

**CORVALLIS AREA
METROPOLITAN PLANNING ORGANIZATION
(CAMPO)**



Fiscal Year 2012-2013

Unified Planning Work Program (UPWP)

Approved by the CAMPO Policy Board on April 20, 2012

Corvallis Area Metropolitan Planning Organization

Policy Board

Linda Modrell (Chair)	Benton County Board of Commission
Hal Brauner	City of Corvallis
Frannie Brindle	Oregon Department of Transportation
Bill Currier	City of Adair Village
Ken Schaudt	City of Philomath

Technical Advisory Committee (TAC)

John deTar	Oregon Department of Transportation
Drew Foster	City of Adair Village
Chris Bailey	City of Albany Transit System
Roger Irvin	Benton County
Randy Kugler	City of Philomath
Jim Mitchell	City of Corvallis

TAC Ex-Officio Members

US Federal Highway Administration (FHWA), Oregon Division
US Federal Transit Administration (FTA), Region X
Oregon Department of Land Conservation and Development (DLCDD)
Oregon Department of Environmental Quality (DEQ)
Oregon Division of State Lands (DSL)

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RESOLUTION NO. 12-02

**FOR THE PURPOSE OF APPROVING THE FY2012-2013 CORVALLIS 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 Corvallis, Philomath and Adair Village, Benton County, and, the Oregon Department of Transportation (ODOT) as the Corvallis 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 Corvallis Metropolitan Planning Organization has developed a Unified Planning Work Program for FY2012-2013, in coordination the local governments, the US DOT and ODOT and in compliance with all applicable federal and state requirements; and

WHEREAS, the City of Corvallis has 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 FY2012-2013;

NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the Corvallis Area MPO approves the FY2012-2013 Corvallis Area Unified Planning Work Program and its associated budget.

Dated this 20th Day of April 2012

APPROVED:

By:



Linda Modrell, Chair
Corvallis Area MPO

ATTESTED:

By:



Ali Bonakdar, Director
Corvallis Area MPO

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INTRODUCTION

What is a Metropolitan Planning Organization?

A Metropolitan Planning Organization is an organization of local governments designated per USC 23, 123 & 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 Transportation Improvement Program (TIP) and development of a Unified Planning Work Program (UPWP). The MPO's planning and programming activities are consistent with the area's locally adopted transportation and land use plans.

What is the Corvallis Area Metropolitan Planning Organization?

The US Bureau of Census in 2002 declared that the population of the Corvallis Urbanized Area, according to the 2000 Census, had reached 58,229. The Corvallis Urbanized Area consists of the cities of Corvallis, Philomath and Adair Village, as well as the densely populated portions of Benton County adjacent to those cities. As a result of surpassing the population criterion of 50,000, the Oregon Governor in December 2002 designated a coalition of local governments and ODOT as the Corvallis Area Metropolitan Planning Organization (CAMPO).

CAMPO is governed by a five-member Policy Board consisting of representatives of the cities of Corvallis, Philomath and Adair Village, the County of Benton and the Oregon Department of Transportation. The Policy Board operates according to the adopted Operating Guidelines.

CAMPO's Technical Advisory Committee (TAC) is made up of professional staff of the above entities, ODOT Regional Planner and a representative from the Albany Transit System. Representatives of relevant federal and other state agencies have ex-officio status on TAC. The TAC reviews material and provides recommendations to the Policy Board.

The Oregon Cascades West Council of Governments, under a contract, provides administrative services and staffing to CAMPO.

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

What is the Purpose of this Document?

The purpose of this document is to outline the transportation planning and programming activities of the Corvallis Area Metropolitan Planning Organization for FY2012-2013. Funding for the MPO activities is made possible through the US Department of Transportation, Oregon Department of Transportation (ODOT) and the City of Corvallis.

It should be noted that the levels of efforts and dollar amounts allocated to each activity in this document represent the best estimates at this time and may change with the consent of all parties involved.

Development of Transportation Planning Tasks

In 2006 and 2007, at the request of the Policy Board, staff developed a list of priority transportation planning tasks for the next three years. The list included planning activities requested by the Policy Board, processes required by federal and state transportation planning regulations, tasks warranted for the operation of the MPO and tasks (studies) requested by the public during the public participation process of the Metropolitan Transportation Plan.

As part of updating the Metropolitan Transportation Plan several transportation studies were identified and were included in the Plan Update.

Prior to the preparation of this document, staff requested priority tasks from member jurisdictions for inclusion in the FY13 Work Program. The Technical Advisory Committee identified several priority planning tasks that are included in this document.

Summary Status of CAMPO's Transportation Planning Activities

CAMPO's most recent Transportation Planning activities include:

- Development of CAMPO's Title VI and Environmental Justice Plan. This document has been reviewed by the Policy Board and has been sent to ODOT Title VI Officer.
- Updating of the Public Involvement Framework document. This document was initially developed in 2004 and was updated in 2010.
- Development of a special Public Involvement Plan for the Transportation Plan Update. This document is currently being implemented along with the updating of the Transportation Plan.
- Development of a Bicycle Safety Education package in collaboration with the bicycling community under a Technology Transfer grant. This project was completed in early FY2012.
- Development of the Corvallis Area Metropolitan Transportation Plan: Destination 2035 (Transportation Plan Update). Major work on this project is completed. It is anticipated that the adoption of the Transportation Plan will take place at the end of the 3rd quarter.

Status of Regional Transportation Plan

CAMPO developed its first Regional Transportation Plan (RTP) for the Corvallis Area MPO in 2004 through 2006. *The Corvallis Area Metropolitan Transportation Plan: Destination 2030* was approved by the MPO Policy Board in September 2006. The RTP was developed consistent

with the existing land use and transportation plans and with the participation of the public. The RTP outlines transportation improvements for all modes of transportation over the next 20 years. A financial plan was developed for the RTP in compliance with the requirements of Financially Constrained plans and programs. The signing of the SAFETEA-LU by the President in August 2005 promulgated new transportation planning requirements applicable to the development of RTPs. In 2007 the MPO amended its RTP to include the additional planning efforts required by the enactment of SAFETEA-LU. The RTP is in compliance with the requirements of Metropolitan Transportation Planning rules.

Per the federal regulations, the RTP is currently being updated. The technical work for the RTP Update is complete. The Transportation Plan was updated through an extensive public outreach effort that was outlined in the Special Public Involvement Plan for the updating of the Transportation Plan. Additionally, the Ad hoc Committee reviewed and provided input to the updating process. The Corvallis Area Metropolitan Transportation Plan: Destination 2035 is scheduled for adoption by the CAMPO Policy Board.

9th Street Improvement Plan

In 2007 the MPO applied for a TGM Project to improve 9th Street, from Polk to Elk Dr. The 9th Street Improvement Plan was developed under the guides of a Project Advisory Committee. The recommendations of the Plan incorporated a great deal of public input gained through the project's extended public outreach efforts. The Plan included recommendations to improve all modes of transportation. The final 9th Street Improvement Plan was adopted by the CAMPO Policy Board in 2009 and was accepted by the Corvallis City Council in 2010.

Budget Assumptions

On August 10, 2005, the President signed into the law a transportation reauthorization act, known as the Safe, Accountable, Flexible and Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU). A provision of this Act, referred to as PL Fund, provides transportation planning dollars for approximately 90 percent of the MPO's annual budget. A 10 percent local match is provided by the ODOT. The City of Corvallis also provides in-kind match for the MPO's transit planning dollars (FTA Section 5303). The 9th Street TGM grant in 2009 and 2010 helped to retain a part-time MPO staff. Using the TGM grant and the accumulated carryover funds from the past few years has enabled us to increase the one employee's hours to 75%. This additional staff time was crucial to conduct of the T2 Bicycle Safety Education.

The budget assumptions in this document are the same as the one used in the past three years. These assumptions are based on the latest information available at the time of developing the document, as provided by the federal, state and local governments.

Public Participation

It is a goal of CAMPO 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 Involvement Framework** that outlines strategies and efforts that are conducted in association

with the tasks in the Work Program. A copy of the CAMPO's Public Involvement Framework is posted at the CAMPO's Website: www.corvallisareampo.org.

The Framework requires two different types of public outreach for the MPO's transportation planning and programming activities. Major activities such as the development and updating of the Metropolitan Transportation Plan require development of specially designed public outreach efforts. The specially designed document will undergo formal adoption by the Policy Board prior to its implementation. Other activities such as the development of the Transportation Improvement Program follow a prescribed set of procedures which may include:

- Holding a public comment period
- Holding a public meeting
- Posting announcement of the meeting and all relevant material on the website
- Advertising the public comment period and the public meeting in the newspapers and other media
- Collecting comments for review by the Policy Board prior to their decision making
- Responding to the comments
- Holding a permanent spot on the agenda of the Policy Board meetings for the public to provide comments.

In 2010 CAMPO updated its Public Involvement Framework and developed a Public Involvement Plan for the Updating of its RTP. These documents were adopted by the CAMPO Policy Board after meeting all federal requirements that apply to the adoption of such documents.

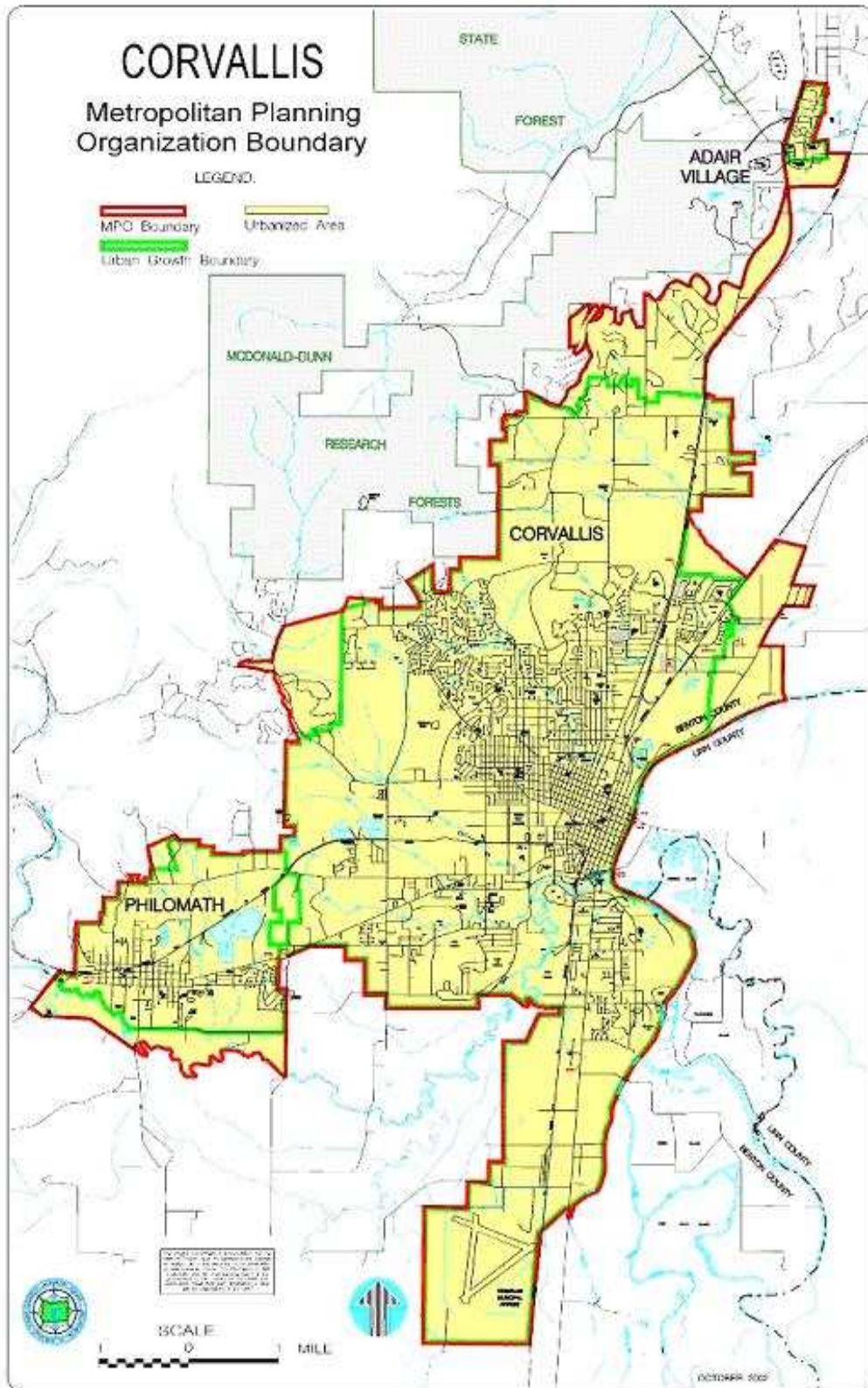
CAMPO has been following the directives of the Special Public Involvement document for the updating of the Transportation Plan.

CORVALLIS

Metropolitan Planning Organization Boundary

LEGEND

- MPO Boundary
- Urbanized Area
- Urban Growth Boundary



Task 100 – Program Management

Purpose

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:

111. Working with the MPO Policy Board and the Technical Advisory Committee to meet the transportation planning and programming needs of the MPO Area.
112. Holding of monthly meetings of the Policy Board and the Technical Advisory Committee.
113. Supervising staff.
114. Attending trainings, transportation-related conferences, and statewide and local transportation-related meetings that are consistent with the use of planning dollars.
115. Coordinating the MPO's planning and programming activities with local planning officials, economic development agencies, environmental protection agencies, airport and transit providers, ODOT, FHWA, and FTA.
116. Involving the public in transportation planning and programming activities; public education; implementation of the CAMPO's Public Participation Process.
117. Coordination of MPO's transportation planning and programming with the Cascades West Area Commission on Transportation (CWACT).

Product

A well managed MPO operation.

120 – Development of MPO Work Program and Budget

Activities under this item will include:

121. Development of the FY14 Unified Planning Work program and its approval.
122. Development of the FY14 MPO operation budget and its approval.
123. Development of the FY14 Self Certification Process Document and its approval.
124. Amendment of the FY13 Unified Planning Work Program for changes to both narratives and the budget.

Product

An FY14 UPWP and a Self Certification document by March 2013.
Amendments to the FY13 UPWP and the budget as warranted.

130 – MPO Administration

Activities under this item will include:

- 131. Maintenance of the MPO records and response to required paperwork.
- 132. Accounting and bookkeeping.
- 133. Preparation and submittal of Quarterly Reports.
- 134. Preparation of the agency’s financial audit.
- 135. Upkeep and maintenance of the agency’s website.
- 136. Attending organizational and personnel-related meetings.

Product

Compliance with federal and state transportation planning regulations

140 – Coordination of Policies with the Formation of Albany MPO

Under the current federal Metropolitan Transportation Regulations the City of Albany and its adjacent communities are required to form an MPO. Discussions are underway to determine the extent of cooperation and collaboration between the Urbanized Areas. Activities under this item will include:

- 141. Develop and evaluate various administrative structures for cooperation and collaboration.
- 142. Provide technical assistance to the formation of the New MPO
- 143. Coordinate dialogues between the Corvallis Area MPO and the officials from the City of Albany and jurisdictions that would potentially be included in the new MPO.
- 144. Develop a White Paper on the impact of the Transportation Reauthorization Act on the CAMPO’s status.

Product

Intergovernmental agreements that maximize coordination and efficiencies of transportation planning and programming within the greater Corvallis-Albany area

Enhanced awareness of CAMPO leaders about the future of the organization

150 – Reformation of CAMPO’s Metropolitan Planning Area (MPA)

In March 2012 the US Census released the results of 2010 US Census Urban and Urbanized Areas. These results prompt changes to the CAMPO’s Metropolitan Planning Area, the composition of its membership, federal transportation dollars allotted to CAMPO and many more.

The purpose of this task is to review the results of 2010 Census Urbanized Area boundary and determine the MPO’s MPA and the composition of CAMPO’s membership. This task includes the following steps:

151. Review the results of US 2010 Census for Urban and Urbanized Areas, identify changes and prepare maps
152. Develop new Metropolitan Planning Area (MPA) based on the changes to the CAMPO’s Urbanized Area boundary and in anticipation of urbanization in 20 years.
153. Communicate the results with TAC and the Policy Board for the determination of Policy Board membership
154. Work with ODOT and FHWA on the formation and approval of the new boundaries.

Product

Approved and mapped new CAMPO’s Metropolitan Planning Area and determination of membership.

Estimated Completion Schedule

Subtask	Estimated Schedule
110 - MPO Operation	
111 – Working w/ Policy Board	Ongoing
112 – Holding Monthly Meetings	Ongoing
113 – Staff Supervision	Ongoing
114 – Attending Training, Conferences	Ongoing
115 – Transp. Planning coordination	Ongoing
116 – Public Outreach/Education	Ongoing
117 – Coordination with CWACT	Ongoing
120 - Development of MPO Work Program, Budget and Title VI Plan	
121 – UPWP Development	Feb. 2013
122 – Budget Development	Jan, Feb. 2013
123 – Self Cert Development	March. 2013
124 – Amendments	As Needed

130 - MPO Operation Administration	
131 – Records	Ongoing
132 – Accounting	Ongoing
133 – Quarterly Report	Every 3 Months
134 – Financial Audit	Once a year
135 – Website Maintenance	Ongoing
136 – Organizational Matters	Ongoing

140 - Coordination of Policies with the Formation of Albany MPO	
141– Provide technical assistance	1 st Quarter
142 – Coordinate Dialogues	1 st & 2 nd Quarters
143 – Develop and evaluate scenarios	2 nd & 3 rd Quarters
144 – Develop a White Paper	Following Signage of a Reauthorization Act
150 – Reformation of CAMPO’s Metropolitan Planning Area	
151 – Review results of 2010 Census	1 st Quarter
152 – Develop new MPA boundary	1 st Quarter
153 – Determine membership	1 st Quarter
154 – Approval by ODOT and FHWA	2 nd Quarter

Staff Effort and Cost

100 - Program Management
Percent of Effort = 28%

Task Component	Federal PL Fund	ODOT Match (Local)	Total PL
110 – Operation	\$31,957	\$3,658	\$35,614
120 – UPWP	\$22,826	\$2,613	\$25,439
130 – Admin	\$27,391	\$3,135	\$30,527
140 – Albany MPO	\$4,565	\$523	\$5,088
150 – Reformation of CAMPO’s MPA	\$4,565	\$523	\$5,088
Total	\$91,305	\$10,450	\$101,755

Task 200 – Long Range Transportation Planning

Purpose

The Long Range Transportation Planning activities in FY13 will include:

1. Development of a Transportation Safety Plan for the Corvallis Area MPO;
2. Upkeep of the Metropolitan Transportation Plan;
3. Coordination of the Metropolitan Transportation Plan with the local Transportation System Plan;
4. Feasibility Study of Scenario Planning;
5. Travel Demand Forecasting Model;
6. Other Transportation Planning Activities.

210 – Development of Transportation Safety Plan

The purpose of this task is to develop a safety plan which would effectively address improvement of traffic safety for all modes of transportation in the Corvallis MPO Area. The Transportation Safety Plan will be adopted as an addendum to the Corvallis Area Metropolitan Transportation Plan: Destination 2035.

Activities under this task will include:

211. Developing a scope of work;
212. Developing a special public involvement plan for the incorporation of public input into the Safety Plan;
213. Establishing short term and long term goals and objectives for safety within the MPO area;
214. Collecting crash data by facility and mode;
215. Analyzing crash data and identifying causal patterns;
216. Developing location-specific mitigation measures;
217. Developing system specific safety policies;
218. Developing a safety plan for all modes of transportation;
219. Developing implementation and financing strategies.

The Safety Plan will rely heavily on ODOT's Transportation Development Division (TDD) and Transportation Safety Division for the needed data and advice. It also will be developed in consultation with the FHWA's Resource Center and Safety Website <http://safety.fhwa.dot.gov/>, the MPO Technical Advisory Committee and the various local modal advisory committees.

A webpage will be developed for posting material on the development of the Safety Plan and to provide opportunity for the public to view the material and provide comments.

The completion and adoption of the Transportation Safety Plan may be extended into FY14.

Product

A Transportation Safety Plan for the MPO Area

220 – Upkeep of the Metropolitan Transportation Plan

The Metropolitan Transportation Plan must be maintained as a live document that directs the future transportation system in the MPO Area. For this purpose:

- 221. The Plan will be updated with the new Census data and other socioeconomic data as become available.
- 222. Feedback will be gathered on the Plan’s recommendations for incorporation into the Plan.
- 223. The Plan will be amended when necessary.

Product

An up-to-date Transportation Plan for the MPO Area

230 – Investigate the Feasibility of Scenario Planning

Oregon Legislation requires Scenario Planning as part of the Greenhouse Gas (GHG) emission reduction by the Portland Metro and Central Lane MPOs. Although the conduct of Scenario Planning is not required of the balance of the Oregon MPOs, it is recommended by the Oregon Land Conservation and Development Commission (LCDC). The Policy Board of the Corvallis Area MPO has received presentation by LCDC staff on this issue.

Scenario Planning is a tool that provides a comprehensive look at the interactive impacts of our transportation, land use, housing and economic development choices. These choices, each and collectively have profound impacts on the health of our environment, economy, quality of air and water, and the future of our natural resources. The region is at a point that could benefit from analyzing the intermittent impacts of these decisions at a regional level, rather than viewing each factor as independent variable within the current arbitrary boundaries.

The purpose of this task is to investigate the feasibility of conducting Scenario Planning by the Corvallis Area MPO. Efforts under this task will include:

231. Begin a dialogue with MPO member jurisdictions about the benefits of taking a comprehensive look at the issue of land use/transportation and economic development in the MPO Area;
232. Assess the level of interests both within the MPO and the balance of the travelshed to establish a scope and parameters for Scenario Planning;
233. Investigate the costs of required data gathering and the potential suitability of Scenario Planning for the area.

Product

Determination on the suitability of Scenario Planning for the Corvallis Area MPO

240 - Travel Demand Forecasting Model

The Alternative Analysis work of the Metropolitan Transportation Plan relied heavily on the Travel Demand Forecasting Model. In FY08 and FY09 the Model was used for the alternative analysis of the Van Buren Bridge and the North Bypass Project. Additionally, the capacity analysis of selected intersections by ODOT used the travel model output to post process the performance of intersections in Years 2010, 2020 and 2030.

CAMPO and ODOT's Transportation Planning Analysis Unit (TPAU) have signed an Intergovernmental Agreement (IGA) that will cover CAMPO's transportation modeling needs for FY2011. This IGA will be renewed for the FY2013 to cover the following task:

241. Updating CAMPO's Travel Demand Model with the outcome of Census 2010. This will include the updating of the TAZ boundaries and attributes.

Product

An updated Travel Forecasting Model for the Corvallis Area MPO

250 – Other Transportation Planning Activities

Activities will include:

251. Regional Railroad. Efforts will be made to promote the enhancement of railroad services that affect movement of freight and people within the MPO Area.
252. Trail Planning. Coordinate MPO's transportation planning and programming efforts with the trail planning efforts of Benton County and the City of Corvallis Parks and Recreation Department.

Product

A comprehensive approach to planning issues affecting the MPO Area

Estimated Completion Schedule

Subtask	Estimated Schedule
210 – Development of the Transportation Safety Plan	
211. Develop scope of work;	1 st Quarter
212. Develop special public involvement;	1 st Quarter
213. Establish short term and long term goals and objectives;	1 st Quarter
214. Collect crash data by facility and mode;	2 nd Quarter
215. Analyze crash data and identify causal patterns;	2 nd Quarter
216. Develop location-specific mitigation measures;	3 rd Quarter
217. Develop system specific safety policies relative to local jurisdictions ordinances;	3 rd Quarter
218. Develop a safety plan for all modes of transportation;	4 th Quarter
219. Final Document:	
a. Develop implementation and financing strategies.	1 st Quarter FY14
b. Adopt Safety Plan	
c. Incorporate Safety Plan into LRTP	2nd Quarter FY14 2nd Quarter FY14

Subtask	Estimated Schedule
220 – Upkeep of the Metropolitan Transportation Plan	
221- Update with the new Census data;	2 nd Quarter
222- Incorporate feedback;	3 rd Quarter
223 - Amend the Plan when necessary.	4 th Quarter
230 – Feasibility Study of Scenario Planning	
231 – Begin a dialogue with MPO jurisdictions;	3rd Quarter
232 - Establish the scope and parameters;	4th Quarter
233 - Investigate the costs of required data.	1st Quarter FY14
240 – Travel Forecasting Model	
241 - Update Travel Demand Model.	2 nd and 3 rd Quarters
250 - Other Transportation Planning Activities	
251 - Regional Railroad;	Ongoing
252 – Coordinate Trail Planning.	1 st and 2 nd Quarters

Staff Effort and Cost

**200 - Long Range Transportation Planning
Percent of Effort = 39%**

Task Component	Federal PL Fund	ODOT Match (Local)	Total PL
210 – Transportation Safety Plan	\$ 89,022	\$ 10,189	\$ 99,211
220 – Upkeep of LRTP	\$ 8,902	\$ 1,019	\$ 9,921
230 – Feasibility of Scenario Plng.	\$ 15,261	\$ 1,747	\$ 17,008
240 – Travel Forecasting Model	\$ 7,630	\$ 873	\$ 8,504
250 - Other Activities	\$ 6,359	\$ 728	\$ 7,087
Total	\$ 127,175	\$ 14,556	\$ 141,730

Task 300 - Short-Range Transportation Planning

Purpose

The purpose of this task is to provide for the short-term transportation planning needs of the Corvallis Area MPO. Components of this task are:

310 – Transit Planning

Transit services in the Corvallis Area MPO are provided by the Corvallis Transit System (CTS). The system is owned by the City of Corvallis and is operated under a contract with First Student, Inc. The City of Corvallis is the recipient of the FTA's Section 5307, 5309, 5316 and 5317 funds in the MPO Area and contributes 'in-kind' match to the MPO's transit planning dollars (FTA's Section 5303).

MPO staff and the City of Corvallis transit authorities cooperate closely for the improvement of the area's transit service. The Metropolitan Transportation Plan was developed in consultation with the City's transit authorities and the Transit Master Plan. In FY08 and FY09 the MPO worked with CTS and the Albany Transit System (ATS) to coordinate transit services in the region. In FY10 the MPO worked on the financial feasibility of extending a transit route to the City of Adair Village in cooperation with the City of Adair City Council and CTS.

The MPO closely follows the status of transit services within and to the MPO area and provides planning assistance to the CTS. The MPO provides the following transit planning activities on a routine basis:

311. Assistance to CTS with service level planning and funding for the continuation of newly started transit services or the expansion of current service.
312. Assistance to CTS with the programming of transit projects and their funding processes.
313. Providing transit-related information collected from federal and state agencies and technical assistance to the area's transit providers.
314. Work on the coordination of transit services within the MPO Area and beyond for a seamless transfer on the east-west corridor (Philomath to Albany), when and where needed.

Product

Enhanced transit service planning ability
Provision of financial and operational information
Coordinated transit service within the Urbanized Area

320 - Demographic Analyses of CTS Riders

The MPO will conduct an onboard survey of CTS Riders to gain demographic information on various types of riders. The survey will gather data on factors, such as: age (senior and non-senior) people with disabilities, student status, income levels of the riders and trip purpose. OSU riders will be identified as student, faculty or staff. This data is essential in meeting the requirements of the American with Disabilities Act (ADA), the Job Access Reverse Commute (JARC) Program, and in the delivery of a more efficient transit service. Activities under this task will include:

321 Development survey instruments to capture needed data;

322 Conduct of onboard surveys

323 Analyses of data and development of a database on transit riders.

This task may require the acquisition of external resources for its completion.

Product

A database on demographic characteristics of CTS riders for a more efficient transit service
Public involvement process

330 – Transportation Choices Education

The purpose of this task is to educate the public on their transportation choices. Studies show that not all users of transportation system are fully aware of the availability of alternative modes of transportation. Increased awareness about the alternative modes of transportation will distribute the usage more evenly among all modes. This task will be performed in partnership with the City of Corvallis. The MPO will:

331. Inventory all means of transportation available to the MPO residents

332. Develop educational brochures that lay out resident's transportation options

333. Utilize social media, Google Transit, YouTube, on-the-bus posters and advertisements to reach the public and disseminate educational material.

334. Participate at local transportation fairs and community events for the display of developed material and public education.

325. The City of Corvallis TDM Coordinator will function as the information officer to the public for the use of alternative modes.

Product

Enhanced public awareness of all mode choices
Brochures and posters on mode choices

Estimated Completion Schedule

Subtask	Estimated Schedule
310 – Transit Planning	
311 – Assistance with service level planning	1 st Quarter
312 – Assistance with programming	Ongoing
313 – Providing transit-related information	Ongoing
314 – Coordination of transit services	Ongoing
320-Demographic Analysis	
321- Develop survey Instrument	1 st Quarter
322- Conduct onboard Survey	2 nd Quarter
323- Analyze data	3 rd Quarter
330- Transportation Choices Education	
331 – Inventory means of transportation	1 st Quarter
332 – Develop educational brochure	2 nd Quarter
333 – Utilize social media, Google Transit	3 rd Quarter
334 – Participate at fairs and events	3 rd & 4 th Quarter
335 – Information Officer	Begin 3 rd Quarter

Staff Effort and Cost

**300 – Short Range Transportation Planning (Transit)
Percent of Effort = 20.11%**

Task Component	FTA 5303 Fund	In-Kind Match (by CTS)	Total
310 – Transit Planning	\$18,275	\$4,568	\$22,843
320 – Demographic Analysis*	\$32,895	\$8,223	\$41,118
330 – Transportation Choices	\$21,930	\$5,482	\$27,412
Total	\$73,099	\$18,273	\$91,373

*. Task 320 may require recruiting of survey conductors. Any additional costs for this purpose will be covered under the Contingency Item in the Expenses Table.

Task 400 – Transportation Programming

Purpose

The purpose of this task is to continually perform transportation programming for the Corvallis MPO Area through the development of new Transportation Improvement Programs (TIP) and the upkeep of the existing TIP for inclusion in the Statewide Transportation Improvement Program (STIP). Past performances under this task include development of criteria for funding prioritization of candidate projects under STIP Program, development of four consecutive MTIP documents since 2004 and programming of projects under the American Recovery and Reinvestment Act (ARRA).

Components of this task are:

410 – TIP Amendment

This task provides for the necessary amendments to the FY10-13 document and the required procedures for including these amendments in the FY12-15 STIP documents. The amendments are initiated either by member jurisdictions or by ODOT for roadway programs, transit programs, and other special purpose funds.

Product

Up-to-date FY12-15 TIP documents incorporated into STIPs.

420 – TIP Project Tracking and Funding

This task provides for tracking the implementation of the projects in the TIP and STIP, tracking of the STIP fund and maintaining the Corvallis Area MPO STIP Balance. This task will be performed throughout the year as applications for implementation of projects are submitted by jurisdictions.

Product

Readily Available STIP balance and list of Obligated Projects.

430 – Development of FY15-18 TIP

Preliminary work on the development of FY15-18 TIP and STIP has begun. This Task includes all work required for the development of the next round of TIP and STIP.

Product

Preliminary list of transportation projects for inclusion in FY2015-2018 TIP and STIP

Estimated Completion Schedule

Subtask	Estimated Schedule
410 – TIP Amendment	As Needed
420 – TIP Project Tracking & Funding	As Needed
430 – Development of FY15-18 TIP	Ongoing

Staff Effort and Cost

**400 - Transportation Programming
Percent of Effort = 9.80%**

Task Component	Federal PL Fund	ODOT Match (Local)	Total PL
410 – TIP Amendments	\$14,381	\$1,646	\$16,026
420 – Project Tracking	\$3,196	\$366	\$3,561
430 – FY15-18 TIP	\$14,381	\$1,646	\$16,026
Total	\$ 31,956	\$3,657	\$35,614

Task 500 - Transportation Project Coordination

Purpose

The purpose of this task is to coordinate ODOT's sponsored transportation projects and studies with the MPO Policy Board, the Technical Advisory Committee, stakeholders and the public.

Components of this task are:

510—US-20/OR-34 Segment Facility Plan

The Oregon Department of Transportation, Benton County and the cities of Corvallis and Philomath are currently in the process of developing a highway segment facility plan for the Newton Creek (Philomath) to SW 35th Street (Corvallis) segment of US20/OR34. This Plan will assess the needs and values of the community and develop new alternatives and solutions for the improvement of the segment. MPO staff will participate in the various committees and the formulation of recommendations for the segment. Staff will also act as liaison between the MPO Policy Board.

Product

Coordination of the project with jurisdictions within the MPO

520 – Other ODOT-Sponsored Projects

The purpose of this task is to communicate ODOT sponsored projects with the MPO member jurisdictions and to represent their interests in project committees. Examples of these are:

Additional travel lanes on OR99W between Circle Blvd and the railroad overpass
Northbound right-turn lane on OR-99W at the Van Buren Avenue intersection

Product

Coordinated transportation projects, informed local officials and technical staff.

Estimated Completion Schedule

Subtask	Estimated Schedule
510 – US20/OR34 Segment Facility Plan	Ongoing
520 – Other ODOT-Sponsored Projects	Ongoing

Staff Effort and Cost

**500 - Transportation Projects Coordination
Percent of Effort = 3.09%**

Task Component	Federal PL Fund	ODOT Match (Local)	Total PL
510 – US20/OR34	\$8,049	\$921	\$ 8,970
520 – Other ODOT	\$2,012	\$230	\$ 2,242
Total	\$ 10,060	\$ 1,151	\$11,212

Complete Schedule of Tasks

Subtask	1st Quarter July 1 - Sept 30	2nd Quarter Oct 1 - Dec 31	3rd Quarter Jan 1 - March 31	4th Quarter April 1 - June 30
110. MPO Operation				
111. Working w/ Policy Board	Ongoing			
112. Holding Monthly Meetings	Ongoing			
113. Staff Supervision	Ongoing			
114. Attending Training, Conferences	Ongoing			
115. Transp. Planning coordination	Ongoing			
116. Public Outreach/Education	Ongoing			
117. Coordination with CWACT	Ongoing			
120. Development of MPO Work Program, Budget and Title VI Plan				
121. UPWP Development			Feb. 2013	
122. Budget Development			Jan, Feb. 2013	
123. Self Cert Development			March. 2013	
124. Amendments	As Needed			
130. MPO Operation Administration				
131. Records	Ongoing			
132. Accounting	Ongoing			
133. Quarterly Report	Every 3 Months			
134. Financial Audit	Once a year			
135. Website Maintenance	Ongoing			
136. Organizational Matters	Ongoing			
140. Coordination of Policies with the Formation of Albany MPO				
141. Provide technical assistance	1 st Quarter			
142. Coordinate Dialogues	1 st & 2 nd Qtrs			
143. Develop and evaluate scenarios		2 nd & 3 rd Qtrs		
144. Develop a White Paper		Following Signage of a Reauthorization Act		
150. Reformation of CAMPO's Metropolitan Planning Area				
151. Review results of 2010 Census	1 st Quarter			
152. Develop new MPA boundary	1 st Quarter			
153. Determine membership	1 st Quarter			
154. Approval by ODOT and FHWA		2 nd Quarter		
210. Development of the Transportation Safety Plan				
211. Develop scope of work;	1 st Quarter			
212. Develop special public Involvement program	1 st Quarter			
213. Establish short term and long term goals and objectives;				
214. Collect crash data by facility and mode;	1 st Quarter			
215. Analyze crash data and identify causal patterns;		2 nd Quarter		
216. Develop location-specific mitigation measures;				
217. Develop system specific safety policies relative to ordinances;		2 nd Quarter		
218. Develop a safety plan for all modes of transportation;				4 th Quarter
219. Final Document:				
a. Develop implementation and financing strategies.				FY 14- 1 st Qtr

Subtask	1st Quarter July 1- Sept 30	2nd Quarter Oct 1 - Dec 31	3rd Quarter Jan 1 - March 31	4th Quarter April 1 - June 30
b. Adopt Safety Plan				FY14 - 2nd Qtr
c. Incorporate Safety Plan into L RTP				FY14 -2nd Qtr
220. Upkeep of the RTP				
221. Update with new Census data		2 nd Quarter		
222. Incorporate feedback			3 rd Quarter	
223. Amend Plan when necessary.				4 th Quarter
230. Feasibility Study of Scenario Planning				
231. Begin a dialogue with MPO jurisdictions;			3 rd Quarter	
232. Establish the scope and parameters;				4 th Quarter
233. Investigate the costs of required data.				FY14 - 1st Qtr
240. Travel Forecasting Model				
241. Update Travel Demand Model.		2 nd & 3 rd Qtrs		
250. Other Transportation Planning Activities				
251. Regional Railroad;	Ongoing			
252. Coordinate Trail Planning.	1 st & 2 nd Qtrs			
310. Transit Planning				
311. Assistance with service level planning	1 st Quarter			
312. Assistance with programming	Ongoing			
313. Providing transit-related information	Ongoing			
314. Coordination of transit services	Ongoing			
320. Demographic Analysis				
321. Develop survey Instrument	1 st Quarter			
322. Conduct onboard Survey		2 nd Quarter		
323. Analyze data			3 rd Quarter	
330- Transportation Choices Education				
331. Inventory means of transportation	1 st Quarter			
332. Develop educational brochure		2 nd Quarter		
333. Utilize social media, Google Transit			3 rd Quarter	
334. Participate at fairs and events			3 rd & 4 th Qtr	
335. Information Officer			Begin 3 rd Qtr	
410. TIP Amendment	As Needed			
420. TIP Project Tracking & Funding	As Needed			
430. Development of FY15-18 TIP	Ongoing			
510. US20/OR34 Segment Facility Plan	Ongoing			
520. Other ODOT-Sponsored Projects	Ongoing			

Other Transportation Planning Activities in the MPO Area

For Information Purpose Only

Statewide Effort: Oregon Sustainable Transportation Initiative (OSTI)

The 2010 Oregon Legislature passed Senate Bill 2059, a statewide, comprehensive bill aimed at reducing greenhouse gas (GHG) emissions from transportation. SB 1059 names the Oregon Department of Transportation (ODOT) and the Oregon Department of Land Conservation and Development (DLCD) as the lead agencies in implementing its requirements.

ODOT and DLCD are to:

- *Coordinate and consult with stakeholders, local governments, Metropolitan Planning Organizations (MPOs) and other state agencies to develop a state-level strategy to reduce greenhouse gases from transportation.*
- *Develop a toolkit to assist local governments and MPOs in reducing greenhouse gases from transportation.*
- *Develop guidelines for scenario planning, and provide information to LCDC to set transportation-related greenhouse gas reduction targets for areas served by metropolitan planning organizations.*
- *Conduct outreach and education to the public.*
- *Work with local governments within areas served by an MPO to consider what actions they might take, transportation-wise, to reduce greenhouse gases in the short-term.*

Several transportation planning documents with direct impacts on the work of MPOs are being developed by the Oregon Sustainable Transportation Initiative (OSTI). These are:

- *Statewide Transportation Strategies*
- *Technical Report on GHG Reduction*
- *Toolkit Report*
- *GHG Reduction Target and Rulemaking Report*
- *Scenario Planning Report*

Local Effort: Corvallis Sustainability Coalition Plan

The Corvallis Sustainability Coalition is a network of organizations and individuals formed in 2007 to bring together businesses, non-profits, faith communities, educational institutions, and governmental entities to accelerate the creation of a sustainable community - one that values environmental quality, social equity, and economic vitality.

The Coalition's four guiding objectives are:

- 1. Reduce and ultimately eliminate our community's contribution to fossil fuel dependence and wasteful use of scarce metals and minerals. Use renewable resources whenever possible.*
- 2. Reduce and ultimately eliminate our community's contribution to dependence upon persistent chemicals and wasteful use of synthetic substances. Use biologically safe products whenever possible.*
- 3. Reduce and ultimately eliminate our community's contribution to encroachment upon nature, e.g., land, water, wildlife, forests, soil, ecosystems, and Protect natural ecosystems.*
- 4. Support people's capacity to meet their basic needs fairly and efficiently.*

The Coalition has developed a Community sustainability Action Plan that is being implemented.

Bicycle Boulevards Study

In response to expressed interests from the bicycling community, the City of Corvallis will be assessing the desirability and feasibility of creating bicycle boulevards and managing storm water on those boulevards consistent with the principles of sustainability. It is anticipated that the MPO will have some level of participation in this effort.

FY13 Budget

FY2013 Revenue

Funding Source	Breakdown	\$ Amount	Estimated Carryover	Total
PL	Federal (FHWA)	\$ 164,904	\$ 95,593	\$ 260,497
	ODOT Match	\$ 18,874	\$ 10,941	\$ 29,815
	Total	\$ 183,778	\$ 106,534	\$ 290,312
Section 5303	Federal (FTA)	\$ 43,099	\$ 30,000	\$ 73,099
	In-Kind Match (City of Corvallis)	\$ 10,774	\$ 7,500	\$ 18,274
	Total	\$ 53,873	\$ 37,500	\$ 91,373
Total	Total Cash	\$ 226,877	\$ 136,534	\$ 363,411
	Total Labor	\$ 10,774	\$ 7,500	\$ 18,274

Share of Tasks

Task	% of Annual Activity	Total \$
100 – Program Management	28.00	101,755
200 – Long Range Transportation Planning	39.00	141,730
300 - Short Range Transportation Planning (Transit)	20.11	73,099*
400 - Transportation Programming	9.80	35,614
500 – Transportation Projects Coordination	3.09	11,212
Total	100	363,411

*. Does not include \$18,274 in-kind match by the City of Corvallis

FY13 Expenses

Cost	Amount	Percent
Personnel	\$ 197,458	54.3%
Board/Comm/Meeting Expenses	\$ 450	0.1%
CED Administration	\$ 17,111	4.7%
Advertising	\$ 1,500	0.4%
Contingency	\$ 103,732	28.5%
Copying	\$ 350	0.1%
Dues/Memberships	\$ 900	0.2%
Bank Charge	\$ 850	0.2%
Finance Indirect	\$ 6,708	1.8%
Indirect Expense	\$ 7,003	1.9%
Legal Services	\$ -	0.0%
Postage	\$ 150	0.0%
Printing	\$ 2,000	0.6%
Rent	\$ 6,500	1.8%
Supplies	\$ 2,000	0.6%
Technology Group	\$ 6,699	1.8%
Telephone	\$ 4,000	1.1%
Training	\$ 2,000	0.6%
Travel	\$ 4,000	1.1%
Total Material & Supplies	\$ 165,953	45.7%
Grand Total	\$ 363,411	100%

Note: The definition of indirect expenses in this context is consistent with OCWCOG's accounting practices and not necessarily with federal accounting practices.

Breakdown of FTA Fund to Expenses

Cost	5303	In-Kind	Total
Personnel	\$39,718	\$ 9,929	\$ 49,647
Board/Committees/Meeting Expenses	\$ 91	\$ 23	\$ 113
CED Administration	\$ 3,442	\$ 860	\$ 4,302
Advertising	\$ 302	\$ 75	\$ 377
Contingency	\$20,865	\$ 5,216	\$ 26,082
Copying	\$ 70	\$ 18	\$ 88
Dues/Memberships	\$ 181	\$ 45	\$ 226
	\$ 171	\$ 43	\$ 214
Finance Indirect	\$ 1,349	\$ 337	\$ 1,687
Indirect Expense	\$ 1,409	\$ 352	\$ 1,761
Legal Services	\$ -	\$ -	\$ -
Postage	\$ 30	\$ 8	\$ 38
Printing	\$ 402	\$ 101	\$ 503
Rent	\$ 1,307	\$ 327	\$ 1,634
Supplies	\$ 402	\$ 101	\$ 503
Technology Group	\$ 1,347	\$ 337	\$ 1,684
Telephone	\$ 805	\$ 201	\$ 1,006
Training	\$ 402	\$ 101	\$ 503
Travel	\$ 805	\$ 201	\$ 1,006
Total Material & Supplies	\$ 33,381	\$ 8,345	\$ 41,726
Grand Total	\$73,099	\$18,274	\$ 91,373

Glossary of Acronyms

ACS	American Community Survey
ATS	Albany Transit System
BETC	Business-Energy Tax Credits
CAMPO	Corvallis Area Metropolitan Planning Organization
CED	Community and Economic Development Department of OCWCOG
CTS	Corvallis Transit System
CWACT	Cascades West Area Commission on Transportation
GHG	Green House Gases
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
IGA	Intergovernmental Agreement
ITS	Intelligent Transportation System
MPO	Metropolitan Planning Organization
MTIP	Metropolitan Transportation Improvement Plan
OCWCOG	Oregon Cascades West Council of Governments
ODOT	Oregon Department of Transportation
OSTI	Oregon Sustainable Transportation Initiative
PL Fund	Funds allocated to Metropolitan Transportation Planning activities
RTP	Regional Transportation Plan
SAFETEA-LU	Safe, Accountable, Flexible, Efficient, Transportation Equity Act, a Legacy for Users
Section 5303	FTA's program of financing transit planning activities of MPOs
Section 5307	FTA's program of financing urban transit systems
Section 5309	Discretionary FTA program for financing capital projects
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
Section 5317	FTA's program of financing transportation options for people with disabilities; also called New Freedom
Section 5316	FTA's Job Access and Reverse Commute (JARC) program
STF	Special Transportation Fund
STIP	Statewide Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TAZ	Transportation Analysis Zone
TGM	Transportation Growth Management
TIP	Transportation Improvement Program
TPAU	Transportation and Planning Analysis Unit of ODOT
UPWP	Unified Planning Work Program
USC	United States Code
USDOT	United States Department of Transportation
UZA	Urbanized Area