimum, the item will be reviewed by the TAC and placed on the next Policy Board agenda, which comes with notification requirements. Additional items for consideration include provision of a public comment period (two weeks), holding a public meeting, and any other actions deemed advisable by the TAC.
- **Administrative Amendment:** Require less scrutiny and are usually familiar to local staff members. For administrative amendments AAMPO staff has the authority to approve the amendment. Amendments are brought to the TAC for review and discussion. The Policy Board is notified of Administrative Amendments at their next regularly scheduled meeting.

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See Attachment D for Project Details
See Attachment F for MPO Budget

Task 1: Salem Ave – Old Salem Rd Project Identification

Led by Albany, Millersburg, and Oregon Department of Transportation (ODOT) staff, this task will involve a meeting with city stakeholders. The purpose of this meeting is to identify current and well understood issues on Salem Avenue and Old Salem Road, proposed section between intersection with Albany Avenue and Old Salem Rd interchange with I-5 (B, 4.5 miles) and including I-5 exits at Century Drive. Additionally, each city will summarize all planned projects for the area from the Transportation System Plan (TSP) or any other relevant plans, and provide a summary to the Contractor, which the contractor will review to help inform project findings.

Task 1.1: Scoping Meeting.

Oregon Cascades West Council of Governments/Albany Area Metropolitan Planning Organization (OCWCOG/AAMPO) and the consultant will meet to clarify the larger scope of the services needed, including the projected tasks below.

Task 1.2: Existing Conditions and Design Review.

The consultant will review existing documents relevant to the corridor including long range plans, regulatory design documents, travel demand model outputs, and current traffic volume information that is available. This task will involve meeting with ODOT regional planning and design staff to hear their design constraints and considerations. An important part of this task will be clarifying the controlling design criteria, and estimated future mode volumes that will impact design.

Task 1.3: Conceptual Design Solution

As defined by the Cities of Albany and Millersburg in coordination with ODOT and Linn County, the consultant will develop schematic plans and cross sections, to a degree of detail that can be shared with staff, elected officials and members of the public can understand the suggested improvements to the corridor.

Task 1.4: Public Open House

The consultant will participate in two public open houses to share solutions identified in the previous task. OCWCOG/AAMPO staff will be responsible for managing, advertising, hosting and running the open house. Consultant will be available to answer technical details. This is expected to be held virtually, during one working day session and one evening session.

Task 1.5 Summary Memo and Presentation

Consultant will develop a summary memo of the conceptual design process, public open houses, and any subsequential changes to the corridor concepts. This memo will include potential funding opportunities to pursue for more detailed design and construction. OCWCOG/AAMPO will provide a public input summary. The consultant will present this information to the AAMPO Policy Board, which can be attended virtually.

Task 1.6 Other

Depending on budget availability and items that may arise in previous tasks, this task will be used to capture work that does not fit into other tasks. It will be used as needed and only under approval by OCWCOG/AAMPO Policy Board at the advisement of the AAMPO Technical Advisory Committee (TAC).

Figure 1+2. ODOT road ownership, shown in blue and green
 Figure 1. Millersburg I-5 Interchange with Old Salem Rd
 Figure 2. Old Salem Rd Intersection/Junction with Century Dr

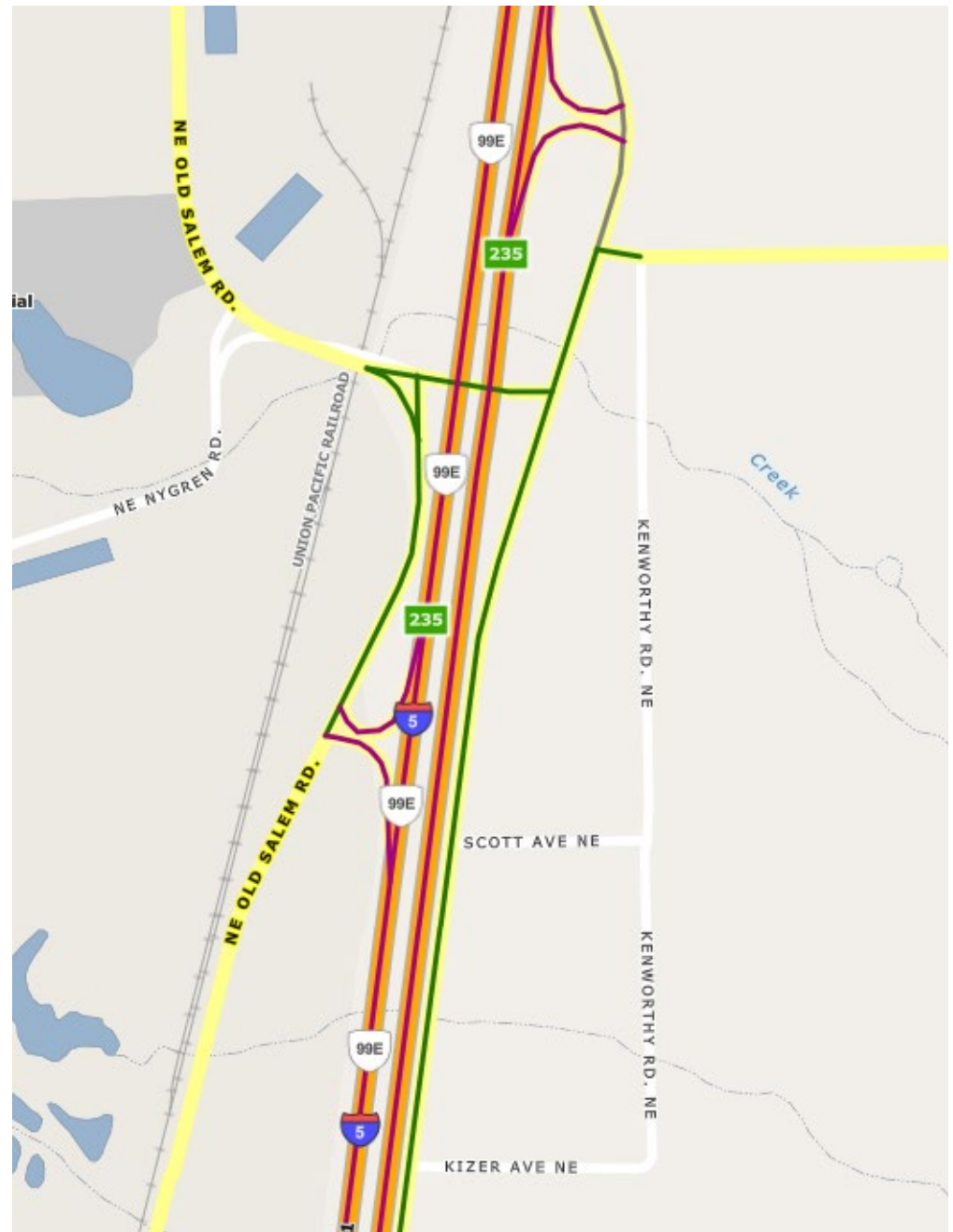
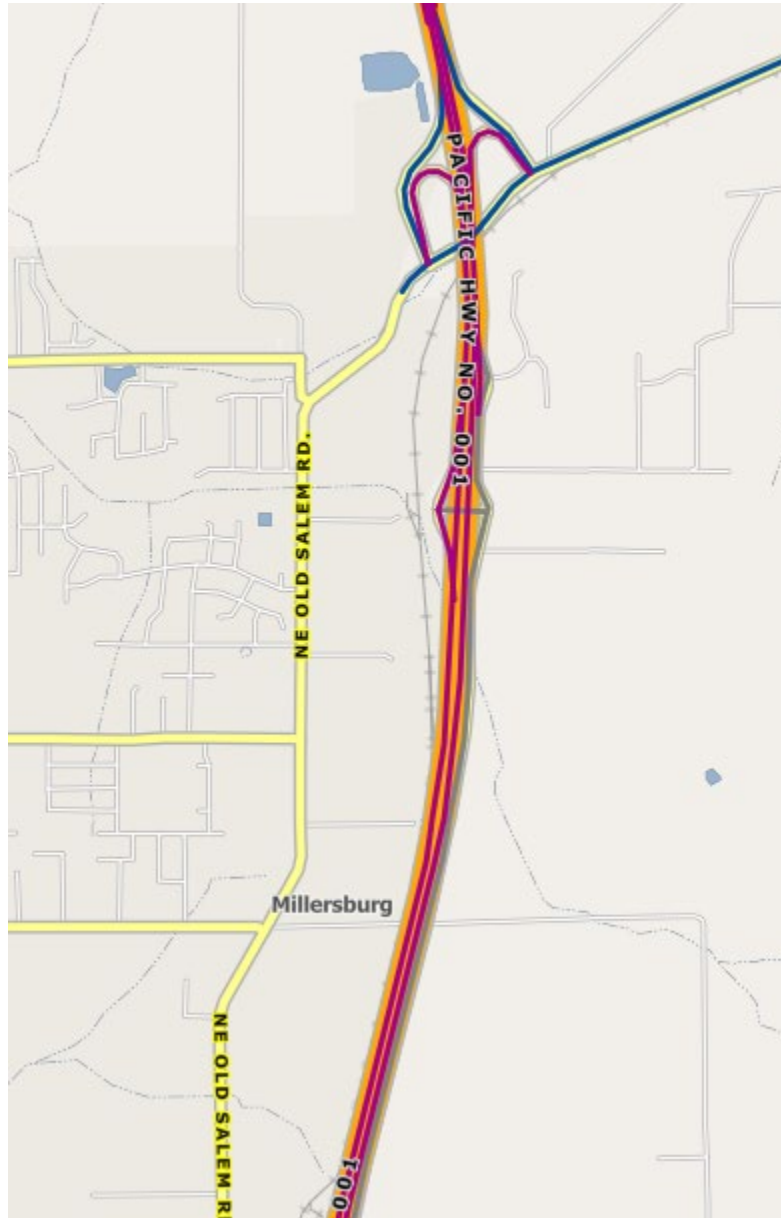
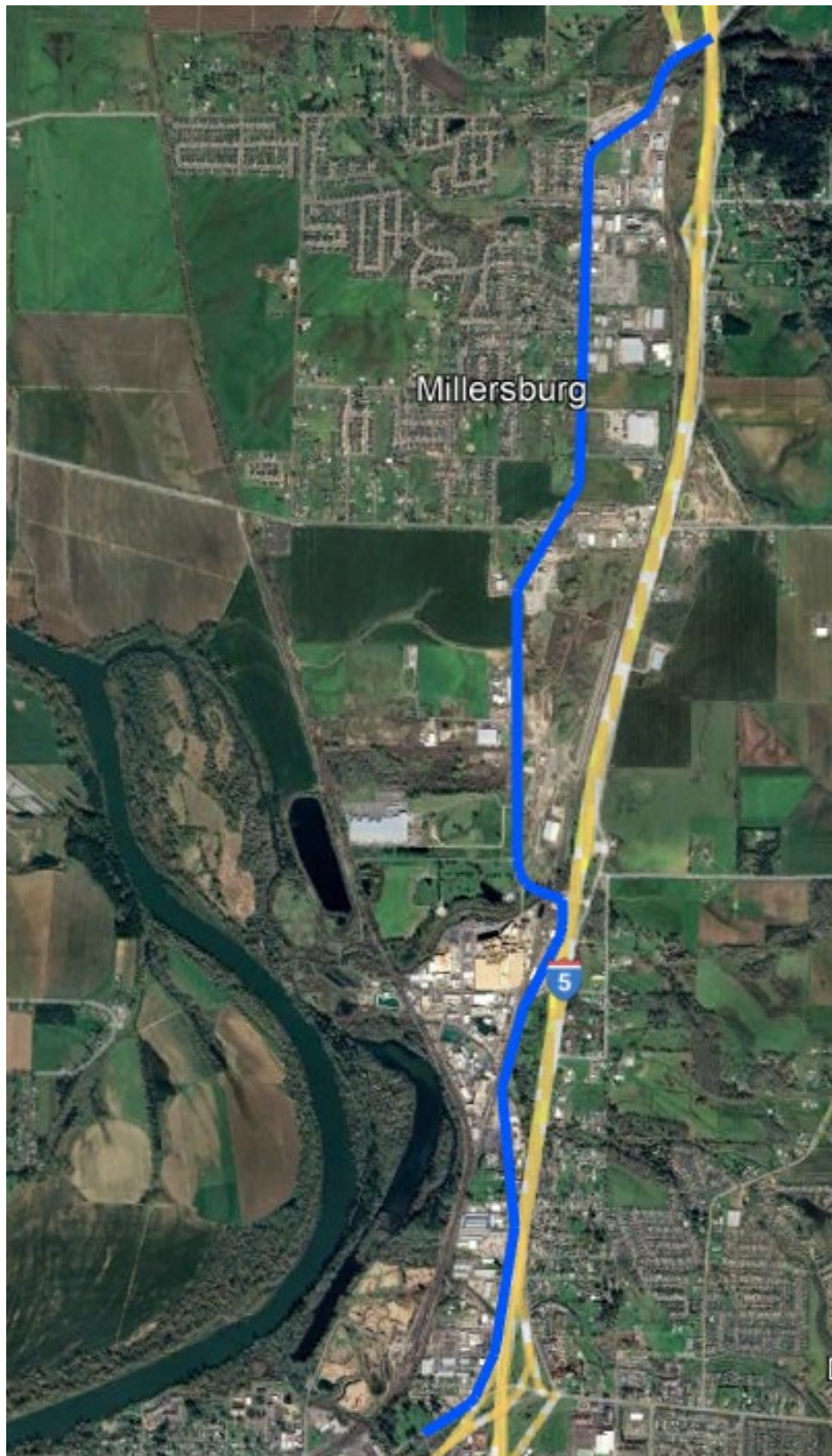


Figure 3. Proposed SOW Section B from intersection of Albany Ave and Salem Ave to interchange of Old Salem Rd and I-5, in blue



Joint Public Participation Plan

Adopted

April XXth, 2025

and

April XXth, 2025

**Albany Area Metropolitan Planning
Organization**

**Corvallis Area Metropolitan Planning
Organization**

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

and

Oregon Public Meetings Law



Adopting Resolution

Add here

Albany Area Metropolitan Planning Organization Membership

Policy Board

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

Technical Advisory Committee (TAC)

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

TAC Ex-Officio Members

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

Staff

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

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

Corvallis Area Metropolitan Planning Organization Membership

Policy Board

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

Technical Advisory Committee (TAC)

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

TAC Ex-Officio Members

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

Staff

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

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

Chapter 1: Introduction

What is an MPO?

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

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

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

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

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

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

What is the Purpose of the Public Participation Plan?

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

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

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

Additional benefits of public participation include:

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

Federal and State Requirements for Public Participation

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

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

Plan Development

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

Chapter 1: Introduction

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

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

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

What is in this Document?

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

Chapter 2: MPO Overview

MPO Roles and Responsibilities

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

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

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

Role of Policy Board

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

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

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

Role of Technical Advisory Committee (TAC)

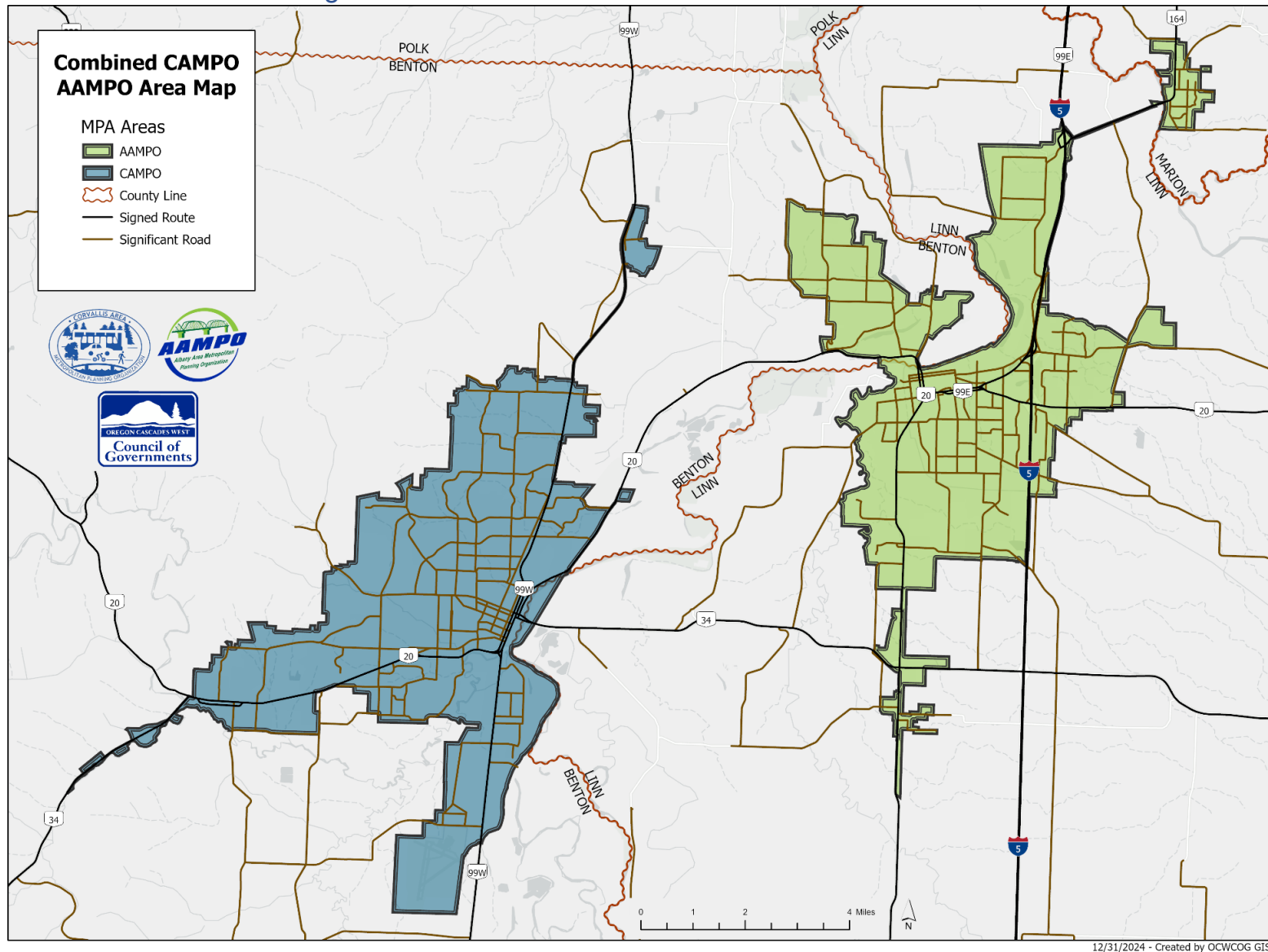
Members of the Technical Advisory Committee (TAC) are appointed by the Policy Board. TAC responsibilities are to:

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

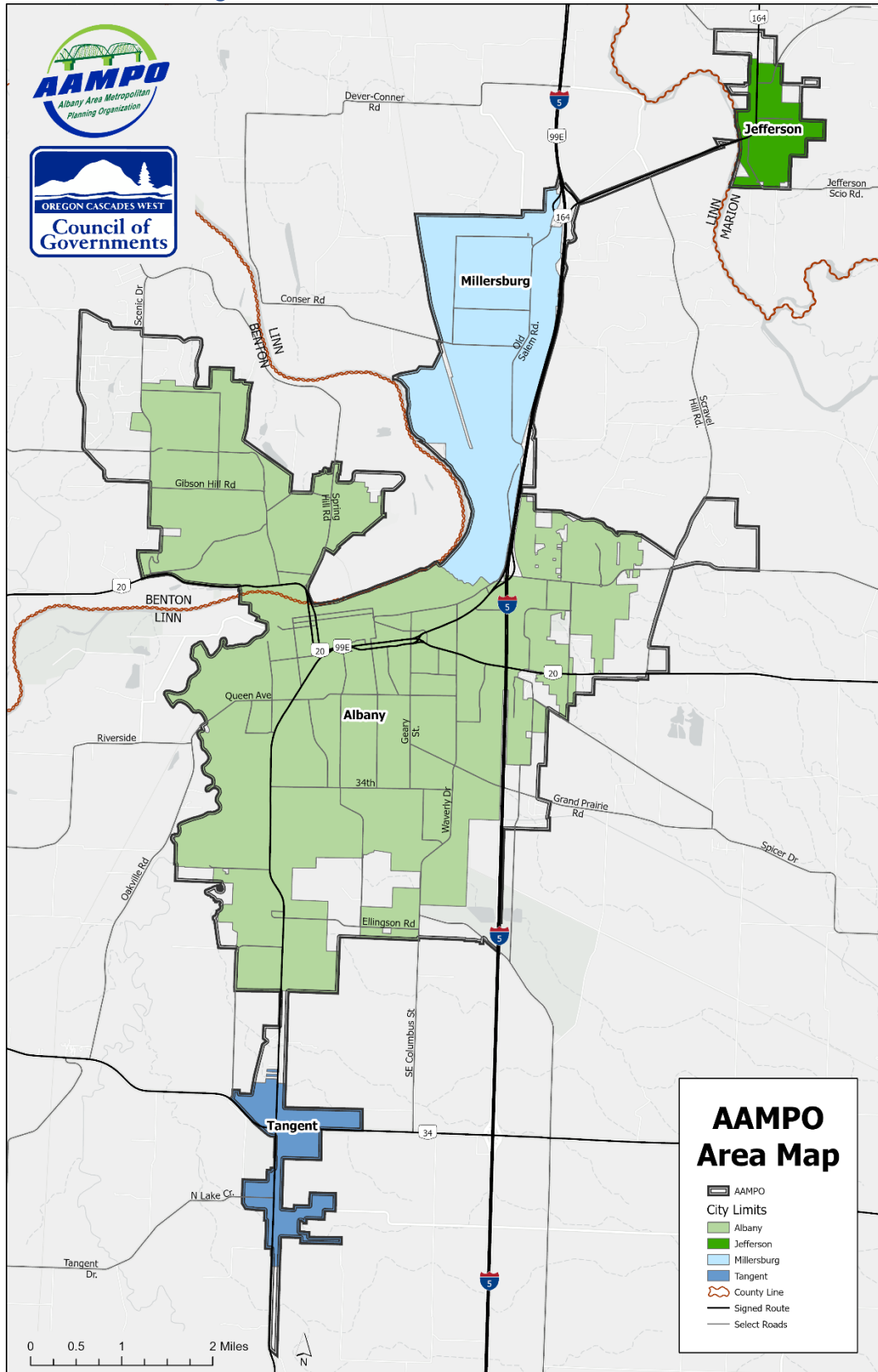
All TAC meetings are open to the public. All meetings are documented in minutes, with minutes and agendas distributed via and e-mail to the TAC members, and TAC-interested parties.

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

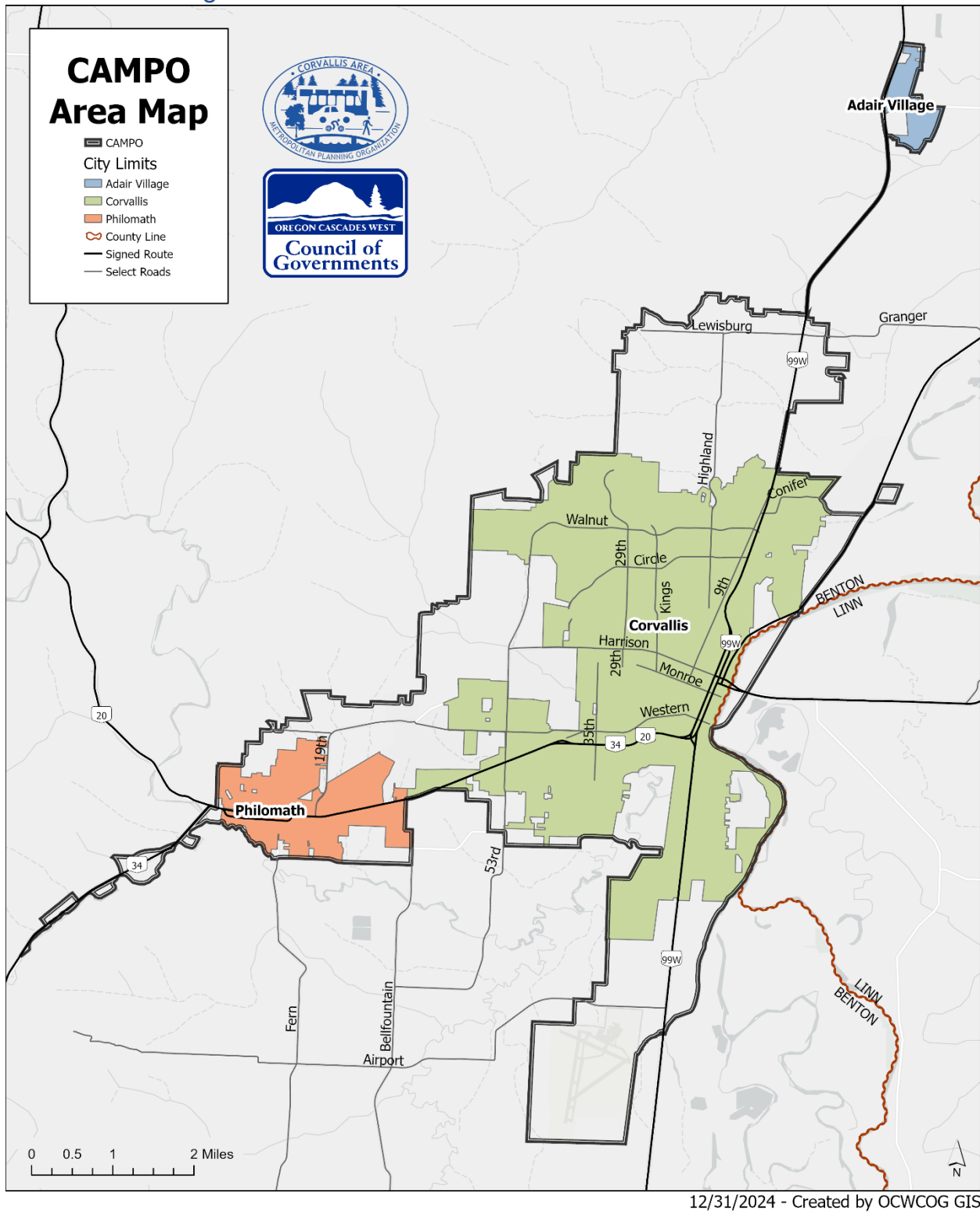
AAMPO-CAMPO Planning Area



AAMPO Planning Area



CAMPO Planning Area

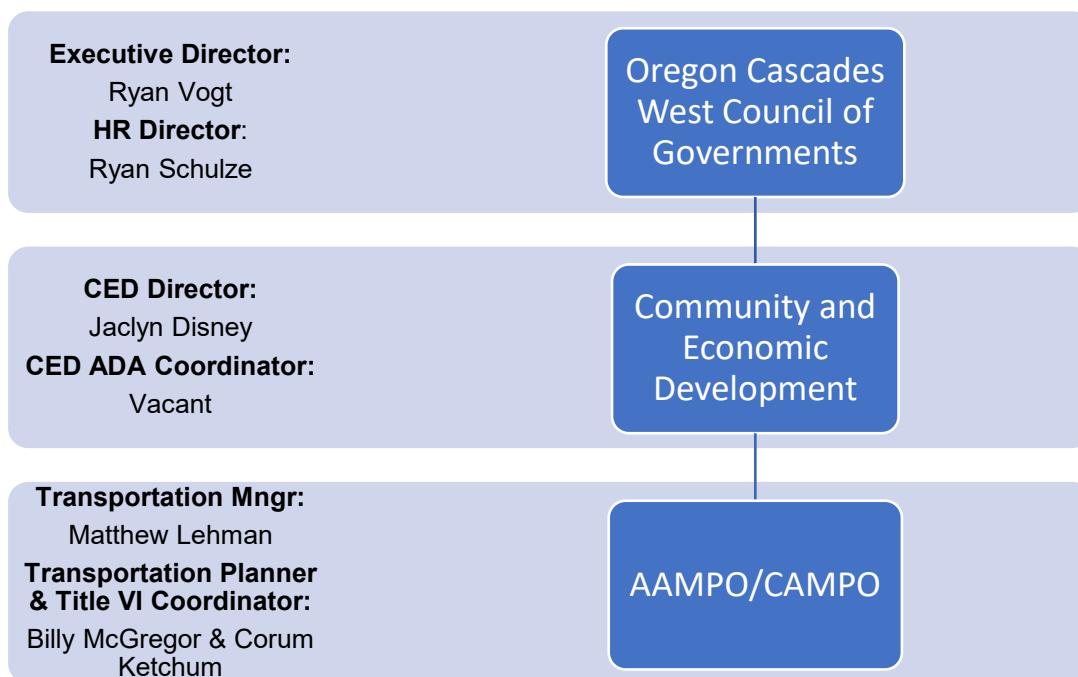


Organization and Governance

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

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

Figure 1: Organization Chart



Chapter 3: Public Participation Process

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

Coordination & Consultation

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

Accessibility & Information

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

Timeliness

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

Public Comment

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

Social (includes Environmental) Justice

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

Evaluation

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

Virtual Public Engagement

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

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

Chapter 4: Inclusion of Interested Parties

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

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

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

Minority and Low Income Populations

Environmental Justice Considerations and Title VI of the 1964 Civil Rights Act (42 U.S.C. 2000d-1) states that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Title VI bars intentional discrimination as well as disparate impact discrimination (i.e., a neutral policy or practice that has a disparate impact on protected groups).

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

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

Seniors and Persons with Disabilities

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

Transportation Providers

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

Federal, State, Regional & Local Government Agencies

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

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

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

Stakeholder/Special Interest Groups

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

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

Chapter 5: Outreach Activities and Tools

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

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

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

Public Involvement Tools and Use

Public Involvement Tool	When is Tool Used?	MPO's Approach
Email Announcements, Master Contact Database/ Email List	- TAC meeting announcements - Policy Board meeting announcements - Updates and announcements about MPO Plans and Programs (e.g. RTP, TIP, UPWP, etc.)	- Increase e-mail list by advertising the availability of e-mail announcements using (Sign up for email via MPO Website) - Make corrections when e-mails are returned
Website/ Social Media	- TAC meeting announcements - Policy Board meeting announcements - Updates and announcements about MPO Plans and Programs (e.g. RTP, TIP, UPWP, etc.) - Public notice for TIP amendments - General MPO updates	- Include website address on all organization products - Link website to partner organizations - Utilize social media outlets available through OCWCOG or member organizations including paid ads as appropriate
Public Service Announcements (PSA)	This tool is used to provide information on meetings, planning documents, and pending transportation policy decisions when appropriate	Request PSAs be run by local radio, TV, print and other media outlets
Newspaper Advertisements and Legal Advertisements	- Updates and announcements about MPO Plans and Programs (e.g. RTP, TIP, UPWP, etc.) - Meeting announcements when major decisions will be considered by the TAC or Policy Board	- Place publication in prominent location of paper if possible - Post notice in publications that reach underserved populations
Press Releases	This tool is used to provide information on meetings, planning documents, and	Maintain a current media contact list

Chapter 5: Outreach Activities and Tools

	pending transportation policy decisions when appropriate	Utilize press releases to encourage media coverage
Direct Mailings	This tool is used to provide information on meetings, planning documents, and pending transportation policy decisions when appropriate	- Adjust mailing list to more accurately target affected areas - Use the most up-to-date information to maintain the mailing list
Flyers/Posters	This tool is used to provide information on meetings, planning documents, and pending transportation policy decisions when appropriate	Increase distribution to common areas where posters will be more visible to the general public
Open Houses/ Public Workshops, Speakers Bureau/ Small Group Meetings	This tool is used to provide information on updates to plans and programs as well as pending transportation policy decisions	- The presentation should provide specific information introducing and outlining the project or program - MPO staff should utilize this tool when launching major project or program updates or when public input is needed - MPO staff and any consulting staff should be available in a timely manner to make presentations about MPO activities when requested
MPO staff attending and providing updates to partner agencies and stakeholder during their regularly scheduled meetings	This tool is used to update partner agencies and stakeholders on MPO activities during their regularly scheduled meeting time	- MPO staff should utilize this tool to provide informal updates on MPO activities - When appropriate, this outreach tool may include formal presentations on MPO projects and programs
Planning Document Distribution	This tool is used to garner input on updates to MPO Plans and Programs (e.g. RTP, TIP, UPWP, etc.)	- Build distribution list to include key partners including member cities, Benton County, and local school districts - Build distribution list to include county and city government buildings, libraries and websites
Comment Forms	This tool is used to garner input on a broad range of MPO plans and activities	Encourage responses by explaining the importance of receiving comments
Graphics/ Visualization	- Used to provide information on MPO plans, programs and pending transportation policy decisions - Policy Board and TAC meetings	Include graphics and visualization techniques online and during public meetings and hearings

Appendix A: Transportation Acronyms

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

3R –Resurfacing, restoring, and rehabilitating

AAMPO –Albany Area Metropolitan Planning Organization

AASHO –American Association of State Highway Officials

AASHTO –American Association of State Highway and Transportation Officials

ACT–Area Commission on Transportation

ADA –Americans with Disabilities Act

ADT –Average Daily Traffic (or Average Daily trips)

AMPO –Association of Metropolitan Planning Organizations

APA –American Planning Association

APTA –American Public Transportation Association

ARBA –American Road Builders' Association

ARMA –American Road Makers' Association

ARRA –American Recovery and Reinvestment Act

ARTBA –American Road and Transportation Builders' Association

ATS –Albany Transit System

BMP– Best Management Practice

BMS– Bridge Management System

BRT– Bus Rapid Transit

BTS– Bureau of Transportation Statistics

CAA– Clean Air Act

CAA(A)– Clean Air Act Amendments

CALM– Corvallis Albany Lebanon Model

CAMPO– Corvallis Area Metropolitan Planning Organization

CFR– Code of Federal Regulations

CIP– Capital Improvement Program

CMAQ– Congestion Mitigation and Air Quality Program

CMP– Congestion Management Process (Plan)

CMS– Congestion Management System

COG– Council of Governments

CTS– Corvallis Transit System

CWACT– Cascades West ACT

DEIS– Draft Environment Impact Statement

DEQ– Department of Environmental Quality

DLCD– Department of Land Conservation and Development

DOT– Department of Transportation

EEO– Equal Employment Opportunity

EIS– Environmental Impact Statement

EJ– Environmental Justice

EPA– Environmental Protection Agency

FAA– Federal Aviation Administration

FAP– Federal-aid primary

Appendix A: Transportation Acronyms

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

GIS– Geographic Information Systems
GPS– Global Positioning Systems

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

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

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

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

Appendix A: Transportation Acronyms

MUTCD– Manual on Uniform Traffic Control Devices

MWACT– Mid-Willamette Valley ACT

NAA– Non-Attainment Area

NAAQS– National Ambient Air Quality Standards

NEPA– National Environmental Policy Act of 1969

NHS– National Highway System

NHTSA– National Highway Traffic Safety Administration

NOX– Nitrogen Oxides

O&M– Operations and Maintenance

ODOT– Oregon Department of Transportation

OHP– Oregon Highway Plan

OM&P– Operations, Maintenance and Preservation

OMPOC– Oregon MPO Consortium

ORFS– Oregon Roads Finance Committee

OTC– Oregon Transportation Commission

OTIA– Oregon Transportation Investment Act

OTP– Oregon Transportation Plan

OTREC– Oregon Transportation Research and Education Consortium

PCI– Pavement Condition Index

PCR– Pavement Condition Rating

PE– Preliminary Engineering

PEA– Planning Emphasis Area (as established by FHWA)

PL– Planning Funds

POP– Program of Projects

PPM– Policy and Procedure Memorandum

PPP– Public Participation Plan

PS&E –Plans, Specifications, and Estimates

RFP– Request for Proposal

ROW– Right of Way

RR– Railroad

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

RTPO– Rural Transportation Planning Organization

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

SDC– System Development Charge

SIB– State Infrastructure Bank

SIP– State Implementation Plan

SOV– Single Occupancy Vehicle

SPR– State Planning and Research funds

SRTS– Safe Routes to School

STA– Special Transportation Area

STF– Special Transportation Fund

STIP– State Transportation Improvement Program

Appendix A: Transportation Acronyms

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

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

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

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

Appendix B: Transportation Glossary

5303 - FTA Section 5303 transit planning funds for metropolitan areas

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix C: Public Involvement Procedures for MPO Plans and Programs

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

Regional Transportation Plan (RTP)

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

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

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

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

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

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

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

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

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

Transportation Improvement Program (TIP)

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

The TIP must be consistent with the RTP and include:

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

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

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

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

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

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

Title VI Nondiscrimination Plan/ Limited English Proficiency Plan

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

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

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

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

Appendix C: Public Involvement Procedures for MPO Plans and Programs

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

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

Public Participation Plan

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

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

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

Appendix D: Spectrum of Public Participation

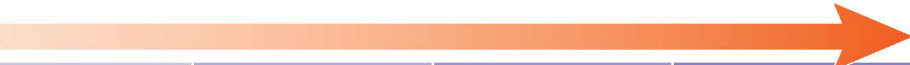
The International Association for Public Participation (IAP2) developed the Spectrum of Public Participation (**Figure 3**) to help clarify the role the public plays in the decision-making process. The Spectrum of Public Participation outlines five levels of public participation which can be utilized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

Figure 2: Spectrum of Public Participation

IAP2'S PUBLIC PARTICIPATION SPECTRUM



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

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

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State Fiscal Year 2026 Unified Planning Work Program (UPWP)

July 1, 2025 – June 30, 2026



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

Adopted April XX, 2025

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. 25-01

**FOR THE PURPOSE OF APPROVING THE SFY 2026 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 2026, 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 2026;

NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the Albany Area MPO approves the SFY 2026 Albany Area Unified Planning Work Program and its associated budget.

Dated on this April XX, 2025

APPROVED:

Commissioner Patrick Malone, Policy Board Chair
Albany Area MPO

ATTESTED:

Jaclyn Disney, CED Director
Albany Area MPO

ABOUT THE ALBANY AREA METROPOLITAN PLANNING ORGANIZATION

Policy Board

Carolyn McLeod	City of Albany
Patrick Malone	Benton County
Walt Perry	City of Jefferson
Roger Nyquist	Linn County
Ray Hunt	City of Millersburg
Greg Jones	City of Tangent
Darrin Lane	Citizens' Representative
Christine Hildebrandt	Oregon Department of Transportation

Technical Advisory Committee (TAC)

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

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Table of Contents

About The Albany Area Metropolitan Planning Organization	iii
Section I: Introduction.....	1
Section II: Work Program Overview.....	2
Section III: Planning Tasks.....	6
Task 100 – Program Management.....	6
Task 200 – Long Range Transportation Planning.....	9
Task 300 – Inter-Regional Transportation Planning.....	11
Task 400 – Transportation Programming	13
Task 500 – Special Projects	14
Section IV: Budget summary.....	15
SFY25 Budget by Subtask.....	15
SFY25 Budget by Fund Source.....	15
SFY25 Expenses.....	16
Appendix A: AAMPO Planning Area and Inter-regional map	16
Appendix B: Other Transportation Planning Activities in the MPO Area	18
Appendix C: Glossary of Acronyms	19
Appendix D: FHWA and FTA Joint Planning Emphasis Areas	21
Appendix E: in-Kind Match Overview.....	23
Appendix F: Summary of Comments.....	25

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, 2025 and June 30, 2026.

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 XX – April XX, 2025, 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

Title VI Complaints Procedure

Any person who believes they—or with a specific class of persons—were subjected to discrimination on the basis of race, color, or national origin in the programs and activities of a Federal-aid Recipient may file a Title VI complaint.

FHWA Division Offices do not investigate Title VI complaints. Likewise, Recipients, such as State DOTs, and Subrecipients do not investigate complaints filed against themselves. Finally, FHWA is responsible for all decisions regarding whether a complaint should be accepted, dismissed, or referred to another agency. With this understanding, complaints should be routed in the following ways:

- All complaints should be routed to the FHWA Headquarters Office of Civil Rights (HCR) for processing. HCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints filed against State DOTs or Subrecipients of Federal financial assistance.
- Complaints should be forwarded from the initial receiving agency through the Federal-aid highway oversight hierarchy until the complaint reaches HCR. For example, if a complaint is filed with a Subrecipient City, that receiving agency should forward the complaint to the State DOT, which should forward the complaint to the State's FHWA Division Office, which should forward the complaint to HCR. If a complaint is filed with a State DOT, then the State DOT should forward the complaint to the State's FHWA Division Office, which should forward the complaint to HCR.
- State DOTs and Subrecipients must log all complaints received.

When HCR decides on whether to accept, dismiss, or transfer the complaint, HCR will notify the Complainant, the FHWA Division Office, State DOT, and Subrecipient (where applicable).

Complaints may also be sent to HCR directly at:

Postal Mail	Federal Highway Administration U.S. Department of Transportation Office of Civil Rights 1200 New Jersey Avenue, SE 8th Floor E81- 105 Washington, DC 20590
Email	CivilRights.FHWA@dot.gov
Fax	202-366-1599
Questions?	202-366-0693

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	Annual Review

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

Status of AAMPO and Regional Transportation Documents

Key Documents	Current Status		Next Update
AAMPO Regional Transportation Plan (RTP)**	Adopted November 2023		May 2028*

SFY 2024-2027 Metropolitan Transportation Improvement Program (MTIP)	Adopted June 2023		June 2026
SFY27 Unified Planning Work Program	Adoption scheduled for April 2025		January 2026
Title VI Plan**	Updated/Adopted in October 2024		October 2027
Public Participation Plan**	Updated/Adopted in April 2025		April 2027
Other Documents	Current Status		Next Update
Benton County Transportation System Plan	Adopted March 2019		-
Bicycle & Pedestrian Plan	Adopted April 22, 2023		-
Linn County Transportation System Plan	Adopted in 2018		-
Albany Transportation System Plan	Adopted February 2010		In Progress 2025
Albany Transit Development Plan	Approved May 2018		-
Jefferson Transportation System Plan	Approved in June 2022		-
Tangent Transportation System Plan	Adopted in 2010		In progress 2025
Millersburg Transportation System Plan	Adopted December 2016		Planned 2024-27

*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 SFY25 accomplishments as described in the Annual Report, occurring between July 1, 2024 and June 30, 2025, can be found on the AAMPO webpage at <https://www.ocwcog.org/transportation/aampo/aampo-plans-programs/> under the Plans, Projects, Programs, and Pages subsection.

Annual reporting for the previous fiscal year is due to ODOT by July 31.

Semi-annual reporting for the period of July 1 to December 31 is due to ODOT in January.

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 or other applicable national conference.
 - The Oregon Chapter of the American Planning Association conference .
 - Technical trainings offered by OSU and other state entities as available.
 - Other local or regional gatherings or trainings as available, including the Oregon Active Transportation Summit, the Oregon Transportation Options Conference, etc.
 - 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 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 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 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 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 SFY27 Unified Planning Work Program and budget, and subsequent approval.
- Amending the current (FY26) Unified Planning Work Program as needed.

Product: *An SFY27 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	SFY26
110: MPO Operation	\$60,000
120: MPO Administration	\$40,000
130: Annual Document Review	\$10,000
140: MPO Education and Training	\$5,000
Total	\$115,000

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:

- Grant readiness and fundraising support services including but not limited to grant prospecting, review, and consulting.
- 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: Regional Count Project Scoping

Work with the Corvallis Area MPO (CAMPO) staff to create a program using shared methodology and equipment to perform AAMPO region multi-modal (cyclist and pedestrian) counts as requested. Set aside funds for equipment purchases if needed.

Product: A joint MPO process for deploying mobile counters and the ability to fulfill requests for collecting count data by AAMPO members. Funds set aside for potential purchase of one additional mobile counter.

Schedule: Task is ongoing throughout the fiscal year.

Task 240: Safety and Active Transportation Planning Support

The jurisdictions within AAMPO continue to elevate safety and active transportation as a priority, as reflected by a series of awarded funding for activities in the area, and a renewed interest in public outreach and engagement on these topics. This includes multi-use path planning support, with proposals connecting Corvallis and Albany, Albany and Millersburg, etc.

Task partners include the AAMPO members, ODOT, and the Oregon Cascades West Council of Governments' Transportation Options program, among others.

Support activities include:

- Participating in advisory group meetings on relevant topics.
- Coordinating with local, state, federal and nonprofit organizations on active transportation and safety topics.
- Generating original research or policy to support projects.
- Public outreach and engagement on specific projects, like a public open house, or general themes, such as bicycle safety.
- Participating in larger public events or campaigns, such as Corvallis Open Streets, in conjunction with Task 310.

Product: Technical assistance on relevant topics, meeting participation, and public engagement activities.

Schedule: Task is ongoing throughout the fiscal year expected to extend into subsequent fiscal years.

TASK 200: LONG RANGE TRANSPORTATION PLANNING	
Task Component	SFY26
210: Technical Assistance to Communities	\$25,000
220: AAMPO RTP Performance Monitoring	\$13,000
230: Regional Count Project Scoping	\$7,500
240: Safety and Active Transportation Planning Support	\$7,000
Total	\$52,500

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.
- Attend CAMPO TAC and Policy Board meetings.
- Aligning and updating 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 review once a year, that will be incorporated into this task.

- Yearly document review of PTASP.
- Continued ZEV Support.
- Upkeep and changes to ATS Implementation Strategy with Nelson/Nygaard.

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 AAMPO 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 AAMPO Policy Board and Linn-Benton transit service. AAMPO 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	SFY26
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 SFY24-27 MTIP and STIP documents. The amendments are generally initiated either by member jurisdictions or by ODOT.

Product: Up-to-date SFY24-27 MTIP document.

Schedule: Task is ongoing throughout the fiscal year.

TASK 400: TRANSPORTATION PROGRAMMING	
Task Component	SFY26
410: MTIP Amendments	\$10,000
Total	\$10,000

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: Special Project Carryover

During FY 2025 Special Project Pool funds were identified for use. These funds were unable to be spent down during that fiscal year and thus were deobligated and applied to this fiscal year, FY 2026.

Projects include a Salem Avenue – Old Salem Road Scoping Study, estimated \$40,000

Product: As defined in the approved Scope of Work.

Schedule: By end of fiscal year.

TASK 500: Special Projects	
Task Component	SFY26
510: Special Project Pool	\$239
520: Special Project Carryover*	\$90,000
Total	\$90,239

*Note. This move was approved at the Feb. 26, 2025 AAMPO Policy Board meeting.

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.

SFY26 Budget by Subtask

Task	SFY26 Amount	SFY25 Amount	Dollar Change	Percent Change
TASK 100: Program Management	\$115,000	\$105,386	\$9,614	8%
110: MPO Operation	\$60,000			
120: MPO Administration	\$40,000			
130: Annual Document Review	\$10,000			
140: MPO Education and Training	\$5,000			
TASK 200: Long Range Transportation Planning	\$52,500	\$67,160	(\$14,660)	-28%
210: Technical Assistance to Communities	\$25,000			
220: AAMPO RTP Performance Monitoring	\$13,000			
230: Regional Count Project Scoping	\$7,500			
240: Safety and Active Transportation Planning Support	\$7,000			
TASK 300: Inter-Regional Transportation Planning	\$75,000	\$75,000	\$0	0%
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			
TASK 400: Transportation Programming	\$10,000	\$20,080	(\$10,080)	-101%
410: MTIP Amendments	\$10,000			
TASK 500: Special Projects	\$90,239	\$6,083	\$84,156	93%
510: Special Project Pool	\$239			
520: Special Project Carryover	\$90,000			
TOTAL	\$342,739.16	\$273,709	\$69,031	20%

Note: \$252,739.16 is the SFY26 funding amount provided by ODOT on November 14, 2024.

SFY26 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	\$115,000	\$103,190	\$0	\$11,811	\$0
Task 200: Long Range Transportation Planning	\$45,000	\$40,379	\$0	\$4,622	\$0
Task 230: Pop Up Infrastructure	\$7,500	\$0	\$7,500	\$0	\$0
Task 300: Inter-Regional Transportation Planning	\$75,000	\$12,438	\$54,860	\$1,424	\$6,279
Task 400: Transportation Programming	\$10,000	\$8,973	\$0	\$1,027	\$0
Task 500: Special Projects	\$90,239	\$80,972	\$0	\$9,268	\$0
Total SFY26 Budget*	\$342,739.32	\$245,950.10	\$62,360.16	\$28,150.09	\$6,278.97

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

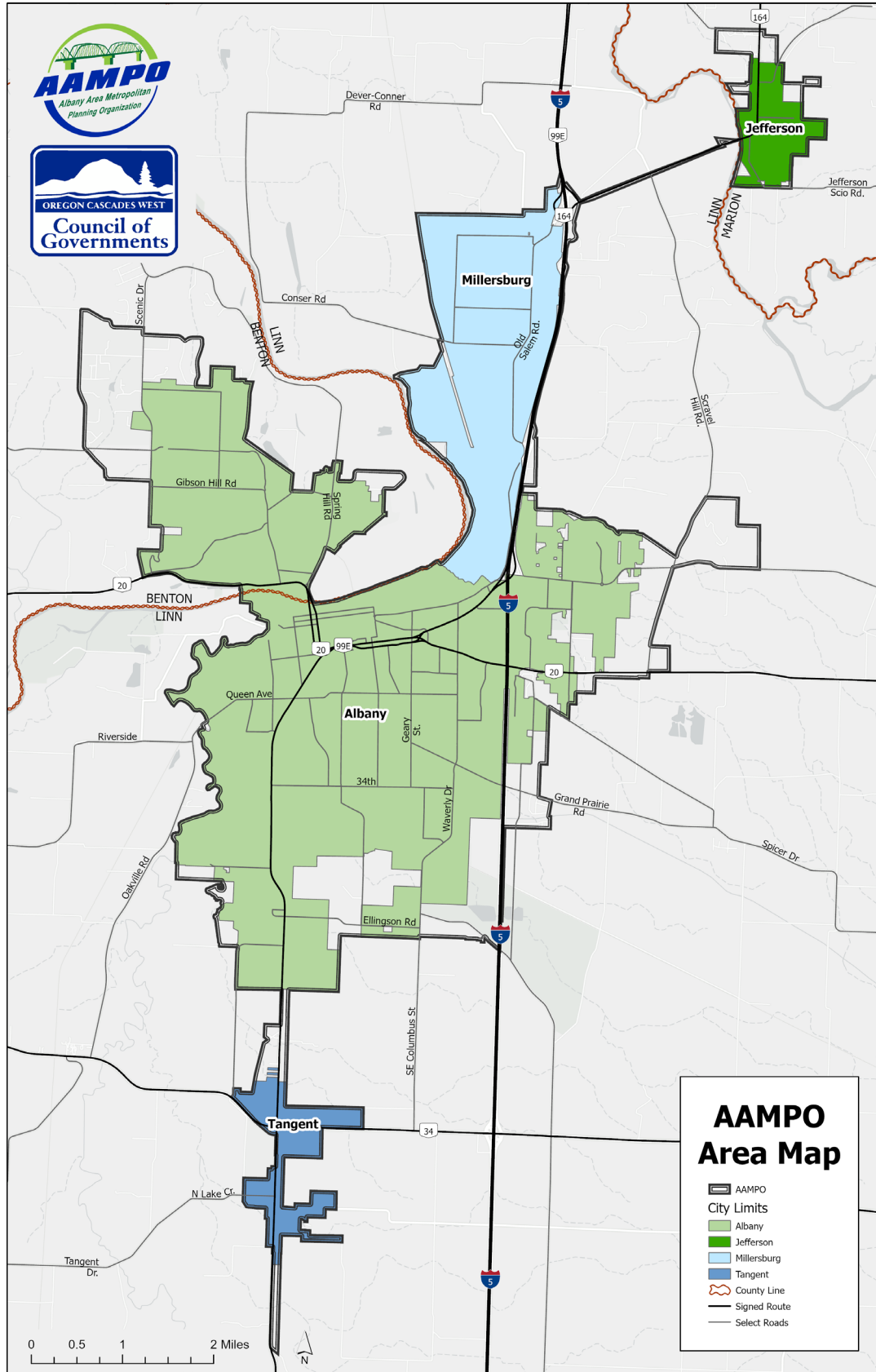
SFY26 Expenses

Cost	Amount	Percent of Total Budget
AAMPO Staff Payroll Expenses	\$187,437	56%
AAMPO Non-Payroll Expenses	\$65,063	18%
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	
Special Project Pool	\$90,239	26%
Total	\$342,739.32	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.

*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, work began in calendar year 2025.
2. Millersburg TSP Update. Update funded via AAMPO Surface Transportation Block Grant (STBG) funds, now known as State Highway Funds (SHF). Funds awarded during the 2024-2027 cycle, no date as of yet for work.
3. Albany TSP Update. Update funded via state CFEC rules, process is expected to begin in calendar year 2025.
4. Corvallis to Albany Path Refinement. Planning and design scheduled for 2025 or 2026. No construction funding identified currently.

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 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
PEA	Planning Emphasis Areas
PL Fund	Planning Funds allocated to Metropolitan Transportation Planning activities
RTP	Regional Transportation Plan
ROI	Return on Investment
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
STF	Strategic Highway Research Program
STIP	Special Transportation Fund
STBG(P)	Statewide Transportation Improvement Program
TAC	Surface Transportation Block Grant Program
TDP	Technical Advisory Committee
TGM	Transit Development Plan
TIP	Transportation Growth Management
TPAU	Transportation Improvement Program
TSP	Transportation and Planning Analysis Unit of ODOT
UPWP	Transportation System Plan
USC	Unified Planning Work Program
	United States Code

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	Complete Streets	Public Involvement	Strategic Highway Network
TASK 100: Program Management			
110: MPO Operation		X	X
120: MPO Administration			
130: Annual Document Review			
140: MPO Education and Training	X		
TASK 200: Long Range Transportation Planning			
210: Technical Assistance to Communities			X
220: AAMPO RTP Performance Monitoring	X	X	X
230: Regional Count Project Scoping	X		
240: Safety and Active Transportation Planning Support	X	X	
TASK 300: Inter-Regional Transportation Planning			
310: CAMPO Collaboration		X	X
320: Local Transit Planning Support			
330: Linn-Benton Loop Support			
340: Travel Model Coordination			
TASK 400: Transportation Programming			
410: MTIP Amendments		X	
420: 2030 OHAS Set-Aside			
TASK 500: Special Projects (new task in SFY23)			
510: Special Project Pool			
520: Special Project Carryover			

Task	Federal Land Management Agency Coordination	Planning and Environment Linkages	Data in Transportation Planning
TASK 100: Program Management			
110: MPO Operation	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
220: AAMPO RTP Performance Monitoring		X	X
230: Regional Count Project Scoping		X	X
240: Safety and Active Transportation Planning Support		X	X
TASK 300: Inter-Regional Transportation Planning			
310: CAMPO Collaboration			
320: Local Transit Planning Support		X	X
330: Linn-Benton Loop Support		X	X
340: Travel Model Coordination			X
TASK 400: Transportation Programming			
410: MTIP Amendments			X
420: 2030 OHAS Set-Aside			
TASK 500: Special Projects (new task in SFY23)			
510: Special Project Pool			
520: Special Project Carryover			

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.

SFY26 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	\$115,000	\$103,190	\$0	\$11,811	\$0
Task 200: Long Range Transportation Planning	\$45,000	\$40,379	\$0	\$4,622	\$0
Task 230: Pop Up Infrastructure	\$7,500	\$0	\$7,500	\$0	\$0
Task 300: Inter-Regional Transportation Planning	\$75,000	\$12,438	\$54,860	\$1,424	\$6,279
Task 400: Transportation Programming	\$10,000	\$8,973	\$0	\$1,027	\$0
Task 500: Special Projects	\$90,239	\$80,972	\$0	\$9,268	\$0
Total SFY26 Budget	\$342,739.32	\$245,950.10	\$62,360.16	\$28,150.09	\$6,278.97

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

AAMPO Technical Advisory Committee Meetings

- 9 TAC meetings at 2 hours per meeting.
- \$100/hour loaded rate per staff person.
- \$32.37/hour for elected official volunteer time.
- Total: \$9,583

AAMPO TAC MEETINGS		
Jurisdiction	Loaded rate/hour	Rate for nine 2-hour TAC meeting
Albany	\$100	\$1,800
Millersburg	\$100	\$1,800
Jefferson	\$32 (elected official)	\$583
Tangent	\$100	\$1,800
Benton County	\$100	\$1,800
Linn County	\$100	\$1,800
Total		\$9,583

AAMPO Policy Board Meetings

- 9 Policy Board meetings at 2 hours per meeting.
- \$32.37/hour for elected official volunteer time.
- Total: \$3,496

AAMPO POLICY BOARD MEETING		
Jurisdiction	Volunteer rate/hour	Rate for nine 2-hour Policy Board meetings
Albany	\$32	\$583
Millersburg	\$32	\$583
Jefferson	\$32	\$583
Tangent	\$32	\$583
Benton County	\$32	\$583
Linn County (paid)	-	-
Citizens' Representative	\$32	\$583
Total		\$3,496

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	\$9,583
9 Policy Board Meetings	\$3,496
Albany Transit Match	\$4,000
Total	\$17,079
In-kind match need for SFY 2026	TBD

APPENDIX F: SUMMARY OF COMMENTS

See comment tracker following this page.