

Fiscal Year 2017-2018

Unified Planning Work Program (UPWP)



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

Approved by the CAMPO Policy Board on April 18, 2017

Corvallis Area Metropolitan Planning Organization

Policy Board

Hal Brauner	City of Corvallis
Alan Rowe (Chair)	City of Adair Village
Annabelle Jaramillo	Benton County Board of Commission
Frannie Brindle	Oregon Department of Transportation
Rocky Sloan	City of Philomath

Technical Advisory Committee (TAC)

Laurel Byer	Benton County
Greg Gescher (Chair)	City of Corvallis
Valerie Grigg-Devis	Oregon Department of Transportation
Pat Hare	City of Adair Village
Rebecca Houghtaling	Oregon State University
Barry Hoffman	City of Albany Transit System
Chris Workman	City of Philomath

TAC Ex-Officio Members

Federal Highway Administration (FHWA), Oregon Division
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)

Staff and Contact

Ali Bonakdar, AICP	Director
Tarah Campi	Part Time Staff
Emma Chavez	Administrative Assistant

301 SW 4th street, Suite 140
Corvallis, OR 97333
Ph: (541)-758-1911
Fax: (541)-758-3127
www.corvallisareampo.org

RESOLUTION No. 17-01

**FOR THE PURPOSE OF APPROVING THE FY2017-2018 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 FY2017-2018, 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 Corvallis 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 FY2017-2018;

NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the Corvallis Area MPO approves the FY2017-2018 Corvallis Area Unified Planning Work Program and its associated budget.

Dated on this 18th Day of April, 2017

APPROVED:

By: 

Alan Rowe, Chair
Corvallis Area MPO

ATTESTED:

By: 

Ali Bonakdar, Director
Corvallis Area MPO

TABLE OF CONTENTS

Chapter	Page
Chapter I - Introduction	1
Chapter II – Planning Tasks	8
Task 100 – Program Management	8
Task 200 – Long Range Transportation Planning	11
Task 300 – Public Transportation Planning	14
Task 400 – Transportation Programming	18
Task 500 – Transportation Project Coordination	20
Chapter III – Other Transportation Planning Activities in the MPO Area	21
Chapter V – Budget Summary	22
Glossary of Acronyms	25

Chapter I INTRODUCTION

What is a Metropolitan Planning Organization (MPO)?

A Metropolitan Planning Organization (MPO) 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 Corvallis Area MPO's transportation 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 Census Bureau in 2002 declared that, according to the US 2000 Decennial Census, the population of the Corvallis Urbanized Area 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. The representatives of relevant federal and other state agencies have ex-officio status on TAC. The TAC reviews technical material and provides recommendations to the Policy Board.

The Oregon Cascades West Council of Governments, under a contract with the Policy Board, provides administrative services and staffing to 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 FY2017-2018. Funding for the MPO activities is made possible through the US Department of Transportation and Oregon Department of Transportation (ODOT). In-kind match for Federal Transit

Administration (FTA) Section 5303 funding is provided by the City of Corvallis and Benton County.

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.

The tasks in this document are called for by the Metropolitan Planning Rules and by the CAMPO member jurisdictions. Prior to the preparation of this document, staff requested priority tasks from member jurisdictions for inclusion in the FY17 Work Program. The request was made to the members of the Policy Board, the TAC and the professional staff of jurisdictions within the MPO. The TAC and the Policy Board agreed on the inclusion of the tasks described in the following pages in the FY18 UPWP.

The emphasis of this document over the past fiscal year and in coming year has been the updating of the Corvallis Area's Regional Transportation Plan in compliance with the requirements of Fixing America's Surface Transportation (FAST) Act and its coordination with other transportation planning activities that are currently taking place in the MPO Area. The RTP will address the requirement of Performance Planning Measures.

Summary of CAMPO's Recent Transportation Planning Activities

CAMPO's most recent Transportation Planning activities include:

- **Updating of the Regional Transportation Plan (RTP)**

A great majority of CAMPO's efforts in FY2017 was devoted to the updating of the RTP. The existing RTP with a horizon year of 2035 was adopted in March 2012. The RTP was updated with a horizon year of 2040 and is scheduled for adoption in March 2017. To the extent possible, the development of RTP was coordinated with the development of the City of Corvallis Transportation System Plan (TSP). The public involvement of the RTP development was directed by a Special Public Involvement Plan for the Updating of the RTP, adopted by the CAMPO Policy Board. Other companion documents developed as part of this update are a Financial Plan for the implementation of projects in RTP and an Environmental Review of the projects recommended in the RTP Update.

- **Feasibility Study of Converting the City of Corvallis Transit System Fleet from Diesel to Compressed Natural Gas**

Researched the feasibility of converting the City of Corvallis Transit System fleet from diesel fuel to Compressed Natural Gas (CNG). Gathered data on the logistics and costs of the conversion. Estimated financial impacts on the transit agency and the Return on Investment (ROI). Further investigations of the type of conversion will be conducted to identify and recommend the most environmental friendly and cost effective type of energy for the Corvallis Transit System fleet.

- **Formation of the Linn-Benton Loop Transit Governing Board**

Worked with the Albany Area MPO, Oregon State University and Linn-Benton Community College (LBCC) to form a Governing Board for the management of the Linn-Benton Loop Transit Service. Worked with a legal counsel to draft an Intergovernmental Agreement to be signed by the two MPOs and the Linn-Benton Community College. Drafted bylaws for the operation of the Governing Board. Formed a Technical Advisory Committee to assist the Governing Board with recommendations on technical issues. Drafted Bylaws for the Technical Advisory Committee. The goal of the Governing Board is to identify and establish a reliable funding source for the transit service and coordinate with other intercity transit services in the region.

- **Scenario Analysis, Phase III**

In past years CAMPO completed Strategic Assessment of Greenhouse Gas (GHG) Emissions in the CAMPO Area in partnership with ODOT and Department of Land Conservation and Development (DLCD). In Phase II of this project, CAMPO worked with member jurisdictions, ODOT and DLCD staff and developed several land use and transportation scenarios to be evaluated for determining their efficacy in reducing greenhouse gases. This work was completed in 2016 and the results of Scenario Analysis was presented to the Policy Board. As a follow up to this work, CAMPO held two Community Workshops in May 2016 where the general public and transportation and land use officials could design the future of their community and observe the results of their choices. This was made possible through the use of a Wii Pad, a new technology in public participation. The input was processed and the results were presented to the Policy Board to help set the direction of the RTP Update.

Status of CAMPO’s Documents

Document	Current Status	Next Update
Regional Transportation Plan	Approved on March 30, 2017	March 2022
Transportation Improvement Program (TIP)	Being developed. Approval June 2017	June ,2020
Unified Planning Work Program	Approval scheduled for April 2017	April 2018
Other Documents	Current Status	Next Update
Feasibility Study of Alternative Transit Fuel	Being developed	NA
Corvallis Area Transportation System Plan	Being developed	TBD
Philomath Transportation System Plan	Being developed	TBD
Benton County Transportation System Plan	Being developed	TBD
City of Corvallis Transit Development Plan	Being developed	TBD

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 CAMPO Policy Board in September 2006. In 2007 CAMPO amended the RTP with an Addendum to comply with additional planning requirements that came with the new SAFETEA-LU Transportation Act.

Per the federal regulations, the RTP was updated in March 2012 with a horizon year of 2035. The updating of the Plan was through an extensive public outreach effort that was outlined in the *Special Public Involvement Plan for the updating of the Transportation Plan*. In summer 2012 the MPO developed a Financial Plan and reviewed the environmental impacts of the Transportation Plan Update. These supplemental documents were adopted separately in September 2012.

Work toward the updating of the RTP began in FY2016. ODOT provided the assistance of professional consultants with the updating of the RTP. The RTP update requires coordination of transportation planning activities and projects with the development of the City of Corvallis Transportation System Plan and other regional transportation plans. In working with the consultants, a Special Public Involvement Plan for the Updating of RTP was developed and adopted by the Policy Board. The Public Involvement Plan outlines the extent of public outreach and identifies means of public participation in the development of the Transportation Plan. The Goals and Objectives of the Transportation Plan were revised and adopted by the Policy Board. The Existing Transportation System Conditions were revised and updated. In working with a Project Advisory Committee and the Technical Advisory Committee, a list of transportation projects were developed and recommended for inclusion in the Plan Update. The list was presented to the public for review and input. Finally, the Policy Board approved the list of recommended projects for inclusion in the Plan. A Financial Plan and the Environmental Review of the projects in the Plan are currently being developed. The draft Plan has been posted in the CAMPO Website for public review. Adoption of the Plan by the Policy Board is scheduled for late March 2017.

Budget Assumptions

On December 4, 2015, President Obama signed into law the Fixing America's Surface Transportation Act, or "FAST Act" that provides 5-year funding for the nation's surface transportation. A provision of the Transportation Act, referred to as PL Fund, provides transportation planning dollars for nearly 90 percent of the MPO's annual budget. The required match of the federal fund is 10.27% which is provided by ODOT. The City of Corvallis, and Benton County's Special Transportation Fund (STF) Program, also provide in-kind match for the MPO's transit planning dollars (FTA Section 5303). Additionally, CAMPO has entered into a contract with ODOT for the performance of the requirements of the Oregon Transportation Planning Rules (TPR).

The distribution of PL and FTA's Section 5303 funds among the MPOs has been established between the MPOs and ODOT. The budget assumptions in this document are according to the most recent ODOT's allocation of PL and 5303 Funds to each MPO. Additionally, the cost

assumptions of the budget are based on the best estimates and the latest information available at the time of developing the document.

The annual budget is subject to adjustments as warranted by the usual federal and state budgetary revisions. Adjustments to the CAMPO's annual budget are made through the adoption of budget amendment resolutions by the MPO Policy Board.

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 levels 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 2016 CAMPO adopted a Special Public Involvement Plan for the Updating of the RTP. As part of this document CAMPO conducted the following public outreach efforts:

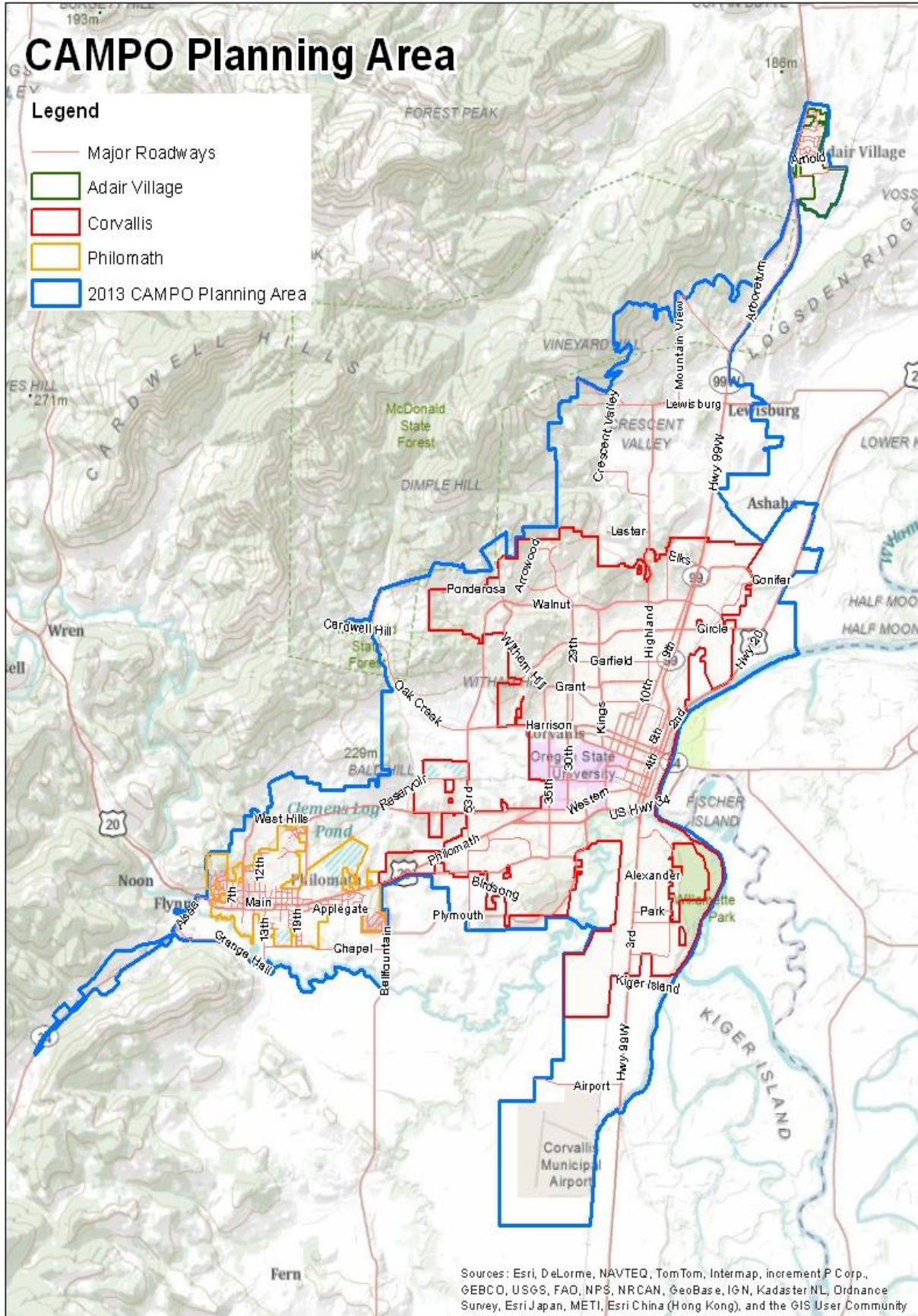
- Formed a Project Advisory Committee, made up of the existing Technical Advisory Committee and representatives of land use planning, health agency and various modes of transportation;
 - Provided several means of access to the document as being developed and several means of providing input by the public;
 - Advertised the plan and the public open house meetings heavily in the local media;
 - Held two Public Open House Meetings and a third one will be held in March.
 - Collected public input through the various means of public outreach.
- ✓ CAMPO's public meetings are in compliance with requirements of Title VI and Environmental Justice (EJ).

- ✓ All CAMPO's public meetings are held in ADA Accessible sites.
- ✓ All notices of public meetings inform of the availability of special assistance for people with hearing disabilities.
- ✓ All notices of Public Involvement meetings inform of the availability of interpreter for Hispanic people
- ✓ Attendees of the public involvement meetings are provided with the option of identifying their race. The results are used to measure the success of CAMPO with reaching out to all people.

CAMPO Planning Area

Legend

-  Major Roadways
-  Adair Village
-  Corvallis
-  Philomath
-  2013 CAMPO Planning Area



Sources: Esri, DeLorme, NAVTEQ, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), and the GIS User Community

Chapter II – Planning Tasks

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:

- Working with the MPO Policy Board and the Technical Advisory Committee to meet the transportation planning and programming needs of the MPO Area.
- Holding monthly 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, and FTA.
- Attending trainings, transportation-related conferences, and statewide and local transportation-related meetings that are consistent with the use of planning dollars.
- Involving the public in transportation planning and programming activities; public education; implementation of the CAMPO's public participation process.
- Coordination of MPO's transportation planning and programming with the Cascades West Area Commission on Transportation (CWACT) and the associations of peer MPOs.
- Coordination of regional transportation issues with the Albany Area MPO.
- Supervising staff.

Product

A well managed MPO operation.

120 – Development of MPO Work Program and Budget

Activities under this item will include:

- Development of the FY19 Unified Planning Work Program and its approval.
- Development of the FY19 MPO operation budget and its approval.
- Development of the FY19 Self Certification Process Document and its approval.

- Amendment of the FY18 Unified Planning Work Program for changes to both narratives and adopted budget.

Product

An FY19 UPWP that outlines the work program and MPO’s budget for the coming year
Amendments to the FY18 UPWP and the budget as warranted.

130 – MPO Administration

Activities under this item will include:

- Compliance with required paperwork and documentation of activities as well as the maintenance of the MPO records.
- Accounting, bookkeeping and invoicing.
- Preparation and submittal of Quarterly Reports to ODOT.
- Preparation of the agency’s financial audit.
- Upkeep and maintenance of the agency’s website.
- Attending organizational and personnel-related meetings.

Product

Compliance with federal and state transportation planning regulations
Quarterly Reports and Invoices
Financial Audit Results
Up-to-date website

Estimated Completion Schedule

Subtask	Estimated Schedule
110. MPO Operation	
Working w/ Policy Board	Ongoing
Holding Monthly Meetings	Ongoing
Staff Supervision	Ongoing
Attending Training, Conferences	Ongoing
Transportation Planning Coordination	Ongoing
Public Outreach/Education	Ongoing
Coordination with CWACTION	Ongoing

120. Development of MPO Work Program and Budget	
UPWP Development	Feb. 2018
Budget Development	Jan, Feb. 2018
Self Cert Development	March. 2018
Amendments	As Needed
130. MPO Operation Administration	
Records	Ongoing
Accounting	Ongoing
Quarterly Report	Every 3 Months
Financial Audit	Once a year
Website Maintenance	Ongoing
Organizational Matters	Ongoing

Staff Effort and Cost

100 - Program Management
Percent of Effort = 32%

Task Component	Federal PL Fund	ODOT Match (Local)	Total PL
110. Operation	\$28,243	\$3,290	\$32,033
120. UPWP	\$15,968	\$1,827	\$17,796
130. Admin	\$19,162	\$2,193	\$21,355
Total	\$63,873	\$7,310	\$71,184

Task 200 – Long Range Transportation Planning

Purpose

The purpose of this task is to provide for the long range transportation planning needs of the Corvallis Urbanized Area.

CAMPO's long range transportation planning activities in FY18 will include:

1. Coordination of the adopted RTP with the development of local Transportation System Plans;
2. Participation in the Updating of the Local Transportation System Plans (TSPs);
 - a. City of Corvallis TSP;
 - b. City of Philomath TSP;
 - c. Benton County TSP;
3. Development of a Regional Transportation System Plan (RTSP).
4. Travel Demand Forecasting Model

210-Coordination of the RTP with Development of Local TSPs

Federal regulations require RTP to be consistent with local transportation and land use plans. All jurisdictions within the MPO Area are currently updating their transportation system plans. Therefore, additional work is warranted following the adoption of the RTP to assure the consistency of the Regional Transportation Plan with the local TSPs.

Work under this element will include:

- Reconciliation of transportation projects recommended in the RTP with those recommended in the TSPs.
- Amendments to the RTP for consistency with local TSPs.
- Coordination of TSPs with the development of RTSP.

It is intended that this coordination would be reflected in the RTP which in turn would influence the development of RTSP.

Product

An RTP and RTSP consistent with local land use and transportation projects.

220 – Participation in the Updating of Local TSPs

The cities of Corvallis and Philomath and Benton County are currently updating their TSPs. It is imperative that the local transportation systems plans are well coordinated and are consistent with the Regional Transportation Plan. The MPO will collaborate with the process of updating

these plans to achieve a well-coordinated transportation system. Activities under this task will include:

- Serving on the Technical Advisory Committee of these plans.
- Providing transportation related data and technical expertise;
- Coordination of TSPs with the Regional Transportation Plan.

Product

Coordinated transportation plans and systems within the Corvallis Urbanized Area.

230 – Development of a Regional Transportation System Plan (RTSP)

The State of Oregon requires development of an RTSP. ODOT provides State Planning and Research (SPR) fund to CAMPO under a two year contract for the completion of an RTSP. ODOT also provides the local match for SPR funds. Work on this task began in FY 17. The Oregon Transportation Planning Rule (TPR) requires adoption of measures for reduction of Vehicle Miles of Travel (VMT) and the adoption of the Regional Transportation System Plan by Local jurisdictions. Following the adoption of the RTP, CAMPO will work with local jurisdictions for the development and adoption of these measures. Activities under this task will include:

- Development of measures in coordination with local governments
- Incorporation of the measures into the RTSP
- Working with local governments for the adoption of the RTSP

Product

A Regional Transportation System Plan

240 – Travel Demand Forecast Model

CAMPO has been working with TPAU in the development of the regional Corvallis, Albany, Lebanon Model (CALM). The consistency work on the RTP and the development of the RTSP require the use of the Travel Forecasting Model to determine deficiencies of the recommended network and the impacts of adopted measures in reducing VMT. TPAU will be producing maps and future networks in support of these projects. Work under this element will include:

- Running the model for the reconciled network of projects in the RTP
- Running the model for the impact of adopted measures in reducing VMT

Product

Projected volumes and identification of future transportation network deficiencies.

Estimated Completion Schedule

Subtask	Estimated Schedule
210. RTP Consistency	
Reconciliation of transportation projects recommended in the RTP with those recommended in the RTP.	2 nd and 3 rd Quarters
Amendments to the RTP for consistency with local TSPs.	4 th Quarter
220. Participation in the Updating of Local TSPs	
City of Corvallis TSP	Ongoing
City of Philomath TSP	Ongoing
Benton County TSP	Ongoing
230. Development of RTSP	
Develop measures in coordination with local governments.	2nd Quarter
Incorporate the measures into the RTP	3rd Quarter
Work with local governments for adoption	4 th Quarter
240. Travel Demand Forecasting Model	
Run the reconciled network of projects for RTP	2 nd and 3 rd Quarter
Run the impact of adopted measures in reducing VMT	3rd Quarter

Staff Effort and Cost

**200 - Long Range Transportation Planning
Percent of Effort = 40%**

Task Component	Federal PL Fund	ODOT Match (Local)	Total PL and SPR
210. Updating of the RTP	\$28,552	\$3,268	\$31,820
220. Coordination with Local TSPs	\$23,952	\$2,741	\$26,694
230. Development of RTSP	SPR*	ODOT	\$10,000
240 – Travel Demand Forecasting	\$18,364	\$2,101	\$20,465
Total	\$79,842	\$9,138	\$88,980

*. ODOT has provided \$20 K of State Planning and Research (SPR) fund to CAMPO for the development the RTSP during the biennium of FY17-18. Approximately \$10 K of that remains for FY18

Task 300 – Public Transportation Planning

Purpose

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

1. Assistance to the Corvallis Transit System with the programming of transit and Transportation Option projects and coordination of public transportation services within the Urbanized Area;
2. Participation in the development of the City of Corvallis Transit Development Plan;
3. Inter-City Transit Planning;
4. Feasibility Study of Converting Corvallis Transit Fleet from Diesel to an Alternative Source of Energy;

310 – Transit Planning Assistance

Transit services in the Corvallis Area MPO are provided by the City of Corvallis (Corvallis Transit System and Philomath Connection) and Benton County (99 Express and Coast to Valley). Interurban transportation between the Corvallis Area and Albany Area MPOs is provided by the City of Albany (Linn-Benton Loop Service).

The Corvallis Transit System, owned by the City of Corvallis, is the primary transit service in the MPO Area and is operated under a contract by First Student, Inc. The City of Corvallis is the recipient of the FTA's Sections 5307 funds in the Corvallis Area MPO. The Philomath Connection, operated by the City of Corvallis on behalf of the City of Philomath (via Intergovernmental Agreement), runs between the cities of Corvallis and Philomath. Benton County is recipient of the FTA Section 5310 and State Special Transportation Fund (STF) monies and provides required ADA complementary paratransit service for CTS under an Intergovernmental Agreement with the City of Corvallis. Both City of Corvallis and Benton County contribute in-kind match to the MPO's transit planning activities (FTA Section 5303). The City of Corvallis also receives Transportation Option funds to promote alternative modes of transportation.

As a matter of policy, the MPO integrates transit solutions into its transportation plans, programs and projects and promotes the use of transit and other Transportation Options. The following transit planning activities are provided on a routine basis:

- Incorporating transit and other Transportation Options into the regional transportation solutions;
- Supporting transit agencies in seeking funding opportunities;
- Inclusion of transit agencies' capital and operation budget in MTIP and STIP;
- Conducting studies in support of transit planning and operation.

Product

Enhanced transit service and Transportation Option planning
Provision of financial and operational information
Supported Transit Development Plan
Coordinated transit service within the MPO Area.

320 – Participation in the Development of the City of Corvallis Transit Development Plan

Purpose

The purpose of this task is to participate in the development of the Corvallis TDP.

Description

CAMPO is participating in the development of the City of Corvallis Transit Development Plan which is being developed in conjunction with the Corvallis TSP. Activities under this task will include:

- Serving on the Technical Advisory Committee;
- Providing transit related data and technical assistance;
- Ensuring coordination of transit services in the region.

Product

A Coordinated Transit Development Plan

330 – Inter–City Public Transportation Planning

Purpose

The purpose of this task is to provide for the public transportation needs of commuters within the MPO's travelshed.

Description

The area's major employers, OSU, the Samaritan Regional Medical Center and Hewlett Packard Co., along with other employers attract approximately 19,000 daily commuters to the City of Corvallis. The distribution of jobs, houses and shopping opportunity in this area have created a travelshed that expands along an east-west corridor from the City of Philomath to the City of Lebanon. Many of these trips, however, are between the cities of Corvallis and Albany.

The Linn-Benton Loop Service that currently serves interurban travels between Albany and Corvallis is operating at near full capacity with little or no additional resources for expansion. There is a significant amount of pent-up demand for an enhanced public transportation service between the two cities.

Since 2013 the Albany and Corvallis Areas MPO s have worked together to a) establish a governance for the Linn-Benton Loop; and b) identify and establish a reliable funding stream for the operation of the Loop. In FY 17 staff formed a 3-party Governing Board for the management of the transit service.

Activities under this task will include:

- Providing technical assistance to the Linn-Benton Loop Governing Board
- Serving on the Technical Advisory Committee of the Loop and as the liaison between CAMPO Policy Board and the Linn-Benton Loop Transit service.
- Further exploration of a reliable funding stream for the operation of Linn-Benton Loop.

Product

Improved connectivity between the Albany and Corvallis areas via public transportation

340 – Study of Converting CTS Fleet from Diesel to an Alternative Energy

Purpose

The purpose of this study is to find out the logistics, the costs and the benefits of converting the existing buses of CTS from diesel to a more environmental friendly energy source.

Description

In an effort to provide for cleaner air and reduce harmful emissions, the City of Corvallis is looking into identifying an alternative energy source to replace the diesel burning buses. In FY17 CAMPO studied the feasibility of converting the existing fleet from diesel to Compressed Natural Gas (CNG), which is a cleaner fuel. The study pointed to issues with retrofitting buses as well as to environmental concerns about the newer methods of extracting natural gas. In search of a cleaner alternative, the study will be exploring the benefits, the cost and the logistics of using electric buses. The study will be conducted with assistance from the Oregon Department of Energy and in consultation with the City of Corvallis. Activities under this task will include:

- Gathering data on the calculation of environmental benefit of electricity as a source of energy and comparison with diesel and CNG
- Estimation of the costs
- Comparison of diesel, CNG and electricity in terms of costs and environmental benefits
- Fleet renewal and replacement plan

Product

A determination of the most efficient energy source for the fleet in terms of costs and environmental benefits over the long term.

350 – Assistance with the Development of the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP)

Purpose

The purpose of this task is to assist with the development of the CPT-HSTP and provide coordination of transit planning activities within the MPO Area.

Description

Benton, Linn and Lincoln counties in cooperation with ODOT have launched an update to their adopted Coordinated Public Transit-Human Services Transportation Plan. The Plan is a federally required document that identifies key transportation needs for seniors, individuals with disabilities, low income people and recommends strategies for meeting those needs. Staff will participate in the update of the CPT-HSTP for Benton County. It is anticipated that the completion of this plan will be carried into the 1st quarter of the FY18.

Activities under this task will include:

- Ensuring consistency between the Regional Transportation Plan and the CPT-HSTP;
- Providing technical assistance and planning data to the development of the CPT-HSTP;
- Participation in the meetings of CPT-HSTP development.

<u>Product</u>	<u>Subtask</u>	<u>Estimated Schedule</u>	
A coordinated County CPT-	310 – Transit Planning	Ongoing	<u>Completion</u>
	320 – Corvallis TDP	Ongoing	
	330 – Intercity Transit Planning	Ongoing	
	340 – Alternative Energy	1 st Quarter	
	350 – CPT-HST	1 st Quarter	

Staff Effort and Cost

**300 – Public Transportation Planning (Transit)
Percent of Effort = 17.29233%**

Task Component	% of Effort Allocated	FTA 5303	Corvallis In Kind Match	Benton County In Kind Match	Total
310 – Transit Planning	22	\$8,463	\$528	\$440	\$9,431
320 – Corvallis TDP	20	\$7,693	\$480	\$400	\$8,574
330 – Intercity Transit	24	\$9,232	\$576	\$480	\$10,289
340 – Alternative Fuel	30	\$11,540	\$721	\$600	\$12,861
350 – CPT-HST	4	\$1,539	\$96	\$80	\$1,715
Total	100%	\$38,467	\$2,403	\$2,000	\$42,870

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 FY2015-2018 TIP and its inclusion in the FY15-18 STIP.

Components of this task are:

410 – Development of FY2018-2021 TIP

CAMPO has begun work on the development of FY18-21 Metropolitan Transportation Improvement Program (MTIP). The MTIP will be developed through the collaboration of jurisdictions within the CAMPO area and will allocate the Surface Transportation Block Grant Program (STBGP) funds to the area's highest priority projects. CAMPO will work with ODOT for the inclusion of the MTIP into the STIP. The revision of CAMPO's selection criteria, request to the jurisdictions for submitting their desired projects and the application of selection criteria to the requested projects will take place in this fiscal year. Continued work in FY18 will include:

- Funding prioritization of requested projects;
- Development of the a complete FY2018-2021 TIP document;
- Compliance with requirement of Financially Constrained in the Year of Expenditure.
- Holding public meetings and public commenting period as prescribed by the adopted Public Involvement Framework.
- Approval and submittal to the Governor.
- Working with ODOT for inclusion in the FY18-21 STIP

Product

Development of FY2018-2021 TIP for inclusion in STIP. The TIP will show all projects funded within the MPO area.

420 – TIP Amendment

This task provides for the necessary amendments to the FY18-21 TIP and STIP documents. The amendments are generally initiated either by member jurisdictions or by ODOT for roadway programs, transit programs, and other special purpose funds. CAMPO provides two types of amendments to the approved TIP, Administrative Amendments and Formal Amendments. Administrative amendments are performed by staff when proposed changes to a project do not substantially alter scope, cost and schedule of the project. Substantial changes to the projects require a Formal Amendment by the Policy Board.

Product

Up-to-date FY18-21 TIP document for incorporation into FY15-18 STIP

430 – TIP Project Tracking and Funding

This task provides for tracking the implementation of the projects in the TIP and STIP, tracking STBGP funds spending and allocation and maintenance of the Corvallis Area MPO's STBGP Balance.

Product

Readily Available STBGP balance

List of Obligated Projects posted on the website:

<http://www.corvallisareampo.org/Page.asp?NavID=6>

Estimated Completion Schedule

Subtask	Estimated Schedule
410. Development of FY18-21 TIP	1 st Quarter
420. TIP Amendments	Ongoing
430. Project and Fund Tracking	Ongoing

Staff Effort and Cost

400 - Transportation Programming

Percent of Effort = 10.878%

Task Component	Federal PL Fund	ODOT Match (Local)	Total PL
410. Work toward Development of FY18-21 TIP	\$8,719	\$998	\$9,717
420. TIP Amendment	\$1,937	\$221	\$2,159
430. Project & Fund Tracking	\$8,719	\$988	\$9,717
Total	\$19,377	\$2,217	\$21,594

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— Van Buren Bridge Preliminary Engineering

Over the past 15 years CAMPO has worked with ODOT on studies exploring the replacement of the VanBuren Bridge. Recently ODOT has allocated funds for Preliminary Engineering for a new two-lane bridge. The MPO will be acting as the liaison between ODOT and the Policy Board for the adoption of the project by the community.

Product

Coordination between ODOT and MPO Policy Board on the new VanBuren Bridge

520 – Other Projects

Generally ODOT involves MPOs in meeting new US DOT’s requirements. An example of this type of collaboration is the work on the development of Performance Measures. In the past MPOs in Oregon have worked with ODOT on the development of Performance Measures for Safety, Pavement Management, bridges and will be working on the development of the Planning Performance Measures. Other example would be the collaboration on the designation of Critical Rural and Critical Urban Freight Corridors. This task is for working with ODOT on meeting US DOT’s requirements.

Product

Cooperation and coordination with ODOT’s projects

Estimated Completion Schedule

Subtask	Estimated Schedule
510. VanBuren Bridge PE	2 nd , 3 rd and 4th Quarter
520. Other Projects	Ongoing

Staff Effort and Cost

500 - Transportation Projects Coordination Percent of Effort = 1%

Task Component	Federal PL Fund	ODOT Match (Local)	Total PL
Van Buren Bridge PE	\$1,397	\$159	\$1,557
Other Projects	\$599	\$68	\$667
Total	\$1,996	\$228	\$2,224

Chapter III
Other Transportation Planning Activities in the MPO Area

For Information Purpose Only

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

1. City of Corvallis Transportation System Plan (TSP) Update – The existing TSP for the City of Corvallis was adopted in 1996. With assistance from ODOT, the City of Corvallis is currently updating its TSP.
2. City of Corvallis Transit Development Plan (TDP). As part of the updating of the TSP, the City of Corvallis is developing a TDP with assistance from ODOT.
3. City of Corvallis Climate Action Plan – The Corvallis City Council has formed a Climate Action Task Force and has commissioned the development of a Climate Action Plan for the reduction of Greenhouse Gases.
4. City of Philomath TSP Update. The last TSP for the City of Philomath was developed in 1999. With assistance from ODOT, the City is updating its TSP.
5. Benton County TSP Update. With assistance from ODOT, Benton County is updating its TSP. In addition to the rural roads, the County TSP will cover the classified roadways in the cities of Philomath and Adair Village that are under the County's jurisdictions.
6. Park and Ride Study by the Cascades West Council of Governments (CWCOG). Under a Transportation Growth and Management (TGM) grant, the COG is studying the needs for and appropriate locations of Park and Ride facilities within the counties of Linn, Benton and Lincoln.
7. The Oregon State University (OSU) will be developing a set of documents to guide decisions regarding the funding, implementation, operation, and monitoring of campus transportation facilities, services, and programs. OSU anticipates (re)starting this effort in summer 2017.

Chapter IV

Budget Summary

FY2018 Revenue*

Funding Source	Breakdown	\$ Amount	Estimated Carryover	Total
PL	Federal (FHWA)	120,224	35,892	156,116
	ODOT Match	13,760	4,108	17,868
	Total	133,984	40,000	173,984
Section 5303	Federal (FTA)	38,467		38,467
	In-Kind Match (Corvallis/Benton Co.)	4,403		4,403
	Total	42,870		42,870
Total PL and 5303 Fund		176,854	40,000	216,854
Total PL and 5303 Cash		172,451	40,000	212,451
Grants	ODOT's RTSP (FY17&18)	10,000		10,000
Total	Total Cash with Grants	182,451	40,000	222,451
	Total Labor	4,403		4,403
Grand Total		186,854	40,000	226,854

*. The dollar amounts are according to the best estimates and information available at the time of developing the budget.

FY18 Expenses*

Cost	Amount	Percent
Personnel	\$ 147,000	66.1%
Board/Committees/Meetings	\$ 500	0.2%
CED Administration	\$ 10,000	4.5%
Advertising	\$ 500	0.2%
Computer Maintenance	\$ 500	0.2%
Contract/Contingency	\$ 36,868	16.6%
Copying	\$ -	0.0%
Dues/Memberships	\$ 800	0.4%
Bank Charge	\$ -	0.0%
Finance Indirect	\$ 2,723	1.2%
Indirect Expense	\$ 4,164	1.9%
Legal Services	\$ -	0.0%
Postage	\$ 100	0.0%
Printing	\$ 500	0.2%
Rent	\$ 7,496	3.4%
Supplies	\$ 3,000	1.3%
Technology Group	\$ 2,800	1.3%
Telephone	\$ 1,000	0.4%
Training	\$ 500	0.2%
Travel	\$ 4,000	1.8%
Total	\$ 222,451	100%

*. Budgeted cost is based on current best estimates. The actual incurred cost may be different.

Glossary of Acronyms

ATS	Albany Transit System
CAMPO	Corvallis Area Metropolitan Planning Organization
CED	Community and Economic Development Department of OCWCOG
CAP	Climate Action Plan
CPT-HSTP	Coordinated Public Transit-Human Service Transportation Plan
CR	Continuing Resolution
CTS	Corvallis Transit System
CWACT	Cascades West Area Commission on Transportation
DEQ	Department of Environmental Quality
DLCD	Department of Land Conservation and Development
DSL	Division of State Land
GHG	Green House Gases
GreenSTEP	Greenhouse Gas Strategic Transportation Energy Planning
FAST	Fixing America's Surface Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
IGA	Intergovernmental Agreement
ITS	Intelligent Transportation System
MAP-21	Moving Ahead for Progress in the 21 st Century
MPO	Metropolitan Planning Organization
MTIP	Metropolitan Transportation Improvement Plan
OCWCOG	Oregon Cascades West Council of Governments
ODOT	Oregon Department of Transportation
OSU	Oregon State University
PL Fund	Funds allocated to Metropolitan Transportation Planning activities
RSPM	Regional Strategic Planning Model
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 5310	FTA's program of financing transit for the elderly and people with disabilities
Section 5311	FTA's program of financing rural transit services
SHRP	Strategic Highway Research Program
SmartGAP	Smart Growth Area Planning
STF	Special Transportation Fund
STIP	Statewide Transportation Improvement Program
STBGP	Surface Transportation Block Grant Program
TAC	Technical Advisory Committee
TDP	Transit Development Plan
TGM	Transportation Growth Management

TIP	Transportation Improvement Program
TPAU	Transportation and Planning Analysis Unit of ODOT
TSP	Transportation System Plan
UPWP	Unified Planning Work Program
USC	United States Code
USDOT	United States Department of Transportation