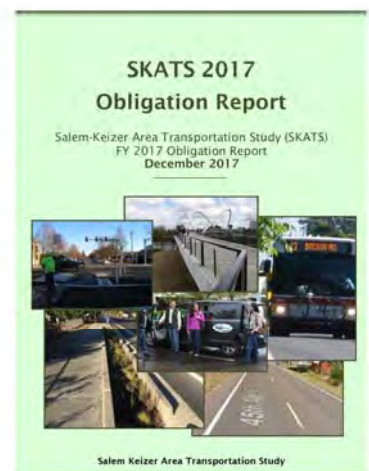
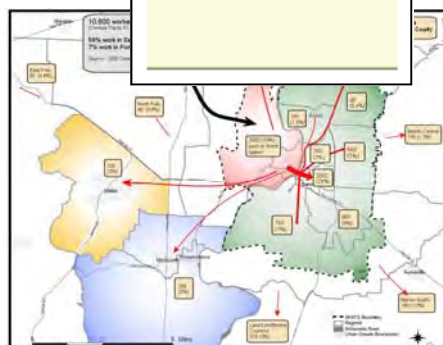
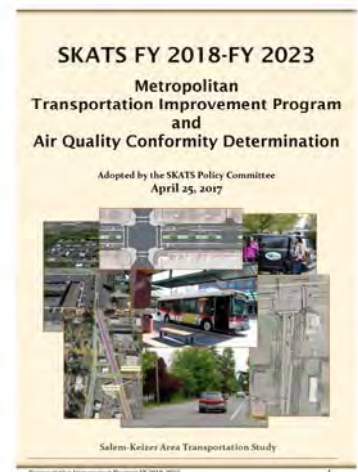
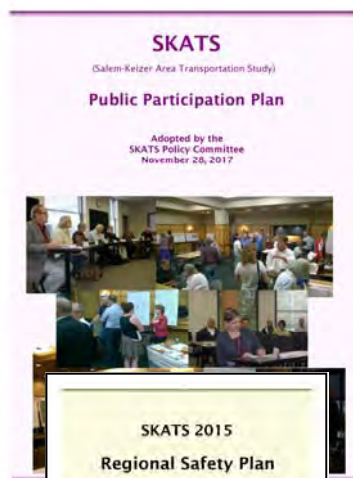
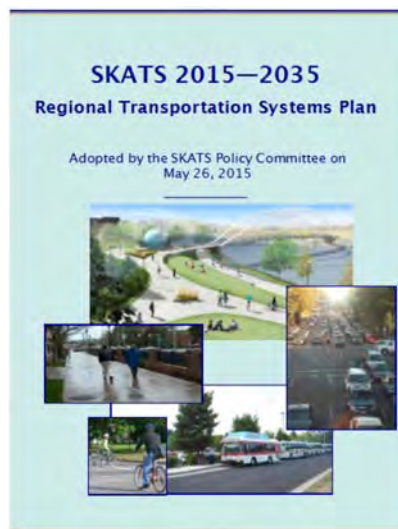


SKATS FY 2018-2019

Unified Planning Work Program UPWP

Adopted April 24, 2018



(Salem-Keizer Area Transportation Study)

SKATS FY 2018-2019
Unified Planning Work Program

Revised draft with changes based on by
ODOT and Federal Agency comments.

Adopted by the
SKATS Policy Committee
April 24, 2018

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Introduction

This document contains the FY 2018-2019 Unified Planning Work Program (UPWP) for metropolitan transportation planning activities for the Salem-Keizer Transportation Management Area (Map 1) coordinated and provided by the Salem-Keizer Area Transportation Study (SKATS). SKATS staff are employed by the Mid-Willamette Valley Council of Governments (MWVCOG).

All the products and activities programmed in the SKATS UPWP derive directly from products and processes prescribed for Metropolitan Planning Organizations (MPOs) by federal transportation and air quality statutes and regulations including:

- Title 23, United States Code as amended (2016) by Fixing America's Surface Transportation (FAST);
- Joint FHWA/FTA Metropolitan and Statewide Planning Regulations (23 CFR Part 450 and 500, 49 CFR Part 613);
- EPA Transportation Plan Conformity Rule (40 CFR Parts 51 and 53); and
- Title VI of the 1964 Civil Rights Act; the President's Executive Order on Environmental Justice; and related statutes, executive orders, and federal regulations.

Oregon state regulations also require coordination between the MPO and state agencies to comply with state transportation and air quality regulations such as the Oregon Transportation Conformity Rule and the Oregon Transportation Planning Rule (TPR).

The purpose of the work program is to identify the major transportation planning activities to be carried out with federal and state funds within the SKATS Transportation Management Area (TMA) area during the program year by the Oregon Department of Transportation (ODOT), the Mid-Willamette Valley Council of Governments (MWVCOG) staff acting for SKATS, the Salem Area Mass Transit District (SAMTD), other state agency personnel and local jurisdictional staffs (particularly on transportation planning work using federal funds (such as Transportation Growth Management (TGM) grants (through ODOT) or Surface Transportation Block Grant Program (STBGP) funds and affecting the regional transportation system).

This UPWP continues the approach between state, regional, and local transportation planning following the so-called "3-C"s of a "cooperative, continuing, and comprehensive" planning process. By working together, the jurisdictions and agencies in the region aim to share in the responsibility of improving the transportation system; carryout local, regional, and statewide transportation plans; minimize costs associated with regional transportation planning; address the significant transportation problems and "outstanding issues" identified in the adopted Regional Transportation Systems Plan (RTSP) for the Salem-Keizer Urban Area; and to comply with federal, state, and local regulations and policies.

Structure of the MPO

Decisions regarding regional transportation policies and funding are made by the SKATS Policy Committee (PC). This committee is composed of elected officials from the cities of Salem, Keizer, and Turner; Marion and Polk Counties; the Salem Area Mass Transit District (SAMTD); the Salem-Keizer School District; as well as a representative from the Oregon Department of Transportation (ODOT).

Details on the structure and voting of the SKATS Policy Committee are contained in the cooperative agreement (*See Appendix A.*).

Staff employed by the Mid-Willamette Valley Council of Governments perform the continuing and ongoing functions for the SKATS program and coordinate with ODOT and the local jurisdictions on studies and other transportation planning work tasks described in the UPWP. A Technical Advisory Committee (TAC) composed of staff from the jurisdictions included in the SKATS area, as well as representatives from Department of Land Conservation and Development (DLCD), Department of Environmental Quality (DEQ), and the Federal Highway Administration (FHWA) provides a forum for discussing the technical aspects of projects and programs and sharing insight into local transportation needs.

Planning Process Responsibilities

The SKATS Policy Committee, through an intergovernmental Cooperative Agreement (*Appendix A*), is responsible for " . . . transportation plans, transportation improvement programs, and to take other actions necessary to carry out the transportation planning process."

The transportation planning process is dependent on continuous cooperation and the mutual support of all the SKATS participants. Therefore, while SKATS has the responsibility to carry out the metropolitan transportation planning process activities according to the most current federal regulations, SKATS depends on support and assistance from ODOT, SAMTD, and the local jurisdictions to develop the regional 20+ year transportation plan and regional Transportation Improvement Program (TIP). In addition, SKATS' level of responsibility is related to the "transportation systems of regional significance" within the Salem-Keizer Urban Area including corridor and subarea studies. If needed, SKATS will participate in general corridor studies that extend beyond the SKATS study area boundaries; but SKATS staff would not necessarily take the lead role in those efforts. SKATS is also responsible for developing and maintaining the travel demand forecasting model for the region but depends on ODOT and the local jurisdictions for collaboration (e.g., review of the land use inputs into the travel model).

As stated above, SKATS works cooperatively with its member jurisdictions and agencies on a variety of planning studies that impact the regional system. This includes the regional planning studies in section I., Corridor and Area Planning studies in section II., interagency coordination in section V., and transit planning in section VIII. This UPWP provides a description of SKATS participation in these planning studies and activities as best known at the time of this UPWP development. However, as these studies get underway, the roles and tasks of SKATS and its partner jurisdictions may change, as needed, by mutual consent of SKATS and the cooperating agency/jurisdiction to complete the planning work. SKATS may also enter into agreements (formal and informal) for varying degrees of cooperation and support with other agencies such as ODOT or the other Oregon MPOs, which mutually benefit both SKATS and our partners.

In April 2008, SKATS, ODOT, and the SAMTD approved an intergovernmental agreement (No. 24,736) identifying the roles and responsibilities for transportation planning in the MPO area. (*See Appendix E.*) That agreement is being revised for 2019 to take into account changes in the federal FAST Act. How the three agencies will coordinate on major transportation planning studies in the SKATS area is documented in this agreement.

Organization of the UPWP Document and Agency Staffing

The UPWP is organized into eight sub-programs. These are:

- I. Regional Plans and Planning Activities
- II. Corridor and Sub-Area Plans and Studies
- III. Regional Project Programming
- IV. Regional Data and Modeling Program
- V. Interagency Coordination
- VI. Program Management and Coordination
- VII. Metropolitan Transit Planning
- VIII. ODOT Planning

Each of these sub-programs is described in more detail in the following sections of the UPWP. The organization of each sub-program section includes a budget table and program description; activities and products are listed either separately or together, depending on the nature of those activities/products. Page 53-54 of this document contains two funding tables: the first shows the source of funds (Federal, State match, Local match) and federal funds type (PL, STBGP-U, 5303). The second table shows the allocation of funds to each of the eight sub-programs by fund type (PL, STBGP-U, and 5303 (federal funds plus match)). The appendices include the MPO Cooperative Agreement; the intergovernmental agreement between the MPO, ODOT, and Salem Area Mass Transit District (SAMTD); a map of the SKATS boundaries; and SKATS' latest self-certification.

SKATS staff are employees of the Mid-Willamette Valley Council of Governments located in downtown Salem Oregon. SKATS staff are primarily responsible for the first six programs described in this UPWP. SAMTD staff are primarily responsible for transit planning in section VII of the UPWP with oversight by SKATS staff for the Federal Transit Administration (FTA) Section 5303 funds used. An ODOT Region 2 planner provides coordination tasks between the MPO and ODOT.

Funding the Program

The work described in this document is funded via a mixture of federal, state, and local funds and is illustrated in **Table 4. (pg.53)**. SKATS receives an allocation of federal planning (PL) funds, as per the funding agreement between ODOT and the Oregon MPOs. Because the amount of annual federal PL funds (\$479,943 plus a match of \$54,817) is inadequate to fund the necessary planning activities, surface transportation block grant program urban funds (STBGP-U - \$422,000 plus a match of \$48,300) identified in the SKATS TIP are also used for the activities described in this UPWP. There are also STBGP-U funds (\$438,402 plus a match of \$50,177) unspent from previous years that are used in this UPWP. Both PL and STBGP-U funds require a match of non-federal funds from local or state sources (10.27 percent of the total must be from non-federal funds). SKATS also receives about \$150,000 in Section 5303 funds for transit planning related work with the majority passed through to SAMTD to do regional and project-related transit planning. SAMTD provides the local match of 10.27 percent for the 5303 funds. The amount of PL, STBGP-U, and 5303 funds estimated for the eight program and sub-program tasks are illustrated in **Table 5. (pg. 54)**

Some of the planning studies described in section II (Corridor and Area Plans and Studies) of this UPWP are funded with using STBGP-U funds from the SKATS TIP, or TGM grants, or ODOT's state/federal funds. SKATS staff uses STBGP-U funds from the UPWP to support these studies.

Lastly, the state or the local jurisdictions use their own state/local funds on studies that have regional transportation significance or are located on a regionally significant road. SKATS is often asked to assist or participate to a limited degree in these studies (e.g., reviewing and commenting on draft documents, providing transportation data or model forecasts, etc.). SKATS' assistance on these state- and locally-funded studies is covered as part of section V.'s interagency coordination budget.

The dollar amount listed in **Table 1** identifies the amount and source of funds that will be used by the MPO (SKATS), ODOT, and SAMTD in accomplishing these tasks. In addition, the estimate for each task is shown at the beginning of the eight sections of this document. The allocation of funds among tasks is approximate and will be reassigned during the timeframe of the UPWP, as conditions dictate.

Summary of Major Planning Activities and Products in FY 2018-2019

Many of the activities listed in this year's UPWP are part of the continuing and recurring nature of metropolitan transportation planning. These activities include Policy Committee and TAC meetings, interagency and jurisdictional meetings, TIP development and monitoring (adjustments, coordination with ODOT's STIP, and project tracking), data collection, model refinements, and other activities that are on a regular cycle (producing draft and final RTSPs and TIPs on 4-year and 3-year cycles, respectively). See the end of this summary for a list of these activities. Major regional studies often stretch over several years with the UPWP providing background information on previous work and the work scheduled for 2018-2019. The lead agency is listed, and expected deliverables and their dates are provided.

The major planning activities and products in the upcoming year are highlighted in the summary below. Details of this work are provided in later sections of this UPWP.

- The **Public Participation Plan (PPP)** was updated twice in calendar year 2017 corresponding to changes to match the MPO's plan amendment processes (in May) and to address a corrective action in the USDOT's Planning Certification Review of SKATS. Staff will be using the revised PPP as we develop major planning documents (RTSP and TIPs).
- Integration of **Performance-Based Planning** in the work SKATS does for the RTSP to the TIP. SKATS is working with ODOT and SAMTD in the process of setting targets; and after **May 27, 2018** will need to develop the TIP and RTSP so that they comply with performance-based planning.
- The **Regional Transportation Systems Plan (RTSP)** is updated on a four-year cycle and was last adopted on **May 26, 2015**. Work on the next update of the RTSP began in late calendar year 2017 with more work continuing into early calendar year 2018 with an adoption scheduled in May 2019. During the first six months of 2018, staff worked on starting the update including finalizing the population and employment forecasts and allocations, assembling and reviewing the most current planning documents from the MPO partners, and revisiting the policy statements. An important change is related to using performance-based planning to select projects for the RTSP, (although, federal guidance for how this should be done and documented is still being developed). Staff will also continue to develop the data used as indicators for the goals and objectives of the adopted RTSP. More discussion is presented in Section I.
- The SKATS FY 2018-FY 2023 **Transportation Improvement Program (TIP)** was adopted on April 25, 2017, and normally goes through a complete update every 2-3 years. Amendments to the adopted TIP occur, and funding or projects evolve. Work on the SKATS FY 2021-FY 2026 TIP starts in January 2019 beginning with financial projections and continuing into the winter/spring of 2019 with the project application and selection process. It will go out for public review in February

2020 and is scheduled for adoption in June 2020. This TIP will include incorporating **FHWA/FTA performance measure requirements** into the planning process and how implementation of the TIP is anticipated toward making progress toward achievement of targets. (*Note: federal guidance for how this should be done and documented is still being developed.*) Staff will also coordinate with ODOT on its FY 2021-FY 2024 STIP, which is scheduled for adoption June 2020. (Section III. describes the ongoing monitoring and amendment of the TIP and STIP, when needed.)

- Discussions about potentially doing a **Regional Safety Plan** started in 2015 beginning with an analysis of 2007-2013 crash data in the SKATS area. Staff have added crash data occurring in 2014 and 2015 and are conducting analysis of those nine years of data. Building on the work of the TSAP, SKATS will continue work with the local jurisdictions on the need for a SKATS Regional Safety Plan. ODOT updated their *Transportation Safety Action Plan (TSAP)* in 2016 and set performance targets that SKATS is supporting.
- The final planning and technical work on the **Salem River Crossing Study EIS** (*Environmental Impact Statement*) should be concluded in 2018. The lead agencies for the EIS are ODOT and city of Salem. SKATS staff is on the project management team (PMT) and have provided travel model forecasts used for the EIS. As of January 2018, many of the technical sections of the Final EIS (FEIS) were going through their final review. The City of Salem and Polk County are coordinating on the land use and Urban Growth Boundary (UGB) issues with the state. For 2018-2019, SKATS staff will continue to coordinate with ODOT, city of Salem, the other local jurisdictions in SKATS, FHWA, and FTA on any needed planning work related to the FEIS.
- SKATS will assist and/or coordinate on **corridor and sub-area studies** that affect the regional transportation system as listed in Section II. This includes the **Keizer Growth Transportation Impact Study** and the **Cordon Road Corridor Study**, both of which are funded with STBGP-U funds from the SKATS TIP. Keizer also received a state-funded Transportation Growth Management (TGM) grant for a **Keizer Revitalization Plan**, and SKATS staff will be involved with running the 2040 travel model for up to three sets of future land use scenarios.
- For purposes of completeness and communication, we note that several regionally significant planning studies were identified as needed in past UPWPs; however, they will be delayed to 2019-2020 or later:
 - ODOT is not expected to do additional planning work on the **OR22/OR 51 Interchange Development**. There was some planning work done by ODOT during the 2015-2016 UPWP to decide between several options of backage road sections (included in the Expressway Plan) to construct in the near future with \$8 million that is available in the STIP. Progress on that work has been put on hold while land movement activity in the area is being monitored. ODOT Region 2 is starting an update of the western portion of the OR22 EMP from Greenwood to Doaks Ferry that will also involve a more detailed look at the OR22/51 interchange in lieu of expanded backage roads. SKATS will keep its TAC and Policy Committee updated as ODOT determines how to proceed.
 - Planning work for the eastern half of the **OR 22W Expressway Management Plan** is delayed until 2019 or later.
 - ODOT is also not scheduling to work on the Interchange Area Management Plan for the I-5 interchange at Brooklake Road until at least the 2019-2020 fiscal year. Meanwhile, Marion County is coordinating with a large trucking firm on Brooklake Road that is looking to expand;

and the Keizer Transportation Impacts Study is examining the potential for expansion of Keizer that would affect the Brooklake Interchange.

Continuing Activities and Recurring Products

In addition to the studies and products described above, there are multiple activities that either need to be completed each year or are done on a regular schedule (weekly, monthly, quarterly) or are continually updated or are part of the general transportation coordination function of the MPO and our jurisdiction and agency partners. Many of these activities are described in more detail in the sections following this summary.

- **RTSP Activities and/or Amendments and Public Participation**
 - Status Report on meeting RTSP Goals and Objectives
 - Public Participation activities, as necessary
 - Coordination on Performance-Based Planning requirements and development of targets
 - Title VI activities, and Title VI and Public Participation Accomplishment Report
- **TIP Development and Maintenance**
 - Revisions (amendments and administrative revisions) to the adopted SKATS TIP
 - TIP project tracking and project assistance to ODOT and local agencies
 - Development, project selection, and analysis of Congestion Management Air Quality (CMAQ) projects
 - Coordination with ODOT on STIP amendments and ODOT's Financial Plan
 - Annual "Obligation Report of Transportation Projects" inside SKATS for the current federal fiscal year
- **Modeling and Data**
 - Travel Demand Forecasting Model improvements
 - Sharing and support of the travel model and population and employment forecasts to agencies/consultants
 - Collecting traffic count (motorized and non-motorized) data for use in the travel demand model as well as for planning studies
 - On-going collection and analysis of data related to the Congestion Management Process (CMP)
 - Upkeep and sharing of the regional land use database and land use forecasts
 - Upkeep and sharing of the geodatabase of transportation projects
 - Collision Quick Facts (yearly summary)
- **Program Management**
 - Monthly agendas, minutes, and meetings of the SKATS Policy Committee (PC) and SKATS Technical Advisory Committee (TAC)
 - Review and process IGA(s) with ODOT
 - Quarterly reports and invoices to ODOT
 - Annual MWVCOG/SKATS budgets
 - Development of next SKATS UPWP
 - Self-certification of the metropolitan planning process with submission of a newly adopted TIP (about every 3 years)
 - Staff training

- **Interagency Coordination**

- Coordination with local jurisdictions, the Salem Area Mass Transit District, and Salem-Keizer School District, and other agencies
- Coordination with state agencies (primarily ODOT and DLCD)
- Bi-weekly update of transportation news items for MWVCOG members as part of the “MWVCOG Executive Director’s Report”
- Participation in the Oregon Modeling Steering Committee and Modeling Program Coordination subcommittee
- Participate and attend meetings of MPO/Transit Managers and OMPOC (Oregon MPO Consortium)
- AQCD interagency coordination with EPA, DEQ, ODOT, and other agencies.

Table 1: UPWP Program Cost Estimates, Federal Funds, and Match Rates

UPWP Program Cost Estimates (consistent with 23 CFR 420.111)							
Program Section and Name	Federal Share, PL	Federal Share, STBGP	Federal Share 5303	State and Local Match Rate	State Match	Local Match	Total Estimate
I. Regional Transportation Planning Program	236,887	208,174	0	10.27	27,113	23,826	496,000
II. Corridor and Area Plans & Studies ¹	0	62,811	0	10.27	0	7,189	70,000
III. Regional Project Programming	58,325	73,579	0	10.27	6,676	8,421	147,000
IV. Regional Modeling and Data Program	98,703	390,326	0	10.27	11,297	44,675	545,000
V. Interagency Coordination	35,892	34,097	17,946	10.27	4,108	5,957	98,000

¹ Corridor and Sub-area plans also receive federal funds and local match as part of the SKATS 2018-2023 Metropolitan Transportation Improvement Program. See Section II that shows the federal funds, local match, local match rate, and total funds for these planning activities.

VI. Program Management and Coordination	49,136	91,417	17,946	10.27	5,624	12,517	176,640
VII. Metropolitan Transit Planning	0	0	113,760	10.27	0	13,020	126,780
Fund Source Total	\$ 478,943	\$ 860,403	\$ 149,652		\$ 54,817	\$115,605	
					2018-2019 Total -->		\$ 1,659,420

Table 2: Status of MPO Documents

Status of SKATS MPO Documents (by chronological order of updates)		
Plan Name	Last Update	Next Update
Unified Planning Work Program (UPWP)	2018-2019 UPWP adopted April 2018	April 2019: 2019-2020 UPWP,
Title VI Plan	Adopted April 27, 2010	Summer 2018
Metropolitan Transportation Plan (MTP) aka Regional Transportation Systems Plan (RTSP)	2015-2035 MTP adopted May 26, 2015, amended June 28, 2016	May 2019: 2019-2045 RTSP
Air Quality Conformity Determination for 2015-2035 RTSP	Approved by FHWA/FTA on February 26, 2016 for RTSP update; approval on February 14, 2017 for April 2016 RTSP amendment	May 2019: as part of RTSP update
Annual Listing of Obligated Projects Report	FY 2016 Obligation Report & FY2017 Obligation Report – January 2018	December 2018
TMA Planning Certification Review (USDOT)	Certification Issued November 18, 2016. Summary Report May 24, 2017.	April 2020 (tentatively)
Metropolitan Transportation Improvement Program	FY 2018-2023 MTIP adopted April 25, 2017	April 2020: FY 2021-2026 MTIP adoption
Air Quality Conformity Determination for 2018-2023 TIP	Approved by FHWA/FTA on September 29, 2017	April 2020: as part of 2021-2026 MTIP update,
Public Participation Plan	November 28, 2017	2021 (based on adopted policy of reviewing the PPP every four years)

Jurisdiction	Transportation System Plan	TSP's next update & notes
City of Salem	Last amended in December 2015	No current schedule for an update
City of Keizer	Major update: 2009. Revised in June 2014	No current schedule for an update
City of Turner	Section 9.700 of Comprehensive Plan updated in 2011	No current schedule for an update
Marion County	Last adopted 2005 Partially updated 2012	Future update and re-adoption, 2018/19
Polk County	Last adopted in 2009 Partially updated in 2004	No current schedule for an update

SKATS Certification Review and Corrective Actions

As an MPO with population over 200,000 persons, the MPO is classified as a Transportation Management Agency (TMA). Every four years, a team from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) conduct a Certification Review of the Transportation Planning Process for the TMA.

A certification review was held in October 2016 among FHWA, FTA, staff from the SKATS TMA, as well as staff from ODOT and Salem-Keizer Transit (Cherriots). The public was also invited to a session with the FHWA and FTA on October 11th and October 13th. Following the meeting, FHWA and FTA sent a joint letter to SKATS on November 18, 2016 which stated that *“the overall conclusion of the Certification Review is that the planning process for the Salem-Keizer TMA complies with the spirit and intent of Federal metropolitan transportation planning laws and regulations under 23 USC 134 and 49 USC 5303, subject the findings in the certification report.”*

FHWA and FTA issued the final Certification Report on May 24, 2017 (see **Appendix B**). The report noted that corrective actions from a 2012 Certification Review had six (6) corrective actions and that SKATS addressed all six corrective actions. The 2016 Certification Report findings included five (5) corrective actions, eleven recommendations, and one commendation. For this UPWP, FHWA, and FTA requested that SKATS insert the table of corrective actions and recommendation. To this table, SKATS added a column that describes activities to address the corrective actions and recommendations by SKATS since the 2016 on-site review, as well as completed items/documents/procedures as called out in the findings and proposed/planned actions (see **Appendix C**). For the five corrective actions, SKATS staff has indicated the status of each (completed, on schedule, or other).

I. Regional Plans and Planning Activities in SKATS

Work Items	PL funds Includes match	STPBG-U funds Includes match	5303 funds Includes match	Total Budget Estimate
Public Participation Program	\$26,000	\$26,000		\$52,000
Performance -Based Planning	\$100,000	\$75,000		\$175,000
Regional Transportation Systems Plan (RTSP), CMP, ITS	\$100,000	\$80,000		\$180,000
Regional Safety Planning	\$30,000	\$51,000		\$81,000
Transportation Conformity Determinations	\$8,000			\$8,000
Strategic Assessment <i>[conditional]</i>				Note: (ODOT would provide state funds only through an IGA)-
Subtotal	\$264,000	\$232,000	\$0	\$496,000

The core activities and products for addressing regional transportation planning in the Salem-Keizer area are described in this section. Over the next several years, a primary task for SKATS staff will be integrating **performance-based planning** into SKATS' existing planning activities and plans, as required by MAP-21 and FAST Act (and in 23 CFR §450.300). Work internally and with ODOT in previous years started this process; but with the publishing by FHWA and FTA of the final rules for performance-based planning, there are now clear deadlines to meet.

The two main products that the public is already familiar with -- *the Regional Transportation Systems Plan (RTSP) and the Transportation Improvement Program (TIP)* -- represent the long-range and short-term guiding documents for transportation investments, respectively. Changes to these documents to comply with **performance-based planning** regulations and future FHWA/FTA guidance documents will occur in the next full updates for each of these documents (2019 for the RTSP, 2020 for the TIP). The remainder of this section elaborates on these activities and related regional transportation planning activities for SKATS in 2018-2019.

Public Participation Program

Program Description

23 CFR §450.316 requires the development and use of a documented public participation plan. Statewide Planning Goal #1 (OAR-660-015-0000(1) requires developing a citizen involvement program for planning. SKATS has had Public Involvement Plans (PIP) and Public Participation Plans (PPP) for many years including a major revision to the PPP in 2006 in accordance with SAFETEA-LU requirements. More recent revisions to the PPP were adopted in April 2013, May 2017, and November 2017.

The PPP identifies which types of public involvement activities are to be utilized for the

RTSP, TIP, amendments, and other SKATS activities. Implementation of the **Public Participation Plan (PPP)** ensures that opportunities are available for the public's participation as part of the planning work and plans adopted by SKATS. The PPP also complies with other provisions of federal and state law including Environmental Justice Executive Order 12898.

For the most recent RTSP and TIP updates, SKATS increased the level of public participation by greater use of the MWVCOG website, use of interactive-mapping to collect public comments, public outreach to groups, a step-up in the use of social media, and interagency coordination. For 2018-2019, SKATS will continue to make use of the MWVCOG website and other online other tools to collect and share information with the public, as well as more traditional methods of outreach to the public. The policies in the PPP also describe the manner in which SKATS will interact with the public and share information in order to be transparent and to improve transportation plans.

Activities

- Specific activities are documented in the PPP (adopted in November 2017); see the section titled "Public Participation and Engagement Program" that lists the outreach strategies to be used. The tables in the PPP specify the outreach activities to be used at each step (plan "kick-off," development, draft public review, and adoption) for the RTSP and TIP, as well as RTSP/TIP amendments, as needed.
- Page 20 of the PPP includes section on Measures of Effectiveness (MOE). The MOE table list tools, evaluation criteria, objectives, and methods to meet the objectives.
- Participation activities, media placements, internet postings, etc. as part of TIP and RTSP updates will be documented.
- Staff will continue to use the MWVCOG website to post SKATS committee agendas and minutes, post updates of documents, and other SKATS-related information.
- Staff will continue to look for innovative ways to share information (e.g., in 2017 SKATS used Tableau, a software package for data analysis and presentation, to provide a way for the public to view and understand crash data in a variety of forms).

Products

- Printed informational materials for the RTSP and TIP updates will be created, as needed, for the public involvement processes. For the RTSP and TIP, early public participation will include materials on the schedule and key decision points for the updates. For the TIP, once the set of proposed projects is drafted, staff will create a multi-page brochure showing proposed projects for the TIP and how the public can provide comments. Other products include online and printed maps, PowerPoint presentations, fact sheets, media placements, etc. To the extent practicable, staff will include these materials on the MWVCOG webpage.
- SKATS will maintain its webpages on the MWVCOG website (www.mwvcog.org) with updated information on the RTSP, TIP, TIP/RTSP amendments, regional planning studies, additional online mapping features of projects, etc.

- The use of informational materials, participation activities, media placements, internet postings, etc. will be documented and provide to ODOT in a SKATS Annual Accomplishment Report on Title VI and Public Participation activities for the year. (delivered by October 2018)

Performance-Based Planning

MAP-21 introduced two important changes to how transportation planning will be conducted. First, it introduced a performance-based planning paradigm, which specifies data-driven project selection and tracking of the performance of the regional system for better accountability and transparency of how federal funds are spent. All RTSP/TIP plans or amendments adopted after May 27, 2018, need to be compliant with this requirement. Second, a set of national goals were defined with the associated performance measures to track progress toward meeting these goals being codified in subsequent rule making by FHWA and FTA. There are three highway/road-related groups of performance measures and two transit-related groups. The rules and measures were finalized in 2016 and 2017 by FHWA and FTA. SKATS will need to establish targets for each of the performance measures in consultation with ODOT or SAMTD; another choice is SKATS can support the ODOT's state-level targets. Deadlines for initially setting SKATS targets and how frequently they need to be updated are illustrated in the table below.

During the 2018-2019 fiscal year, SKATS will coordinate with both ODOT and SAMTD, as appropriate, to either establish remaining targets for use in the SKATS area, or to track and report on the targets that have been previously defined. During this UPWP period, SKATS will continue the process to inform and work with the Policy Committee and TAC and the public about the change to performance-based planning and how that will change the development of the RTSP and TIP. This work will continue into subsequent years.

The following information illustrates a summary of the Performance Measures applicable to the SKATS TMA; when ODOT, SAMTD and SKATS targets are due; and how often the target is required to be updated. Not shown in the tables is the detailed process that ODOT, SAMTD, and SKATS will use for setting targets, calculating baseline levels, and reporting progress toward the targets, as those details still are being developed.

Performance Measure	Performance Measure Information	ODOT or SAMTD Initial Targets due	SKATS Initial Targets due	MPO updates required
Safety	Five required measures with targets	Aug 31, 2017	Feb 27, 2018	Every year
Pavement & Bridge	4-year targets for Interstate pavement, non-interstate NHS pavement, NHS bridge	May 20, 2018	Nov 16, 2018	Every 4 years
System Performance	4-year targets for NHS travel time reliability, Freight reliability, and CMAQ Traffic Congestion and On-Road Mobile Source Emissions.	May 20, 2018	Nov 16, 2018	Every 4 years

Transit Related Safety	TBD	TBD	TBD	
Transit State of Good Repair	Conditions of buses and facilities/capital equipment	January 1, 2017	June 30, 2017	Every year

Activities

1. Discuss with the committees the change to performance-based planning and their implications for future RTSP and TIP development.
2. Discuss potential targets for the federal performance measures as appropriate for Safety, Bridge, Pavement, System Performance, and Transit State of Good Repair. It is possible that Transit Safety will require work during this period as well.
3. Amendments and updates to the RTP and TIP will document how projects added to those documents help to achieve SKATS' Performance Targets.

Products

- Establish targets for bridge, pavement, and System Performance [November 2018]
- Establish new targets for 2019 for Road Safety [February 2019]
- Establish targets for Transit State of Good Repair [June 2019]

Regional Transportation Systems Plan (RTSP)

Program Description

The adopted Regional Transportation Systems Plan (RTSP) represents a comprehensive policy and planning blueprint for investments and strategies related to the regionally significant transportation systems in the Salem-Keizer urban area. The RTSP complies with the federal regulations on the development and content of a metropolitan transportation plan that are in 23 CFR 450.324. The most recent U.S. Department of Transportation Planning Certification Review of SKATS (May 2017) identified a few corrective actions to complete as part of the next RTSP update, scheduled for final adoption in May 2019. SKATS will coordinate with FHWA and other agencies to address these corrective actions in the final RTSP. The RTSP provides coordination and guidance for implementing agencies such as ODOT and the local jurisdictions to provide a multimodal, region-wide transportation system that is effective, efficient, and sufficient to meet the changing needs of our citizens. The RTSP has a 20-year horizon: it is updated every four years to maintain a 20-year planning horizon based on current and projected demographic, travel demand, and economic forecasts, as well as to comply with transportation, environmental, and other federal and state regulations. Coupled with the transportation systems plans (TSPs) adopted by the local jurisdictions, Salem Area Mass Transit District (SAMTD), and the Oregon Department of Transportation (ODOT), the RTSP provides a consolidated area-wide transportation plan for the entire SKATS MPO area. This work element encompasses all long-range planning activities associated with the regionally significant portions of the area's transportation system including roadways, highways, transit, ridesharing, park-and-ride, bicycle, pedestrian, Transportation Systems Management (TSM), Transportation Demand Management (TDM),

intermodal, Intelligent Transportation Systems (ITS), goods movement, and other transportation-related systems.

SKATS coordinates with the local jurisdictions on development of a long-range (20 year) population and employment forecast, which is used in transportation model development and transportation planning analysis. The population forecast totals for the Salem-Keizer UGB and Turner UGB are provided by the Oregon Population Forecast Program (which is run by the Population Research Center at Portland State University). Employment forecasts use a combination of Oregon Employment Department forecasts and the most recent regional and city of Keizer Economic Opportunity Analysis reports. Allocation of those forecasts to sub-areas and transportation analysis zones are based on the currently adopted comprehensive land use plans of the local jurisdictions in SKATS and include the most recent information on new and future land use developments that the local jurisdictions have a high confidence will occur. This approach complies with the requirements of the state and federal planning regulations and avoids any perceptions that the RTSP process is attempting to prematurely project the results of the local visioning efforts. Detailed information about the population and employment forecasts are documented in an appendix to each RTSP update. The horizon year of 2040 will be used for the RTSP update to be adopted in 2019; this work to update the forecast to 2040 began in December 2017.

SKATS is required to coordinate financial projections with ODOT to estimate the amount of federal and state dollars likely to be available to the SKATS area over the 20-year horizon of the RTSP. The latest coordination was in 2016, and these will be used in the 2019-2040 RTSP. SKATS will also work with the local jurisdictions, Cherriots Transit, and other state and local agencies to develop revised financial projections for use in the update to the Plan.

The update of the RTSP includes reviews to changes of the state's transportation policy plan (the Oregon Transportation Plan), the state's transportation rules (e.g., Oregon Transportation Planning Rule (TPR)), state modal and topic plans (e.g., Oregon Freight Plan), and local modal plans and TSPs (e.g., city of Salem TSP) to ensure consistency, as required, by the 3-C (continuing, cooperative, comprehensive) paradigm of transportation planning (see 23 USC Sec. 134(c)(3)).

The adopted RTSP contains goals, objectives, and indicators; the latter allowing the region to track progress toward accomplishing the RTSP goals. Some of these indicators have data, but others do not; therefore, SKATS staff will need to collect this information and provide updates to the SKATS committees. For the 2019 Update, a set of federally required performance measures will be included, as well as presenting the baseline data and tracking the region's progress toward meeting the targets (*see Section I.B. for details*).

The two latest federal surface transportation bills, "Moving Ahead for Progress in the 21st Century" (MAP-21) [2012] and the "Fixing America's Surface Transportation" (FAST) Act [2015] require a change to a performance- and outcome-based paradigm as was mentioned in **Section I.B.** The work during FY 2018-2019 will be carried out to ensure the 2019-2040 RTSP will be compliant with the latest federal regulations and guidance. This will be the first SKATS RTSP that will be developed to be compliant with the Performance-Based Planning, and we expect the approach to performance-based planning to improve with each RTSP update in the future.

As part of the regional planning process, SKATS coordinates with ODOT, SAMTD, and the local jurisdictions in development of their plans and studies of regionally significant facilities

by participating in review or technical committees; provides current and forecast land use- and travel demand-data from the regional model; and reviews technical reports and draft and final plans for their potential impact on the regional transportation system. As these plans or activities become adopted by the local jurisdictions, they will be incorporated as part of the “latest planning assumptions,” as required by 23 CFR 450.324, that will be used in the population and employment forecasts, travel model, and proposed transportation improvements in the ongoing transportation planning process. (*See Section IV for specific tasks.*)

Activities and Schedule

During FY 2018-2019, staff work to update the RTSP (following related work conducted in the FY 2017-2018 UPWP) will continue and conclude with the adoption of the revisions in May 2019. The focus of this update will be to ensure that the latest federal planning rules are followed and that the RTSP is compliant with the new performance-based planning paradigm. In addition, the November 2017 version of the SKATS Public Participation Plan contains specific activities for the four stages of the RTSP (kick-off, development, draft released to public, and at the date for adoption). The work, and approximate timing it will be conducted, is as follows:

- **July – September 2018:** Update the chapters on “Policy,” “Existing System,” “Needs Analysis” (new chapter to respond to Corrective Actions), and “Financial,” and the appendix on population and employment forecasts. Continue public outreach and involvement, as appropriate.
- **October – December 2018:** Finalize the financial projections (in order to limit the draft project list to projected funding). Update the “Financial,” “Future System,” and “Impacts,” chapters. “Future System” projects to be developed using a combination of System Needs, proposed projects and future transit system, financial constraint, regional indicators, CMP, and performance targets. Use the draft list of projects in the SKATS travel demand model to evaluate potential benefits and impacts by 2040. Continue public outreach and involvement, as appropriate.
- **January – May 2019:** Assemble the draft chapters into a draft RTSP; PPP activities to inform the public and get feedback and comments. Conduct formal 30-day public review period of RTSP and AQCD. Adopt the document at the May 28, 2019 Policy Committee meeting.
- If needed, develop a scope of work and contract for consultant services.

Some tasks, specifically, those related to the data describing the regional transportation system and its analysis, are described in the Regional Modeling and Data Program section of this document (*Section IV*). See **System Monitoring and Reporting** (*Section IV.C*) for discussion of developing a database for indicators used in the goals and objectives of the RTSP.

Note: Following adoption of each RTSP update, there often remain “outstanding issues” that require additional planning work and regional coordination. Some of these issues will be covered in this and future UPWP’s Corridor and Sub-Area Plans section (Section II).

Products

- Updated indicator data by August 2018
- Draft chapters to TAC and PC for review as they are developed (July – December 2018)
- Draft RTSP for formal public review and comment (March 2019)
- Final RTSP and AQCD for Policy Committee Adoption (May 2019)

i. Congestion Management Process (CMP)

The Congestion Management Process (CMP) identifies areas with existing or future congestion, includes strategies or projects to address the congestion, and monitors the effectiveness after implementation. The existing CMP (Appendix E in the 2015-2035 RTSP) will be revised to address comments and corrective actions from FHWA and FTA in their Planning Certification Review of 2017. The CMP will also be modified to align with the new federal guidance and regulations concerning performance-based planning.

SKATS has worked over the years to develop our data capabilities. Recent years saw efforts to systematically collect traffic counts via traffic cameras on the major regional arterials; analyze travel time on the CMP corridors using iPEMS with HERE data; pilot testing of Bluetooth/WiFi readers for measuring vehicular travel time; and working with the transit district on collecting transit ridership data.

Activities

1. Report and analysis of travel times along CMP corridors using iPEMS data – See also Section IV C. – System Monitoring and Reporting (Activity #4)
2. Use CMP as one element for selecting projects for the RTSP and TIP

Products

- Revised CMP that addresses the FHWA/FTA comments and the MAP-21/FAST guidance. [May 31, 2019]

ii. Metropolitan Intelligent Transportation System (ITS)

The Salem Metropolitan Area Intelligent Transportation System (ITS) Plan was adopted in 2005, and the project list was revised in 2014 in preparation for the 2015 update to the RTSP. In 2017-2018, the project list will be revised to reflect any changes that are relevant to the SKATS area. The revised project list will be used, as appropriate, in the 2019 Update to the RTSP. In late FY 2018 or early FY 2019, it is possible that the Regional ITS Architecture will need to be modified to reflect any changes in the National ITS Architecture that are needed to support future projects in the SKATS area. This decision will be based on conversations with FHWA and ODOT with the work likely performed by ODOT or a consultant.

Products

- Update, if necessary, the Regional ITS Architecture. [Spring 2019]

Regional Safety Planning

Program Description

In compliance with the FAST Act, states are required to use a data-driven, strategic, and performance-focused approach to improving safety on all roads. State DOTs and MPOs are expected to use safety data to inform their transportation planning and programming decision making and directly link investments that will result in the greatest possible reduction in fatalities and serious injuries. States and MPOs are required to **establish safety performance targets** and are expected to make significant progress towards reducing fatalities and serious injuries for all modes. The MPO can either agree to support the State DOT target or establish a numerical target specific to the MPO planning area. MPOs' targets are reported to the State DOT, which must be able to provide the targets to FHWA, upon request.

Staff anticipates that regional safety planning activities will be a conduit for how the region collects safety data, develops performance targets, and prioritizes investments, and over time, tracks the results. **As part of this, SKATS will discuss with staff and elected officials whether to develop a Regional Safety Plan and establish directions for policy development.**

Safety projects have been an on-going high priority for funding in the SKATS RTSP and TIP. SKATS began collecting and summarizing crash data within the MPO in 2009; however, neither the MPO or the local jurisdictions in SKATS have done any comprehensive analysis of crash data, nor have any of them developed a comprehensive safety plan (the city of Salem developed a Pedestrian Safety Plan in late 2017). SKATS began some initial planning work in 2014 when it brought together planners, engineers, and law enforcement officials to discuss ideas of collaborating on safety planning. Other cities, counties, and MPOs in Oregon (Portland Metro (2012), city of Bend (2012), Central Lane MPO (2017), and Hillsboro (2016)) have completed safety studies and/or developed jurisdictional or regional safety plans using a variety of approaches. ODOT updated its *Transportation Safety Action Plan* (TSAP) in 2015, adopted in 2016, and has implemented an “All Roads Transportation Safety” (ARTS) data-driven process for funding safety projects in each Region.

In 2017-2018, the focus by SKATS was comprehensive analysis of the crash data using ODOT-provided information and Tableau software. Staff developed a *SKATS Area Crash Data Report* that shows cumulative crash data inside SKATS for a 5-year period including crash information by location, cause, and mode. This should be completed by the summer of 2018. Also in 2016-2017, SKATS staff began collecting national safety reports and studies, documenting examples of local and regional safety plans and actions, as well as attended safety workshops sponsored by ODOT. Safety has become a priority topic at the national, state, and local level; and there are many great examples to learn from. The task for 2018-2019 is to organize the information we’ve collected about safety planning approaches used around the country and Oregon to discuss the next steps for safety planning within SKATS.

Activities

The following are tasks being considered to take place in FY 2018-2019; although, these could be modified as the region makes further progress and decides on its direction:

1. Present the SKATS Area Crash Data Report to the SKATS Policy Committee and other

- elected officials in the area.
2. Update, as needed, the safety data which is available to the public via the MWVCOG website.
3. Describe existing safety programs and opportunities for improvement in the RTSP update.
4. Attend additional safety training workshops, webinars, etc.
5. Develop a review of national and local safety planning approaches to share with the SKATS TAC and the SKATS Safety Working Group.
6. Hold one or more Safety Working Group meetings inviting staff from local jurisdictions, ODOT, and emergency responders as well as a representative(s) of the SKATS Policy Committee.
7. Partner with ODOT, SAMTD, and local jurisdictions on safety education and messaging initiatives.
8. If needed, develop a scope of work and contract for consultant services.
9. Continue to review crash data and do analysis, as needed.

Lead: SKATS

Products

- SKATS Area Crash Data Report.
- Report reviewing national and local safety planning approaches.
- Safety Performance targets. (February 2019)
- Report on coordinated safety planning with state and local jurisdictions.

Transportation Conformity Determinations

Program Description

In order to gain federal approval of the region's transportation planning and programming documents (RTSP, TIP), SKATS must consult with state and federal agencies (“transportation conformity”) regarding the expected air quality impacts of the RTSP and TIP. Without **Transportation Conformity Determinations** of the RTSP and TIP, developed following state and federal regulations and approved by USDOT, the region would be ineligible to expend federal transportation dollars to implement the investments called for in those planning and programming documents.

Based on the area’s ozone attainment status and the carbon monoxide (CO) limited maintenance plan, transportation conformity determinations for the RTSP and TIP do not require a regional air quality emissions analysis each time a new transportation plan or TIP is approved or amended. However, as a maintenance area, transportation conformity determinations are still required and must demonstrate that the plan and TIP are fiscally constrained and must meet the criteria for consultation. The most recent FHWA and FTA Air Quality Conformity Determinations were issued on February 26, 2016, for the 2015-2035 Regional Transportation Systems Plan (RTSP) and on September 29, 2017, for the FY 2018-FY 2023 Transportation Improvement Program (TIP).

Activities and Products

- Prepare Air Quality Conformity Determinations for the RTSP, TIP, and their respective amendments, as necessary, and submit to FHWA and FTA. No emissions analysis is

required as part of the AQCD. Continue required conformity consultation with federal, state, and local agencies.

- Monitor EPA changes to the federal transportation conformity regulations, NAAQS (including possible new ozone standards), and MOVES model.

Strategic Assessment

In January 2017, the Land Conservation and Development Commission (LCDC) updated the GHG reduction rules and targets for Oregon's metropolitan areas. However, state statute requires only Portland Metro to develop and adopt a plan that reduces future emissions of greenhouse gases (GHG) from light vehicles. For the other metropolitan areas in Oregon, determining future GHGs and developing plans to reduce GHGs is voluntary.

Over the last few years, the Corvallis and Rogue Valley MPOs worked with ODOT and DLCD to conduct a Strategic Assessment (using ODOT's Regional Strategic Planning Model) of how their current plans may or may not reduce GHGs. These assessments can also be used to help understand local policy questions of interest at an aggregate level, such as changes to land use transportation investments and behavior.

At the time of this writing, SKATS has not committed to doing a Strategic Assessment. If during the UPWP time period the decision is to do a Strategic Assessment, ODOT and DLCD would be the lead agencies and do the majority of the work with SKATS staff providing the data inputs to the strategic model and reviewing the model outputs and reports. In addition, ODOT's dedicated funding for Strategic Assessments has expired, and funding would need to be found at the state level; **no SKATS federal funds will be used for SKATS' time.** Once work begins, it is estimated a final product will be done in one year.

II. Corridor and Sub-Area Plans and Studies

Work Items	STPBG-U funds for SKATS planning (includes match)	STPBG-U Funds in MTIP (includes match)	ODOT's TGM Program (includes match)	Total Budget
Willamette River Crossing (Salem Bridge EIS)	10,000	0	0	\$10,000
Cordon Road Corridor Study and Management Plan	20,000	205,000	0	\$225,000
Keizer Revitalization Plan	20,000	0	210,227	\$230,227
City of Keizer: Growth Transportation Impacts Study	20,000	190,000	0	210,000
Subtotal	\$70,000	\$395,000	210,227	\$675,227

Corridor and sub-area planning studies are undertaken to identify land use and/or transportation issues, identify and evaluate alternatives, and determine (as warranted) recommended infrastructure projects that should be included in state and local transportation plans and the SKATS RTSP. Some of these corridors and sub-areas were identified in previous versions of the SKATS RTSP as "outstanding issues," while others were more recently identified for study by the local jurisdiction or region.

23 CFR 450.318 states that “an MPO(s), State(s), or public transportation operator(s) may undertake a multimodal, systems-level corridor or subarea planning study as part of the metropolitan transportation planning process.” Planning studies are meant to provide the analysis, public discussion, and agency review that is necessary to identify a preferred solution. Some of the following planning studies require work over several years or in separate phases, due in part to staff workload but also due to the necessary processes to collect information, conduct analysis, develop options, and gather stakeholder and public input and jurisdictional approvals. While SKATS is not the lead agency for these studies, all these studies use federal funds and need to be listed in the regional UPWP. SKATS staff are usually involved in some capacity for most of these studies, either on a study’s project management teams, reviewing and commenting drafts of the planning study documents, and providing land use and/or transportation data, including future year travel demand forecasts from the SKATS travel model. Even for studies where SKATS doesn’t have specific activities, the results of the studies are of interest to SKATS as they generate recommended projects to add to the RTSP.

A. Willamette River Crossing (Salem Bridge EIS)

Description

Work on the **Salem River Crossing Environmental Impact Study (EIS)** began in 2006 with a combination of federal, state, and local funds. During the 2012-2013 program year, ODOT and the city of Salem (as the lead agencies) started Work Order #4 of the project with the objective of the local jurisdictions collectively selecting a preferred alternative followed by preparation of a Final EIS (FEIS) for that preferred alternative. In February 2014, the Oversight Team selected a Preferred Alternative ("PA"). In 2015 and 2016, extensive modeling was completed for the FEIS, as well as engineering refinements to the Preferred Alternative design and footprint. In late 2016, Salem, Keizer, and Marion and Polk Counties approved land use actions in support of the Salem River Crossing Preferred Alternative. Tasks in 2017-2018 included developing of technical reviews by the consultant team and reviews by city of Salem and ODOT specialists.

Activities

For 2018-2019, ODOT will continue to serve as the contract manager of the EIS effort. ODOT and city of Salem planners are the Project Managers for the EIS. SKATS staff participates on the Project Management Team, provides coordination with the SKATS Policy Committee, and provides modeling and data services, as needed. There will be continuing coordination with planners at the Oregon Division of FHWA and other federal and state agencies. Throughout the Final EIS (**FEIS**) stages, the SKATS Policy Committee will be kept informed of project milestones.

Another tasks that began in 2017-2018 and will likely continue in 2018-2019 is developing **Alternative Mobility Targets** for sections of state facilities that cannot meet the mobility standards of the Oregon Highway Plan. ODOT will take the lead on this task with SKATS staff providing assistance, as needed.

Products

Lead: ODOT and City of Salem

Status: Ongoing

Deliverable: **Final EIS** expected to be completed in the timeframe of this UPWP.

B. Cordon Road Corridor Study and Management Plan – KN 20744

Program Description

The purpose of the Cordon Road Corridor Study is the development of a ***Cordon Road Corridor Management Plan***. The total length of the combined Cordon/Kuebler corridor is 16.9 miles beginning at Viewcrest Drive in south Salem and ending at the Chemawa Interchange at Interstate 5 in Keizer. This study will focus primarily on the portion of the corridor extending from Lancaster Drive SE (south of OR22) to Hazelgreen Road NE and including Hazelgreen Road from Cordon Road to Portland Road (OR99E) and Chemawa Road to Interstate 5. The length of the corridor as defined is approximately 10 miles with 3 miles within the city of Salem and the other 7 miles in Marion County. These sections of the corridor have the most access and development pressures from adjacent land uses; hence, their selection to be addressed in this management plan.

This project was identified through the TIP development process and was added to the TIP in April 2017. The study is funded using \$205,000 in STBGP-U funds (Key No. 20744) in FY 2018 from the adopted 2018-2023 SKATS TIP. Activities by Marion County (and consultants, if used) will be funded by this Key Number. SKATS will use PL and STPBG-U funds from the UPWP.

The intent of the Corridor Plan is for Marion County and city of Salem to have a common agreement on the ultimate purpose of Cordon Road (both regionally and locally), including access management, number of lanes, and non-automobile facilities along the corridor. Therefore, the majority of the work is for policy discussion, consideration of options, and final agreement between the two governments, not engineering analysis.

... Marion County staff will be developing a scope of work this Spring/Summer and anticipate obligating the funds in the fall.

Activities

SKATS' role will include being a member of a Project Management Team and providing data, as needed.

Products

Lead: Marion County

Status: Draft scope of work is expected by July 2018 - Obligation in federal fiscal year 2018. Study is expected to be no more than 12 months.

Deliverable: *Cordon Road Corridor Management Plan*.

C. Keizer Revitalization Plan (TGM-funded planning study) - KN 20742

Program Description

The Keizer Revitalization Plan project will refine the City of Keizer's Comprehensive Plan. The Project will build upon and replace previously-adopted neighborhood plans and planning efforts, including the Keizer River Road Renaissance Implementation Report (adopted 2004); the McNary Activity Center Design Plan (adopted 1991); and planning efforts in the Cherry Avenue area.

The project will update these plans and planning efforts to create policies and identify investments to increase development densities and the mix of land uses and to improve conditions for walking, cycling, and riding transit. The project will help Keizer make more efficient use of existing urban land and transportation infrastructure, potentially reducing the need for future Urban Growth Boundary expansions.

This planning study is funded with a State of Oregon Transportation and Growth Management (TGM) grant (IGA # 32385, for a total cost of \$210,227). The IGA, including the Statement of Work (SOW), Deliverables, and Schedule, was approved by city of Keizer on December 18, 2017.

Activities

The majority of this work will be conducted by the IGA consultant (OTAK) and city of Keizer staff. SKATS' activities will include:

- monitor the progress of this work and participate in stakeholder and public events, when requested.
- provide 2040 land use and future traffic forecasts, as requested.
- Task 4.3 of the SOW describes the consultant providing up to three sets of assumptions that reflect future land use scenarios for the project study area for the year 2040 for the input to the SKATS transportation model.

Products

Lead: City of Keizer

Status: Started in January 2017. The study is expected to be completed by March 2019

Deliverable: Deliverables are specified in the TGM's Statement of Work

D. City of Keizer Growth Transportation Impacts Study

Program Description

The Keizer Growth Transportation Impacts Study is a planning study to evaluate transportation impacts of different growth scenarios in Keizer: expand the UGB; export growth to other parts of the shared UGB; or significantly densify within Keizer; or a blend of the three approaches. This study will examine the relative impacts through conceptual design of transportation infrastructure and through modeling of potential impacts. Community involvement is an important component of this project. This project will use consultant services.

This study builds from the "Workshop on Future Growth Opportunities for City of Keizer" (a TGM funded study that will be completed by March 2018) and the Keizer

Revitalization Plan (described in II.C.) The Growth Impacts Study” will evaluate three specific scenarios and document the costs and impacts to the transportation system for each scenario.

This project was identified through the TIP development process and was added to the TIP in April 2017. The study is funded using \$190,000 in STBGP-U funds (Key No. 20742) in FY2019 from the adopted 2018-2023 SKATS TIP. Activities by city of Keizer and project consultants will be funded by this Key Number. SKATS will use PL and STPBG-U funds from the UPWP.

Activities

1. SKATS’ will provide census data, plus current and forecasted housing and employment data.
2. SKATS will assist with the modeling work, as requested.

Products

Lead: City of Keizer

Status: Scope of work anticipated by Fall 2018. According to Keizer staff, planning work is expected to start in January 2019, with completion in 2020

Deliverables: To be clarified when scope of work is completed.

III. Regional Project Programming

Work Items	PL funds	STPBG-U funds	5303 funds	Total
TIP Development, Amendments, and Adjustments	\$30,000	\$40,000	\$-	\$70,000
TIP Project Development Tracking	\$30,000	\$22,000	\$-	\$52,000
TIP Management System	\$-	\$10,000	\$-	\$10,000
CMAQ Program Administration	\$5,000	\$10,000	\$-	\$15,000
Subtotal	\$65,000	\$82,000	\$-	\$147,000

A. TIP Development, Amendments, and Adjustments

Program Description

The region's Transportation Improvement Program (TIP) serves as a regional policy and programming document describing which transportation projects, identified phases of a project, and transportation programs have been programmed to receive federal funding in the next four years. Federal regulations on the development and content of a metropolitan transportation improvement program (TIP) are in 23 CFR 450.326. Transportation projects within the SKATS area that receive federal funding are required

to be listed in the SKATS TIP as well as all regionally significant projects to be funded with non-Federal funds.

The TIP is prepared in response to Federal Highway Administration and Federal Transit Administration (FHWA/FTA) regulations that require a program of regionally significant transportation investments be developed by the Metropolitan Planning Organization (MPO) and updated at least every four years. The SKATS TIP is usually updated every two to three years to correspond with the update of the Oregon State Transportation Improvement Plan (STIP). The TIP must include a priority list of projects for at least four years and include a financial plan that demonstrates which projects can be implemented using anticipated revenue sources. Revenue projections are coordinated with ODOT. In the Salem-Keizer area, the TIP is prepared by SKATS in cooperation with FHWA, FTA, ODOT, SAMTD, and the local jurisdictions.

Staff will be concerned with two TIPs during this UPWP cycle:

FY 2018-2023 TIP

The FY 2018-2023 TIP covers federal fiscal years the 2018 to 2021 (with FY 2022 and 2023 included as illustrative years for planning purposes). This TIP was originally adopted on April 25, 2017, and is revised, as needed, following the TIP's Management Process.

FY 2021-2026 TIP

The next TIP will cover federal fiscal years 2021 to 2024 with FY 2025 and 2026 included as illustrative years. Formal work on this TIP will begin in September of 2018. Activities related to incorporating federally required performance-based planning into the TIP will start as guidance is available.

On December 4, 2015, President Obama signed into law the Fixing America's Surface Transportation Act, or "FAST Act," the first Federal law in over ten years to provide long-term funding certainty for surface transportation. The FAST Act authorizes \$305 billion nationwide over fiscal years 2016 through 2020. The financial assumptions used in developing the FY 2018-2023 TIP were based on the FAST Act. The financial assumptions to be used in developing the FY 2021-2026 TIP will be based on projections developed in conjunction with ODOT and the Oregon MPOs.

Activities related to the three-year cycle of the development, preparation, and maintenance of the TIP are provided under this work element as are the public involvement activities related to the TIP as required by federal regulations. The MPO shall provide all interested parties with a reasonable opportunity to comment on the proposed TIP. Details on public participation, including key decision points in the development of the TIP and public outreach, are contained in the SKATS Public Participation Plan (adopted November 2017).

Due to uncertainties, timing, and modifications to federal, state, and local funding in recent years -- along with general changes occurring during the project development phase of many projects -- a significant portion of time is required between update cycles to revise and maintain an accurate accounting of the projects in the adopted SKATS TIP. Maintenance activities for the SKATS TIP include coordination between FHWA, FTA, ODOT, the MPO, the SAMTD, and local jurisdictions to prepare and respond to changes in both available funding and individual project modifications.

A draft TIP update and any amendments to an adopted TIP that add or delete non-exempt projects requires the completion of air quality conformity determinations to demonstrate compliance with air quality regulations according to the requirements of the section 93CFR104 (Frequency of Conformity Determinations) of the Transportation Conformity Regulations. Since the acceptance of the SKATS Limited Maintenance Plan for CO, conformity requirements are primarily limited to interagency consultation. (*See Section I. E. above.*) Any full amendments to the TIP after May 27, 2018, will have to demonstrate how the TIP shows progress toward achieving the performance targets established under 23 CFR 450.306(d).

Activities

For FY 2018-2019, activities related to the TIP fall in three general categories:

1. Maintenance activities of the adopted SKATS MTIP
 - a. Coordinate with the ODOT Region 2 STIP Coordinator on TIP and STIP changes for projects within the SKATS MPO.
 - b. Check that projects in the adopted TIP match the adopted STIP.
 - c. Check that projects in the adopted TIP are correctly specified in ODOT's Financial Plan (produced monthly).
 - d. Revise, when necessary, the adopted SKATS TIP (via amendments, adjustments, or administrative modifications) based on new federal or non-federal funding availability and/or changes in projects as they proceed with their development.
 - e. Follow the TIP's Management Process for all TIP revisions.
 - f. Follow SKATS PPP (Public Participation Plan) for any TIP Amendments.
2. Coordinate with ODOT as it develops the FY 2021-FY 2024 STIP
 - a. Work by ODOT on the FY 2021-FY 2024 STIP began in July 2017 and will continue until it is adopted in mid-2020 by the Oregon Transportation Commission. SKATS will coordinate with ODOT, as needed, regarding new STIP projects within the SKATS area, as well as make sure that SKATS projects are included in the STIP.
3. Development of the SKATS FY 2021-FY 2026 TIP
 - a. Financial projections and fiscal assumptions to be used in developing the funds available for projects including federal, state, and local sources.
 - b. Develop project application materials that incorporate performance-based planning principals.
 - c. Project solicitation and prioritization.
 - d. Public Participation (following the adopted PPP).
 - e. Coordinate with ODOT and the other Oregon MPOs to align the TIPs and STIP project identification and selection process so that project entry into the STIP and public involvement periods coincide, and there is less overlap time between adoption and effective dates.
 - f. Activities relating to the TIP will be continued in the FY 2019-2020 UPWP with the adoption of the TIP anticipated in June 2020, effective on October 1, 2020.

Products

- TIP amendment documents and resolutions - Work with the SKATS TAC and Policy Committee on any revisions needed for the adopted TIP following the adopted TIP management practices and produce needed documents and resolutions.
- Produce project application materials for the 2021-206 TIP for eligible project sponsors.
- Produce public participation materials for the updates to the TIP.
- Draft and Final **SKATS FY 2021-FY 2026 TIP (scheduled adoption in June 2020)**.
- Upload copies of the adopted TIP, revised TIP tables, Air Quality Conformity Determinations, and resolutions for amending the TIP to the MWVCOG website. (www.mwvcog.org)

B. TIP Project Development Tracking

Program Description

The Transportation Improvement Program (TIP) identifies which projects are to receive federal funding. However, programming these funds in the TIP is just the first step of the project development cycle. To ensure that TIP projects and program funding levels are being carried forward expeditiously, SKATS staff works with ODOT and the local jurisdictions and agencies to help with any coordination work needed to move projects forward. This includes working the ODOT Region 2 local area liaisons, other ODOT Region 2 staff, and local jurisdictions' staff to review projects as they progress through project development; revise the TIP and STIP when necessary; assist with IGAs; track the project status and funding in ODOT's Financial Plan (specifically projects funded with STPBG-U, TA-U, and CMAQ funds); and providing other assistance, as needed.

As a requirement of 23 CFR 450.334, SKATS works with ODOT and SAMTD to organize data for the Annual List of Obligated Projects which shows which projects (or project phases) have been obligated by FHWA or have received an FTA grant.

Activities

1. Assist the local jurisdictions, ODOT, and Salem Area Mass Transit District with TIP amendments and administrative modifications.
2. Track the status of STPBG-U, TA-U, CMAQ, and other federally funded projects (status of obligation, project development phases, etc.).
3. Work with ODOT's Region 2 and Highway Program staff to match the projects in the TIP with the STIP and ODOT's Financial Plan.
4. Act as a liaison between federal agencies, ODOT, SAMTD, and local jurisdictions to resolve delays in project development.

Products

- Develop the annual list of obligated projects developed in coordination with ODOT and SAMTD and post of MWVCOG's website (**December 2018**).

C. TIP Management System Enhancements

Program Description

The MPOs in Oregon are investigating whether to support and fund a comprehensive TIP Management System using a common software program. Currently, SKATS tracks the area's TIP projects and amendments using several unrelated spreadsheets which is not connected to the State's database. Funds provided to OMPOC's work program will be used for this work

Potential advantages of a TIP management system include:

- Improved communication between employees at different agencies, who can now electronically obtain the same project information that they would have previously requested via phone or-mail.
- Ability to electronically transfer project information to the STIP database.
- Improved ability to research project information.
- Connect the long-range (RTSP) and short-range (TIP) projects.
- More easily demonstrate financial constraint by year and funding source.

Activities and Products

Discussion of this work among the MPOs began in 2016, and it was added to the OMPOC work program in 2017. During 2018-2019, SKATS staff will review and collaborate on this project with the other MPOs. **No specific completion date has been determined.**

D. CMAQ Program Administration

Program Description

The Congestion Mitigation and Air Quality Improvement Program (CMAQ) was created under the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and has been reauthorized under each subsequent federal legislation.

The purpose of the CMAQ program is to fund transportation projects or programs that will contribute to attainment or maintenance of the National Ambient Air Quality Standards (NAAQS) for ozone, carbon monoxide (CO), and particulate matter (both PM10 & PM2.5).

Based on FHWA's CMAQ Program Guidance each CMAQ-funded project must meet three basic criteria: it must be a transportation project, it must generate an emissions reduction, and it must be located in, or benefit, a nonattainment or maintenance area. The expected emission reduction benefits of CMAQ projects are required to be documented. In addition, all CMAQ projects must be included in or consistent with the current Regional Transportation Systems Plan (RTSP) and Transportation Improvement Program (TIP).

SKATS started receiving CMAQ funds for the 2018 fiscal year. The programming of CMAQ funds was combined with the process used for selecting and programming STBGP-U and TA-U funds. The process was already established and underway.

Activities and Products

- Work with local project sponsors and ODOT staff on new processes for documenting the selection and emission reduction benefits of CMAQ projects.
- As with other TIP projects, keep tabs on CMAQ projects as far as TIP and STIP entries and obligation of funds.

IV. Regional Modeling and Data Program

Work Items	PL funds	STPBG-U funds	5303 funds	Total
Regional Population and Employment Data and Forecasts	\$10,000	\$25,000	\$-	\$35,000
Travel Demand Model Data, Forecasts, Refinement	\$30,000	\$200,000	\$-	\$230,000
Systems Monitoring and Reporting	\$70,000	\$200,000	\$-	\$270,000
Household Travel and Activity Surveys	\$-	\$10,000	\$-	\$10,000
Subtotal	\$110,000	\$435,000	\$-	\$545,000

A. Regional Population and Employment Forecasts

Program Description

This work element involves the development, refinement, maintenance, monitoring, updating, and sharing of the regional population and employment data, forecasts, and allocations. This task includes activities associated with analyzing state, county, and regional forecasts; gathering and summarizing building permit data and state ES-202 employment data; updating the base year GIS land use data; other data collection activities which may be appropriate for this element; and developing the SKATS long-range forecast and allocations in coordination with the local jurisdictions. The results of these tasks are used primarily in the generation of SKATS travel demand model inputs, but the forecasts are also shared with ODOT and local jurisdictions in other planning studies.

Relationship to Previous, Current, and Future Efforts

During 2014-2015 year, SKATS staff and a Land Use Working Group of local jurisdictional planners completed an update of the population, housing, and employment forecasts for the year 2035 for use in the 2015-2035 RTSP. The 2035 population, housing, and employment forecasts are summarized in Chapter 5 and Appendix A of the RTSP update.

More recently, coordinated population forecasts have been prepared by staff from Portland State University's Population Research Center (PRC). In June 2017, PRC finalized the 2017 to 2067 population forecasts in 5-year intervals for Marion County and Polk County, as well as forecasts for each UGB area in each county. (In Marion County, PRC developed the long-rang forecast for the Salem/Keizer UGB but did not have separate forecasts for Keizer or Salem). These forecasts are required to be used by the jurisdictions for their local long-range planning and will be used for the SKATS RTSP 2040 and 2045 forecast. However,

SKATS requires that these forecast totals be allocated to Transportation Analysis Zones (TAZs) for use in the travel demand forecasting model. SKATS began the process of staffing the Land Use Working Group in December 2017 to allocate these forecasts; staff expects to finish that work by June 2018.

One difficulty for allocating regional population forecasts to TAZs has been that the city of Keizer adopted future population forecasts that would be difficult to achieve without either an expansion of the shared Salem-Keizer Urban Growth Boundary (UGB) and/or changes to land use densities inside the Keizer part of the UGB. The two planning studies (the Keizer Growth and Transportation Impacts Study and Keizer Revitalization Plan) described in the Corridor and Sub-Area Plans section of this UPWP will help the city evaluate future growth options and their impacts including transportation outcomes.

Activities and Products

1. Provide census-based data (past and current year) the population and employment information and regional forecasts developed for the RTSP to local jurisdictions, special districts, and state agencies, as requested, for use in their long-range planning studies. **(As-needed)**
2. Provide land use, employment, and other model input data to ODOT, local jurisdictions, and agency-contracted consultants for use in regional, corridor and area plans and studies. **(See Section II)**
3. Continue work to keep the land use and future development GIS data updated:
 - a. coordination and system-development activities necessary to maintain currency of GIS-based land use and population and employment forecast databases. **(On-going)**
 - b. Work with local jurisdictions to refine data collection and maintenance procedures associated with building permits and changes in comprehensive land use plans. **(On-going)**
 - c. Update the regional land use inventory and comprehensive plan designations using data supplied by the local jurisdictions in the region. **(On-going)**
 - d. Update the SKATS employment data using Oregon Employment Department ES-202 data. **(As-needed)**
4. Evaluate ACS 5-year products as they are released. **(As-needed)**
5. Develop a 2040 and/or 2045 forecast **by July 2018.**

B. Travel Demand Forecasting: Data, Forecasts, and Refinement

Program Description

This work element contains activities related to the development and support of the travel model necessary to carry out the regional transportation planning tasks described in **Section I**. Included in these activities are the refinement, calibration, and update of the regional travel demand models necessary for the production of traffic and transit estimates for

base year, committed, and future-year alternatives for the RTSP, the regional, area, and corridor planning studies (identified in **Section II** of the UPWP), and the local TSPs, as required or needed.

SKATS conditionally assumed responsibility for the regional travel demand model from ODOT in 1994 and over the years has continued to follow best modeling practices in cooperation and partnership with ODOT and other MPOs.

Activities

1. **Refinement and maintenance of recently updated travel model:** In 2016-2017, SKATS employed staff from Metro to help update the travel model using data from the 2010 Household Activity Survey (that work should conclude by June 2018). Activities for FY 2018-2019 will focus on additional validation work of the updated model in order to make it available for planning studies, as well as producing model results to support the development of the 2019 update to the RTSP.
2. **Work on Next-Generation model and data:** Efforts have been underway for several years to research and define the structure and data required for the next version of the travel demand model. Activities that will continue for this UPWP period include:
 - a. Continue ongoing coordination work with ODOT and their contractors and other MPOs on the development of the statewide model (and its connection with urban area model) and incorporating transportation data from the 2010 Oregon Household Activity Survey analysis (*See IV.D below*) into existing and future travel demand models.
 - b. Coordination with the Oregon Modeling Steering Committee and its Modeling Program Coordination subcommittee on improvements to MPO models and coordination between statewide and MPO models. This could include the movement to a “population synthesizer” as a way to specify the characteristics of household used as model input.
 - c. Investigate and discuss with ODOT, the other MPOs in the state, and the regional partners the appropriateness and usefulness of alternative modeling structures (such as a person activity or tour model) for a future regional travel demand model.

Products

- Report of the Travel Model Refinements (**October, 2018**)
- Products, such as maps and tables of model results, will be produced as required by any on-going planning study.

C. Systems Monitoring and Reporting

This work element includes the on-going refinement and maintenance of the various transportation databases necessary to support the planning process and to provide the basis for reports required under federal surface transportation acts (such as FAST). These databases cover the characteristics, operations, and projects located on the regional transportation system. Tasks in this section include analyzing and reporting the results of the

data collection efforts undertaken by SKATS, ODOT, SAMTD, and the local jurisdictions.

Reporting of the results is centered on two efforts: the Congestion Management Process (CMP) — which is required for TMAs and regulated in 23 CFR 450.322 — describing the current operation of the regional system and the performance measures which track how the investments made on the regional system are meeting the goals and objectives outlined in the 2015-2035 RTSP. Several of the MAP-21/FAST performance measures have been codified by FHWA/FTA and targets for each of the measures will be set by ODOT, SAMTD, and SKATS by the end of calendar year 2018. The data will be used to report on these as specified under federal regulations. (*See section I.A*)

The data used for the reports and activities of this element are provided to SKATS in a variety of formats and reporting schedules. As such, in any given year the products released by SKATS will differ. SKATS will continue to work with its partners to ensure the timely release of related products.

Activities

1. Maintain regional systems inventories required by MAP-21/FAST and the Transportation Planning Rule (TPR).
2. Update and maintain regional street, transit, and other transportation-related infrastructure inventories, as appropriate, in GIS format.
3. Update and maintain a database of projects on the regional road system to assist in preparing updates to the RTSP and TIP, as well as developing current and future year networks for the regional travel demand model. This includes the work started in 2013 to create a geodatabase of completed transportation projects on the regional system as well as projects funded in the SKATS TIP.
4. Work in-house and with the SKATS committees to revise and refine the CMP process and integrate it into the project selection framework. [See also CMP discussion under the RTSP update.]
5. Continue to revise and refine the comprehensive traffic count and transit ridership database developed by SKATS to provide a central repository of data for internal use.
6. Develop and maintain a database of collision locations and other pertinent safety-related information within the SKATS study area.
7. Investigate additional methods of data collection, storage, and analysis in regard to characteristics of all travel in and through the region, whether located on the regional system or not. The goal is to minimize staff effort while maximizing data collected and analyzed. This may include the purchase and use of new tools (such as permanent and portable bike count stations or BlueTooth/WiFi travel time monitors) and travel time and Origin/Destination data sources (both public and private), working, as appropriate, with ODOT, SAMTD, and/or the local jurisdictions.
8. Develop and maintain a database for the indicators defined in Chapter 2 of the 2015-2035 RTSP. Refine the indicators, as needed. For those indicators that require data currently not collected, develop the capability to collect, process, analyze, and store the underlying

data. This database will also form the base for the data collected and analyzed as part of the requirement from MAP-21/FAST for system performance measures.

Products

- ***Regional Operational Characteristics Report*** (ROCR) that describes travel conditions on the region's roadways based on travel time data, traffic counts, transit ridership, and collision information and that is collected, stored, and processed by SKATS. Travel time data will be updated annually as part of the ROCR, with data collection along corridors as needed for project planning.
- ***Collision Quick Facts***, a document and interactive webpage providing a brief overview of the collisions that occurred in the region over the previous year. (**Annually, about 3-4 months after ODOT provides the data.**)
- Databases and geo-databases containing regional roads information, traffic counts, transit ridership, collision information, and completed, funded, and planned future transportation projects in the region. Include this information on the MWVCOG website, as feasible. (**On-going**)
- Report of the regional system indicators identified in the 2015-2035 RTSP. (May 2019)

D. Household Travel and Activity Surveys

Household activity and travel surveys were conducted in the SKATS area in 1994-1995 and were used in the previous travel demand models. In 2010, a household travel surveys from about 1800 households in SKATS was conducted. Data from this survey has been used in updating and calibrating the travel demand models (auto ownership, trip generation, mode choice, destination choice, etc.). (*See Travel Demand Forecasting section IV.B.*) In addition, analysis and reports of the data have been made, and will be made, in the future, as required. In 2017, ODOT hired a consultant to develop a summary report of the 2009-2011 OHAS data, which includes a short-summary for each MPO and ODOT Region that participated. This project will finish in early 2018 and will be used by the partners within Oregon to educate policymakers of the findings and to assist in developing the next household survey.

Activities

For FY 2018-2019, SKATS staff will work with other partners in Oregon to discuss a possible future survey effort, tentatively scheduled for 2020. In addition, other data sources that could provide similar information in a timelier manner will be investigated. (*See Systems Monitoring and Reporting section IV.C*)

Products

- Summary Report of 2009-2011 OHAS data (early or mid-2018)

V. Interagency Coordination

Work Items	PL funds	STPBG-U funds	5303 funds	Total
Interagency Coordination	\$40,000	\$38,000	\$20,000	\$98,000

Program Description

In order to ensure that SKATS maintains a continuing, cooperative, and comprehensive planning process that results in plans and programs that are consistent with other transportation planning activities that may affect the region, other activities beyond the coordination and management of the SKATS committees are necessary. Inter-jurisdictional efforts include coordination with the members of the Mid-Willamette Area Commission on Transportation (MWACT), ODOT Statewide Modal/Topic planning work, Statewide and General Corridor Planning that affects SKATS, and Region 2 Project Development staff, as required. In addition, coordination with activities undertaken by FHWA, FTA, DEQ, DLCD, ODOT, the MPOs, League of Oregon Cities (LOC), Association of Oregon Counties (AOC), the Oregon Modeling Steering Committee (OMSC), the Oregon MPO Consortium (OMPOC), and most importantly the region's local jurisdictions and elected bodies is necessary.

This work element includes activities such as participation in various committees (advisory committees, project management committees, technical committees, modeling support activities, etc.) to ensure the coordination of SKATS transportation planning activities with related efforts occurring in the region and the state. The kind of participation in these inter-jurisdictional efforts varies over time and depends on the current focus of work efforts of state, MPO, and local jurisdictions. The activities section below lists interagency and inter-jurisdictional studies or projects that SKATS staff expect to participate in; although, additional studies and projects may occur during the planning period.

Federal regulations require the development of an agreement between SKATS, ODOT, and the Salem Area Mass Transit District (SAMTD) on roles and responsibilities for each agency. This agreement is included as an appendix (**Appendix E**) to this UPWP. *(Note: the rules for metropolitan planning by USDOT to comply with MAP-21 (in particular, revisions to section 23 CFR 450.314 for identifying the parties to implement performance-based planning provisions) requires an update of this agreement. The work to update this agreement began in late 2017.)*

Activities

1. Revise the IGA (#24,736) that defines the roles and responsibilities of SKATS, ODOT, and Salem Area Mass Transit District (SAMTD) per MAP-21 performance-based planning (work started in later 2017).
2. Participate in the coordination of corridor and facility plans and other planning and project activities in the region (those listed in **Section II Corridor and Area Plans** in particular, but others that affect the regional transportation system [e.g., Salem's work on a potential 2nd Street underpass or overpass] during the UPWP time period to ensure a continuing, cooperative, and comprehensive SKATS planning process.
3. Participate in the update of local jurisdictional Transportation System Plans, as needed.
4. Participate in meetings and activities of the Oregon Metropolitan Planning Organization Consortium (OMPOC). Attend the quarterly meetings of MPO/Transit agencies.

5. Participate in the Oregon Modeling Steering Committee, Modeling Program Committee, and other related transportation modeling and research subcommittees.
6. Continue to evaluate and address new requirements resulting from federal transportation legislation (MAP-21 and its successor FAST Act), changes to federal regulations, federal guidance documents, etc. Work with staff from FHWA Oregon division and FTA on corrective actions and recommendations from the SKATS Planning Certification Review of 2017.
7. Interagency coordination with EPA, DEQ, ODOT, etc. for consultation on Air Quality Conformity Determinations (AQCDs) for the TIP and/or RTSP, as needed.
8. Interagency coordination with local jurisdictions, ODOT, the Salem-Keizer School District, and other stakeholders to support a Safe Routes to School program within the SKATS area. As this partnership continues to develop, assist with development and start-up of a Safe Route to School program.

VI. Regional Program Management & Coordination

Work Items	PL funds	STPBG-U funds	5303 funds	Total
Program Management and Coordination	\$40,000	\$71,880	\$20,000	\$131,880
Unified Planning Work Program	\$10,000	\$10,000	\$-	\$20,000
Self Certification, ADA, and Title VI	\$4,760	\$8,000	\$-	\$12,760
Staff Development and Training	\$-	\$12,000	\$-	\$12,000
Subtotal	\$54,760	\$101,880	\$20,000	\$176,640

A. Program Management and Coordination

Program Description

This work element will provide for overall program management and coordination for ongoing MPO activities such as budget preparation, contracts, grants, personnel, as well as tasks as needed/required by the SKATS committees staffed under this element. SKATS committees currently providing oversight of, and input to, SKATS operations include the Policy Committee (PC) and the Technical Advisory Committee (TAC). SKATS staff are employees of the Mid-Willamette Valley Council of Governments, and this work element includes management activities that are necessary to maintain operations for the SKATS work program (budgets, invoices, quarterly reports, presentations, etc.)

Activities

1. Provide staff support to the various committees and subcommittees related to SKATS operations to ensure coordination between federal, state, regional, and local transportation planning efforts.
2. Manage SKATS budget, staff time, IGAs, invoices, and related products. Prepare and process necessary planning agreements.

Products

- Meeting agendas, minutes, meeting materials, draft and final documents to the SKATS Policy Committee and Technical Advisory Committee, and other subcommittees, as needed. **(Monthly, as required.)**
- Quarterly reports and invoices submitted to ODOT.
- Annual report to ODOT.
- Execution and monitoring of PL Fund and Section 5303 funding IGA, Pass-through IGA between MWVCOG and SAMTD, and other agreements necessary to carry out the existing and future UPWPs.

B. Unified Planning Work Program

23 CFR 450.308 specifies the requirements for a MPO to develop a Unified Planning Work Program (UPWP). Federal regulations require the MPO, in cooperation with ODOT and the SAMTD, to prepare UPWPs that describe the planning priorities and the tasks, responsibilities, schedules for completion, and products associated with the regional transportation planning activities proposed for the region. ODOT and the MPOs have established a protocol for the development and review of the annual UPWPs.

Every four years, FHWA and FTA do a Transportation Planning Certification Review of the SKATS TMA, with the latest report issue in May 2017. SKATS will continue to work with the federal agencies on follow-up of the corrected actions or related recommendations from the 2017 Certification Review.

Activities

1. Annual draft UPWP review with SAMTD, ODOT, FHWA, and FTA. **(March 2019)**

Products

- Adoption of an annual UPWP by SKATS Policy Committee. **(April 2019)**
- Production of required documentation to ODOT, FHWA, FTA, and others of SKATS activities such as quarterly narrative and financial reports. **(Quarterly and Annual)**

C. Self-Certification, ADA, and Title VI

Program Description

Implementing regulations associated with MAP-21 require various forms of "certification" for regional planning activities by federal agencies in order to maintain the eligibility of the region to receive and expend federal grant and project funds. Certification of the

metropolitan planning process — as required by 23 CFR 450.336 — requires a determination of compliance of the all applicable requirements including:

1. 23 USC 134, 49 USC 5303, and 23 CFR 450 subpart C.
2. Sections 174 and 176 (c) and (d) of the Clean Air Act, as amended, and 40 CFR part 93.
3. Title VI of the Civil Rights Act of 1964, as amended, and 49 CFR part 21.
4. 49 USC 5332, prohibiting discrimination.
5. Section 1101(b) of the FAST Act and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises.
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program.
7. The provisions of the Americans with Disabilities Act of 1990 and 49 CFR parts 27, 37 and 38.
8. The Older Americans Act, as amended.
9. Section 324 of title 23 USC regarding the prohibition of discrimination based on gender.
10. Section 504 of the Rehabilitation Act of 1973 and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Activities related to the preparation and documentation of these required certifications (such as those related to the regional transportation planning process, ADA, Title VI, and Environmental Justice provisions) are included in this work element.

As explained on FTA’s website, the Title VI of the Civil Rights Act is a statutory and regulatory requirement and all FTA and FHWA grantees (including MPOs, ODOT, and Transit Agencies) must comply with the provisions of Title VI. Title VI requirements are broader in scope than environmental justice. Title VI was designed to ensure that federal funds are not being used for discriminatory purposes. Executive Order 12898 is a Presidential Executive Order signed in 1994 issued to focus federal attention on the environmental and human health conditions in minority and low-income communities. See *Appendix D* for a comparison between Title VI and Executive Order 12898. While they overlap, engaging in an EJ analysis under transportation planning and NEPA provisions will not satisfy Title VI requirements. Similarly, a Title VI analysis may not necessarily satisfy environmental justice requirements (one reason is that Title VI does not include low-income populations).

MWVCOG is committed to complying to the American’s with Disability Act. SKATS meetings are held in locations that are ADA accessible. Every public meeting of the SKATS committees includes the following declaration: *The Mid-Willamette Valley Council of Governments is pleased to comply with the Americans with Disabilities Act (ADA). If you need special accommodations or translation services to attend this meeting, please contact Lori Moore at (503) 540-1609, or send e-mail to lomoore@mwvcog.org at least 72 hours prior to the meeting. Hearing impaired please call Oregon Telecommunications Relay Service, 7-1-1.*

Activities/Products

1. Have in place a Title VI Plan and Assurances including discrimination complaint forms and procedures for handling discrimination complaints.
2. Continue to collect data on participants of public involvement activities.
3. Use procedures developed for Title VI compliance to document beneficiaries of proposed

projects in RTSP and TIP.

4. Review and assist, as appropriate, in the ADA, Title VI, and Environmental Justice documentation produced by SAMTD.
5. Document compliance with all applicable federal regulations in order to maintain the region's planning process "certification" and eligibility to continue to receive federal transit and highway funds. Submit self-certification as part of 2021-2024 SKATS TIP submittal, as per ODOT clarification of June 27, 2017.
6. Prepare an annual Title VI and Public Participation Accomplishment Report. **October 2018**
7. After meeting with USDOT and ODOT officials for SKATS quadrennial review (June 2016), work with USDOT on discussion of any corrective actions or recommended changes for metropolitan planning in the SKATS area to comply with federal regulations.

D. Staff Development and Training

Program Description

In order to ensure that SKATS maintains a continuing, cooperative, and comprehensive planning process that results in plans and programs that are professional in nature and incorporate as far as possible the latest advances in transportation planning and processes, activities necessary to attract, develop, and retain quality staff are vital to the operation of the MPO. This work element embodies staff development and training activities including attendance at workshops, conferences, and other professional development events. This element also includes activities related to the training of staff in the operation and application of computer modeling techniques such as those associated with transportation modeling, GIS, and other graphic presentation and document production software. [Activities](#)

1. Implement appropriate activities consistent with the needs of the program in terms of developing and training a high quality professional staff.
2. Provide training associated with implementing provisions of MAP-21/FAST transportation authorization bills and related USDOT regulations.

VII. Metropolitan Transit Planning (49 USC 5303 and 23 CRF 450)

Work Items	PL funds	STPBG-U funds	5303 funds	Total
Regional Transit System Planning	\$-	\$-	\$46,909	\$46,909
Regionally Significant Project Planning	\$-	\$-	\$31,695	\$31,695
Transportation Improvement Program	\$-	\$-	\$6,339	\$6,339
Civil Rights, LEP, Environmental Justice, etc.	\$-	\$-	\$19,017	\$19,017
General Regional Planning Coordination & TSP	\$-	\$-	\$11,410	\$11,410

Other Transit Planning with Federal and State Funding	\$-	\$-	\$11,410	\$11,410
Subtotal	\$0	\$0	\$126,780	\$126,780

Background

49 USC Section 5305(d) provides the authority to use federal funds to support the development of the metropolitan transportation system plan, metropolitan TIP, and in designated TMAs (like SKATS), addressing congestion management. The general and specific requirements for these activities are described in 49 USC Section 5303.

Under MAP-21, the State is the designated recipient of 5303 funds; and the State is required by law to distribute these funds to urbanized areas (SKATS is the subrecipient) for transportation planning in the metropolitan planning areas. By separate contract, SKATS passes-through the majority of these 5303 funds to Salem Area Mass Transit District (SAMTD) to assist SKATS with metropolitan planning issues, particularly areas involving public transit planning. Specific guidance on eligible activities, metropolitan planning requirements, and roles and responsibilities are found in FTA Circular 8100.1C “*Program Guidance for Metropolitan Planning and State Planning and Research Grants*” (dated September 1, 2008). The joint FTA/FHWA Metropolitan Planning regulations are found at 23 CFR Part 450.

Metropolitan planning includes development of the long-range system planning and shorter-range planning studies that support the integrated management of a multi-modal transportation system and facilities. Transit planning plays a key role as part of this multi-modal system including:

- coordination of transit planning between SKATS RTSP, SAMTD’s Strategic Business Plan (2004), the Comprehensive System Plan (2014), and SAMTD’s Long-Range Strategic Plan (2011) which outlines the overall district vision and goals for the next 20 years;
- coordination and review of transit projects and programs included in the SKATS TIP;
- coordinating transit planning with other transportation planning studies and land use studies in the region;
- designing transit services and Transportation Demand Management (TDM) programs to better meet the mobility needs of the community;
- financial planning;
- coordination of emissions benefit estimates for any transit-supported CMAQ funds; and
- designing operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods (part of the congestion management process (CMP)).

The 5303 Planning Work Program activities comprise only a portion of SAMTD’s overall planning work. SAMTD uses other federal, state, and district funds for planning and management of their programs. For many years, SKATS has provided a portion of their federal surface transportation block grant program funds (STBGP) in the SKATS TIP for the TDM activities that are provided by SAMTD. In addition, STBGP funds in the TIP are currently programmed for transit project development.

Each year SAMTD staff identifies specific Section 5303 public transportation planning tasks that they will accomplish. The work on these specific activities will address to every extent possible FHWA/FTA federal planning emphasis areas (PEAs).

A. Regional Transit System Planning

1. Long-Range Regional Transit Implementation Plan for Future Transit System Development

Background

Over the last few years, SAMTD completed both long-range transit plans and shorter-range studies for implementation purposes (primarily changes to routes and frequencies), as illustrated in the table below.

Year	Plan document or Implementation	Focus and Affects:
2014	<i>Long-Range Regional Transit Plan</i>	Cherriots Regional Long-Term needs identified
2015	<i>Moving Forward</i>	Major changes to routes in the Salem-Keizer Metropolitan area implemented
2016	<i>Regional Transit Plan</i>	Cherriots Regional route changes identified and adopted (implemented in May 2017)
2017	Adjustments to <i>Moving Forward</i> schedules	Salem-Keizer Metropolitan area routes (implemented in Jan. 2017)
Jan-June 2019	Adjustments to <i>Moving Forward</i> schedules (using HB2017 / STIF)	Salem-Keizer Metropolitan area routes
TBD	<i>Long-Range (30+ year) Regional Transit Implementation Plan</i>	Cherriots Salem-Keizer Metropolitan area Long-Term needs identified

In 2014, SAMTD completed a ***Long-Range Regional Transit Plan*** (funded with a TGM grant) that provided an initial examination of the needs for better intercity public transit within Marion and Polk counties for the next 20 years. That plan included short-term, medium-term, and long-term recommendations. The short-term implementation including a more focused study of refining existing CARTS and other intercity transit services in the region starting in 2014.

In February 2016, a ***Regional Transit Plan*** was presented to the Board of Directors for SAMTD that made recommendations for service design, route purpose, and overall system construct of regional public transportation services (primarily to CARTS routes) that connect to the Salem-Keizer metropolitan area. The recommended changes are based on providing better service **with existing revenues**. The implementation of this plan began in May of 2017.

The purpose of the 2016 ***Regional Transit Plan*** was to coordinate with future service changes, as the ***Moving Forward*** project did on September 8, 2015. Moving Forward addressed service performance issues (primarily of the fixed-route transit routes within the Salem-Keizer urban area) as identified in a comprehensive service analysis that had been conducted in late 2015 through early 2016. Moving Forward was based on providing better service with existing revenues.

Activities in FY 2018-2019

For this 2018-19 UPWP, a major focus will be developing performance measure standards, base-level data sets, and collection of historical data that will provide the basis for the development of a ***Long-Range Regional Transit Implementation Plan***. This plan will be operations specific with a 30 – 35 year planning horizon. The plan will focus on community development, transit demand, traffic congestion, greenhouse gas reduction, gap analysis, new technologies, and service development, and will apply to all metropolitan and regional transit services. (While capital investment will be addressed as part of the LRTP at a high level, detailed capital replacement strategies will be covered in a separate Capital Improvement Plan.) Ultimately, this plan will provide a strategic long-range recommendations on how to best meet the long-term public transportation needs of the entire area served by SAMTD. SAMTD staff will coordinate with other jurisdictions and agencies, as appropriate.

To comply with federal Performance Based Planning, SAMTD has established Transit Asset Management (TAM) targets and submitted them to both SKATS and to FTA in 2017. SAMTD is required to prepare an initial TAM Plan by October 1, 2018, update it every four years, and share it with the SKATS MPO. The TAM Plan will have multiple elements including the transit provider's prioritized list of investments to improve the state of good repair of their capital assets over a four-year period. SKATS will integrate the TAM plan(s) into their planning process and coordinate with the Cherriots Transit to implement a performance-based planning process that prioritizes investments that meet regional performance targets for State of Good Repair.

Products

- Long-Range Transit Plan (LRTP): baseline data and established performance measures identified. **June 30, 2019**
- Develop a scope of work and submit a well-developed TGM grant application (in early 2019) to fund the writing of the LRTP in FY 2020.
- SAMTD to develop and complete its TAM Plan and share it with SKATS. Deadline is **October 1, 2018**

2. Salem-Keizer Metropolitan Service Planning

Since the implementation of the Moving Forward service changes in September of 2015, several adjustments have been made to address performance issues encountered with some of the routes. The adjustments were specifically to address issues in the area of on-time performance. The most significant changes occurred in January of 2017, and the performance of the service will be evaluated over the FY 2018 plan year. Critical connections with Cherriots fixed-route service and connections with other regional transit providers will continue to be monitored and adjusted, as needed, to ensure maximum usefulness of the service.

In spite of these changes, the biggest issue that still remains for public transportation service is the lack of weekend, holiday, and later evening service. This issue will be addressed through a new funding source provided by the Oregon Legislature in House Bill 2017. Funding provided through this bill will provide adequate revenue to begin to address the public transportation needs of the Salem-Keizer urban area and the surrounding areas as well.

The primary focus in this planning emphasis area will be on developing a service plan to provide additional public transportation service that meets the needs of the community. Planning for this project will begin in FY 18 and continue into FY 19 with the new service beginning in September 2019. Planning staff will do an annual needs assessment as a regular part of evaluating the effectiveness of all services provided by SAMTD.

The MPO area has several land use development projects with the potential to make a significant impact on transit demand in the central area of Salem.

These projects are:

- A significant increase in new development, including growth now taking place at the Mill Creek Corporate Center. As this area grows it will become a major employment site, and will have a significant increase in both passenger and freight traffic. Providing reliable public transportation to this, and other growing areas of the city will need to be addressed in both the short-range and long-range plans for SAMTD.
- For service to the multi-modal center (Amtrak / Greyhound Station), improvements made in Moving Forward provide service to this location. At the time of the development of the 2018-2019 UPWP, no other improvements have been finalized that would improve transit access. Planning activities are beginning regarding the development of the State Hospital North Campus. Transit staff will continue to monitor, and provide input, where appropriate, in the development process in this area.

SAMTD will continue to coordinate with the city of Salem to ensure that future planning will incorporate potential service delivery changes resulting from the recommendations made in the Central Salem Mobility Study.

Objective/Products

- Develop and execute a new service delivery plan for local and regional public transportation service that will address the needs identified in the 2017 Needs Assessment Report. New service implementation will commence in the second half of

- fiscal year.
- Continue to evaluate the impact of changes to public transportation service in the downtown core. (This evaluation is above and beyond the service and fare equity analysis requirements already identified in the district's Title VI plan.)
- Ongoing evaluation of overall performance of the system created by the Moving Forward project and the potential impact on changing travel patterns in downtown Salem.
- Evaluate applicability of various service designs, such as a downtown trolley or local circulator, in their ability to meet the needs of the downtown business community while integrating with the rest of the system.
- Continuous analysis of service designs against ongoing resources to analyze service sustainability.

B. Regionally Significant Project Planning

1. Development of Transit Asset Management (TAM), and System Safety and Security Plan (SSSP)

As a new requirement under the FAST Act, transit systems are required to develop a TAM and SSSP. The rules have been adopted for the TAM, and performance measures were adopted in January 2017. Continued monitoring and reporting in regard to the TAM plan throughout the FY 2019 plan year.

The final rule for the SSSP has not yet been published by the Federal Transit Administration (FTA). Once the rule has been published, performance measures for the SSSP will be developed.

Objective/Products

- TAM plan development from the goals and targets; and
- SSSP performance measure development.

2. Evaluation and determination of Connector Service (Flexible Transit Pilot Project)

The Connector service, a demand-response public transit service for limited areas, started in the summer of June of 2015. As a pilot project the service has been paid for with local revenue sources. This Connector has gone through a significant level of analysis and multiple adjustments during the pilot phase of the service. In April 2017, the Cherriots Board of Directors voted to end the pilot and directed staff to explore fixed-route alternatives. Two new fixed routes and one route modification will replace the Connector service beginning January 2, 2018.

SAMTD will continue to monitor other similar projects around the country and look for ways that SAMTD could implement a better service model in areas that are currently difficult to serve in the area.

3. Develop a formally adopted Intelligent Transportation System (ITS) Plan for SAMTD

SAMTD published an RFP in December 2016, and a consultant was brought on to complete the ITS Master Plan which will be completed in March 2018. The plan scope

includes fare collection, automated passenger counting, automatic vehicle location, computer-aided dispatch, automated stop announcements, header signs, traffic signal preemption/green extension, and real-time passenger information systems. A prioritized plan will begin to be implemented in plan year 2018-2019.

Products

- Implementation plan for automatic vehicle location, computer-aided dispatch and;
- Implementation plan for next highest priority projects identified in the plan.

C. Transportation Improvement Program (TIP) Development and Maintenance

The SKATS metropolitan transportation improvement program (MTIP) and the state STIP must include every capital and operating project for which assistance will be requested from FTA or FHWA. SAMTD is the direct recipient of FTA's urbanized formula grant program funds (49 USC 5307, 5310, 5339, and other new programs under FAST Act), and after consideration of comments and views of the public, prepares the final program of projects (POP). The MPO and the SAMTD have to work cooperatively to develop the TIP and agree on how these funds will be spent, and to meet requirements concerning public participation for the TIP and TIP revisions. To implement this, SAMTD staff will:

- Work with the ODOT, FTA, SKATS staff, and the SKATS Technical Advisory Committee (TAC) in updating and maintaining the 2018-2023 TIP by providing information for any TIP revisions that use FTA or state transit funds or other federal funds used by the transit district.
- Provide SKATS with descriptions of capital projects and program included in the TIP that are federally funded (including all eligible funds identified in MAP-21) or capital projects funding through ODOT's Public Transit Division.
- Provide information on the status of FTA grants for the annual List of Obligated Projects. (November 2018)

D. Continue to Update and Monitor Transit-Related Title VI Civil Rights, Limited English Proficiency (LEP), and Environmental Justice Data Related to Service Changes and Changes in Fares

Under FTA Circular 4702.1 B TITLE VI REQUIREMENTS AND GUIDELINES FOR FEDERAL TRANSIT ADMINISTRATION RECIPIENTS, increased analysis is required in the event of service reductions and increases in fares. This requires SAMTD staff to maintain current data related to low-income and minority populations in the SAMTD service area.

To implement this SAMTD staff will:

- Maintain current U.S. Census-based data identifying low-income and minority populations in the Salem-Keizer area.
- Conduct disparate impact analysis on these populations whenever a significant service reduction or increase in fares is being proposed.

- Conduct an onboard survey to establish baseline demographic profiles of transit riders in the Salem-Keizer metropolitan service area.
- Identify options that mitigate service impacts or major changes resulting in a disparate impact on minority or low-income populations that may need to be implemented in order to remain in compliance with program requirements.

E. General Regional Planning Coordination/Transportation System Planning

- SAMTD staff will coordinate and participate in the community's planning and development efforts.
- SAMTD staff will work with local municipalities to review and update the public transit portion of their local area and regional transportation plans.
- SAMTD staff will work with the SKATS and other regional partners on public involvement activities.
- SAMTD will provide transit ridership data to SKATS for purposes of regional planning and for validation of the SKATS travel model.
- SAMTD will coordinate with SKATS on the 2019-2020 UPWP and participate in annual self-certification with FTA/FHWA.

F. Other Transit Planning Work Areas using Federal and State Funding

The District will be involved in several other work areas throughout the upcoming fiscal year. Many of these areas include continued work implementing the new transportation planning requirements of FAST Act and the Statewide Transportation Improvement fund (STIF). These activities use federal 5303 planning funds as well as other federal, state, and district funds.

Objective/Products

Review and update, as necessary, the Salem-Keizer Title VI Plan (2014), the Salem-Keizer Strategic Plan (2012), and the Salem-Keizer Transit's ADA Plan to ensure continued compliance with new planning regulations under the FAST Act.

Planning of the service for Weekend, Weekday Evenings, and Holiday under the STIF.

Review of the current service model of the ADA component to the District's fixed route system and other curb-to-curb transportation programs within the urban growth boundary to determine if other models would improve service delivery and reduce costs.

Continue to support planning efforts that lead to the construction and implementation of:

- Pedestrian connections and curb extensions.

- Parking removal at bus stop locations to remove barriers for access to public transportation.
- Real-time bus arrival information.
- Traffic signal preparation for green extensions and queue jumps for transit.
- Right-of-way needs in preparation for construction and implementation.
- Complete the establishment of the Business Intelligence Database to integrate all internal data collection activities.
- Continue the development and refinement of reporting systems allowing accurate and timely reporting of performance data system wide.
- Continue the development and refinement of a system of performance measures to use in service planning and analysis.

VIII. ODOT Planning Assistance

Activities scheduled for ODOT staff include supporting SKATS and other agencies in the region with coordination of their transportation planning process and MPO support in the region. Specific activities include:

1. Coordination of MPO planning activities within ODOT;
2. Policy and technical coordination with SKATS; the cities of Salem, Keizer, and Turner; and Polk and Marion Counties in the development of land use and transportation plans and planning studies;
3. Support the SKATS RTSP update and refinement process;
4. Participate in the development and coordination of SKATS TIP and ODOT STIP;
5. Assistance in development of Unified Planning Work Program; and
6. Development and execution of agreements and scopes of work for funding and specific planning projects.

Table 4

(Updated: March 30, 2018)

SKATS Planning Funds by Source

	Federal	State	Local Match ⁽²⁾	Total
PL ⁽¹⁾ (KN)	\$ 478,943	\$ 54,817	\$	533,760
STBGP-U ⁽¹⁾ (KN)	\$ 422,000		\$ 48,300	470,300
STBGP-U ^{(1),(4)} CO (KN)	\$ 438,403	\$	50,177	488,580
5303 ^{(1),(3)} (KN)	\$ 149,653	\$	17,128	166,781
Total	\$ 1,488,999	\$ 54,817	\$ 115,605	\$ 1,659,421

(1) Requires a 10.27% match

(2) Local match is provided to COG by ODOT, Salem, Keizer, Turner, Marion County, Polk County, Salem-Keizer Transit, and the Salem-Keizer School District.

(3) With the 5303 funds, SKATS executes a pass-through agreement with Salem-Keizer Transit. SKATS uses \$40,000 of the total.

(4) STP-U carryover funds were previously in the following: MPO Support 20xx-xx (KN)

UPWP Program Budget By Fund Source

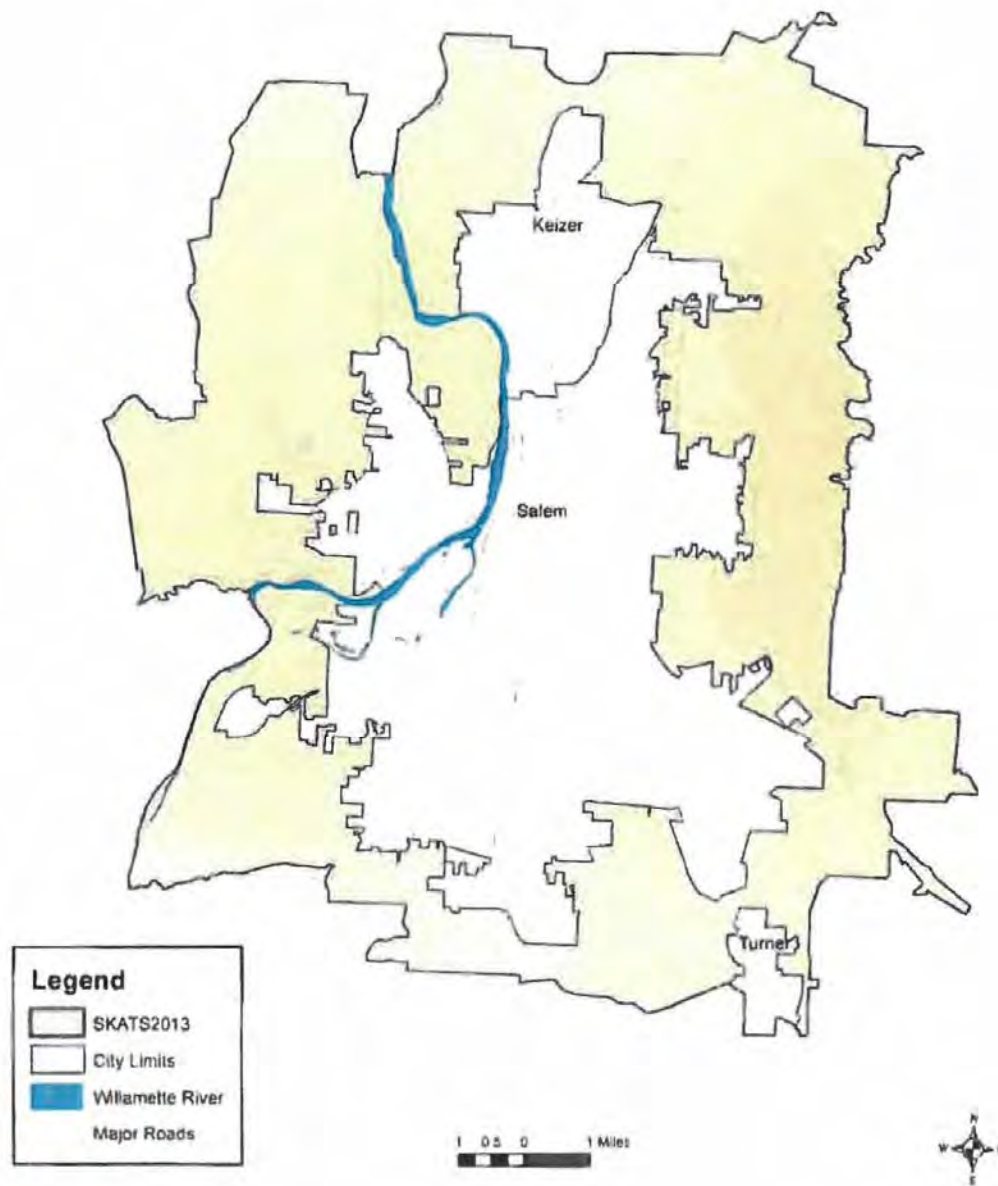
(Updated: March 30, 2018)

Table 5

	MWVCOG				Transit District	Total
	PL + match	STBGP-U + match	5303 + match	Total	(5303) + match	
I Regional Transportation Planning Program						
A Public Participation Program	\$ 26,000	\$ 26,000	\$ -	\$ 52,000		
B Performance -Based Planning	\$ 100,000	\$ 75,000	\$ -	\$ 175,000		
C Regional Transportation Systems Plan (RTSP), CMP, ITS	\$ 100,000	\$ 80,000	\$ -	\$ 180,000		
D Regional Safety Planning	\$ 30,000	\$ 51,000	\$ -	\$ 81,000		
E Transportation Conformity Determinations	\$ 8,000	\$ -	\$ -	\$ 8,000		
F Strategic Assessment (ODOT provides state funds only)	\$ -	\$ -	\$ -	\$ -		
Subtotal	\$ 264,000	\$ 232,000	\$ -	\$ 496,000		\$ 496,000
II Corridor and Area Plans & Studies						
A Willamette River Crossing (Salem Bridge EIS)	\$ -	\$ 10,000	\$ -	\$ 10,000		
B Cordon Road Corridor Study and Management Plan	\$ -	\$ 20,000	\$ -	\$ 20,000		
C City of Keizer: Growth Transportation Impacts Study	\$ -	\$ 20,000	\$ -	\$ 20,000		
D Keizer Revitalization Plan	\$ -	\$ 20,000	\$ -	\$ 20,000		
Subtotal	\$ -	\$ 70,000	\$ -	\$ 70,000		\$ 70,000
III Regional Project Programming						
A TIP Development, Amendments, and Adjustments	\$ 30,000	\$ 40,000	\$ -	\$ 70,000		
B TIP Project Development Tracking	\$ 30,000	\$ 22,000	\$ -	\$ 52,000		
C TIP Management System	\$ -	\$ 10,000	\$ -	\$ 10,000		
D CMAQ Program Administration	\$ 5,000	\$ 10,000	\$ -	\$ 15,000		
Subtotal	\$ 65,000	\$ 82,000	\$ -	\$ 147,000		\$ 147,000
IV Regional Modeling and Data Program						
A Regional Population and Employment Data and Forecasts	\$ 10,000	\$ 25,000	\$ -	\$ 35,000		
B Travel Demand Model Data, Forecasts, Refinement	\$ 30,000	\$ 200,000	\$ -	\$ 230,000		
C Systems Monitoring and Reporting	\$ 70,000	\$ 200,000	\$ -	\$ 270,000		
D Household Travel and Activity Surveys	\$ -	\$ 10,000	\$ -	\$ 10,000		
Subtotal	\$ 110,000	\$ 435,000	\$ -	\$ 545,000		\$ 545,000
V Interagency Coordination						
Interagency Coordination	\$ 40,000	\$ 38,000	\$ 20,000	\$ 98,000		\$ 98,000
VI Program Management and Coordination						
A Program Management and Coordination	\$ 40,000	\$ 71,880	\$ 20,000	\$ 131,880		
B Unified Planning Work Program	\$ 10,000	\$ 10,000	\$ -	\$ 20,000		
C Self Certification, ADA, and Title VI	\$ 4,760	\$ 8,000	\$ -	\$ 12,760		
D Staff Development and Training	\$ -	\$ 12,000	\$ -	\$ 12,000		
Subtotal	\$ 54,760	\$ 101,880	\$ 20,000	\$ 176,640		\$ 176,640
VII Metropolitan Transit Planning						
A Regional Transit System Planning					\$ 46,909	
B Regionally Significant Project Planning					\$ 31,695	
C Transportation Improvement Program					\$ 6,339	
D Civil Rights, LEP, Environmental Justice, etc.					\$ 19,017	
E General Regional Planning Coordination & TSP					\$ 11,410	
F Other Transit Planning with Federal and State Funding					\$ 11,410	
Subtotal					\$ 126,780	\$ 126,780
TOTAL (federal + match)	\$ 533,760	\$ 958,880	\$ 40,000	\$ 1,532,640	\$ 126,780	\$ 1,659,420
Federal Share -->	\$ 478,943	\$ 860,403	\$ 35,892		\$ 113,760	\$ 1,488,998
State Matching Share, (match rate of 10.27) -->	\$ 54,817				\$ -	\$ 54,817
Local Matching Share (Match rate of 10.27) -->		\$ 98,477	\$ 4,108		\$ 13,020	\$ 115,605

NOTE: These figures are preliminary estimates. Minor changes to these figures which do not change the scope of work will not require an amendment to this program.

SKATS TMA Boundary



Transportation Planning Acronyms

ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
AQCD	Air Quality Conformity Determination
ARRA	American Recovery and Reinvestment Act of 2009
ARTS	All Roads Transportation Safety
AVL	Automatic Vehicle Location
CAAA	Clean Air Act Amendments
CAC	Citizen's Advisory Committee
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Process
CNG	Compressed Natural Gas
CO	Carbon Monoxide
CTPP	Census Transportation Planning Package
DEQ	Department of Environmental Quality
DLCD	Department of Land Conservation & Development (State of Oregon)
EIS	Environmental Impact Statement
EMME/2	Computerized Transportation Modeling Software
EMP	Expressway Management Plan
EOA	Economic Opportunity Analysis
EPA	Environmental Protection Agency
FAST	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
GIS	Geographic Information System
HOV	High-Occupancy Vehicle (carpool, train, bus, etc.)
IAMP	Interchange Area Management Plan
IGA	Intergovernmental Agreement
ITS	Intelligent Transportation System
LOAC	Local Officials Advisory Committee
LOS	Level of Service
MAP-21	Moving Ahead for Progress in the 21st Century
MPO	Metropolitan Planning Organization (such as SKATS)
MTIP	Metropolitan Transportation Improvement Program
MWACT	Mid-Willamette Valley Area Commission on Transportation
MWVCOG	Mid-Willamette Valley Council of Governments
NAAQS	National Ambient Air Quality Standards
NEPA	National Environmental Policy Act of 1969
NHS	National Highway System
O & D	Origin and Destination
ODOT	Oregon Department of Transportation
OMAP	Oregon Medical Assistance Program
OMPOC	Oregon Metropolitan Planning Organization Consortium
OTP	Oregon Transportation Plan

OTC	Oregon Transportation Commission
PA	Preferred Alternative
PC	Policy Committee
P & E	Population and Employment
PL	Metropolitan Planning Funds (Federal provided to MPO)
PM-10	Particulate Matter (less than 10 micrometers)
PPP	Public Participation Plan
RFP	Request for Proposal
ROD	Record of Decision
RTSP	Regional Transportation Systems Plan
SAFETEA-LU	Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users
SAMTD	Salem Area Mass Transit District
SDC	Systems Development Charge
SIP	State Implementation Plan for Air Quality
SKATS	Salem-Keizer Area Transportation Study
SOV	Single-Occupant Vehicle
SPR	State Planning & Research
STBGP	Surface Transportation Block Grant Program
STBGP-U	Surface Transportation Block Grant Program - Urban
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
STP-U	Surface Transportation Program - Urban
TAC	Technical Advisory Committee
TA	Transportation Alternatives
TAP	Transportation Alternatives Program
TAZ	Transportation Analysis Zone
TCM	Transportation Control Measure
TDM	Transportation Demand Management
TDP	Transit Development Program
TGM	Transportation & Growth Management (joint ODOT/DLCD grant program)
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TMA	Transportation Management Association
TOD	Transit Oriented Development
TPR	Transportation Planning Rule (implementing State Land Use Goal)
TSM	Transportation Systems Management
TSAP	Transportation Safety Action Plan
TSP	Transportation Systems Plan (local)
UGB	Urban Growth Boundary
UPWP	Unified Planning Work Program
USDOT	United States Department of Transportation
V/C	Volume/Capacity Ratio
VISUM	Computerized Transportation Modeling Software
VMT	Vehicle Miles of Travel
WTW	Welfare to Work

Appendix A

COOPERATIVE AGREEMENT

DUTIES AND RESPONSIBILITIES FOR COOPERATIVELY CARRYING OUT TRANSPORTATION PLANNING AND PROGRAMMING

THIS AGREEMENT made and entered into this 6th day of April 1987 by and between the State of Oregon by and through its Department of Transportation, hereinafter called "STATE", Mid Willamette Valley Council of Governments, hereinafter called "COG", City of Salem, hereinafter called "SALEM", City of Keizer, hereinafter called "KEIZER", Marion County and Polk County, hereinafter called "MARION" and "POLK", and the Salem Area Transit District, hereinafter called "DISTRICT" all of which are referred to collectively as "PARTIES".

W I T N E S S E T H

WHEREAS, the Highway Act of 1973 set forth requirements for Transportation Planning and provided funds for this purpose to Metropolitan Areas of 50,000 population or more to carry out a continuous, comprehensive and cooperative (3C) transportation planning process; and

WHEREAS, STATE, COG, SALEM, KEIZER, MARION, POLK and TRANSIT DISTRICT participate in the "3C" process in the Salem/Keizer Metropolitan Area; and

WHEREAS, the PARTIES desire to update, clarify, and streamline the process;

NOW, THEREFORE, the PARTIES hereto do mutually agree as follows:

Section A. The COG will provide administrative services and, along with STATE, carry out the technical responsibilities for the transportation planning process.

Section B. The Council of Governments shall retain the sole responsibility for acceptance of all contracts, grants and gifts for transportation planning in the Salem area, and all fiscal and financial responsibility therefore. The Director of the COG shall select and supervise the transportation planning coordinator and staff assigned to the transportation planning process.

Section C. The Salem Area Transportation Study (SATS) Coordinating Committee will be renamed the Salem/Keizer Area Transportation Study (SKATS) Policy Committee. Voting membership on the SKATS Policy Committee shall consist of:

1. One member, Marion County Board of Commissioners
2. One member, Polk County Board of Commissioners
3. One member, City of Salem City Council
4. One member, City of Keizer City Council
5. One member, Salem Area Mass Transit District Board of Directors
6. One member, Oregon Department of Transportation
7. One member, School District 24J Board

Section D. The SKATS Policy Committee is responsible for developing Bylaws, operating procedures, transportation plans, transportation improvement programs, and work programs, and to take other actions necessary to carry out the transportation planning process.

Section E. The SKATS Policy Committee shall use the following process in adopting the Transportation Plan and Transportation Improvement Program:

- 1) If the Policy Committee approves the document with a unanimous vote of the Policy Committee members attending a meeting as described in Section F., then the document is adopted.
- 2) If the Policy Committee approves the document with less than a unanimous vote (as described in Section F.) then the document shall be referred to the governing bodies of Marion, Polk, Salem, Keizer, and the District for endorsement. All five jurisdictions must endorse the document for it to be considered adopted. If all five jurisdictions do not endorse the document, they shall individually or through the Policy Committee develop a mutually acceptable proposal which will then be adopted in accordance with paragraphs 1 and 2 of this Section.

A graphic representation of this adoption process is presented in Attachment A.

Section F. The unanimous vote of the Policy Committee members required in Section E. shall meet the following requirements:

- 1) All of the members in attendance must vote in favor of the action.
- 2) All of the members must have been notified of the meeting time, date, and place.

- 3) All of the members must have been notified that the issue was on the meeting agenda prior to the meeting.

Section G. The SKATS Policy Committee has the authority to take final action on all other matters pertaining to the transportation planning process.

Section H. Transportation Planning documents such as the Transportation Plan and the Transportation Improvement Program which have been prepared, adopted, and are currently in effect, will remain in effect until the SKATS Policy Committee adopts new, updated, or revised versions of the documents.

Section I. The SKATS Policy Committee shall review this agreement on or before January, 1992 and every five years thereafter and recommend revisions as desired to the PARTIES. This agreement will remain in effect until revised or replaced by the PARTIES.

Section J. This Agreement supersedes all previous agreements among the respective parties covering the same subject, particularly the Agreement of October 30, 1980 among the State, COG, Salem, Marion, Polk and District; and the October 14, 1980 Joint Resolution between COG and the SATS Coordinating Committee.

IN WITNESS WHEREOF, STATE, COG, SALEM, KEIZER, MARION, POLK and DISTRICT have caused this Agreement to be executed in their respective names by their authorized representatives as of the day set out above.

This Agreement was approved by the Oregon Transportation Commission on March 20, 1987, at which time the Director, Oregon Department of Transportation, was authorized and directed to sign said Agreement for and on behalf of the Commission. Said authority is set forth in Volume 14, Page , Minute Book of the Oregon Transportation Commission.

APPROVED AS TO FORM:

James L. Seavers
Assistant Attorney General
and Counsel State of Oregon

John P. Lien
City Attorney

William J. Fyfe
City Attorney

Robert C. Brown
Legal Counsel 3-25-87

Michael E. Weying
Legal Counsel 4.29.87

Edward L. Clark, Jr.
Legal Counsel

BBB
Legal Counsel

Robert E. Ottumano
Director, Oregon Department of
Transportation

CITY OF KEIZER

By: Robert E. Ottumano
Mayor

ATTEST: Brian Darby
City Recorder

CITY OF SALEM

By: Lisa D. Miller
Mayor

ATTEST: Ramona Hudson 4/27/87
City Recorder

COUNTY OF MARION

Frankie
Chairman

Commissioner

Commissioner

COUNTY OF FOLK

Chairman

Commissioner

Commissioner

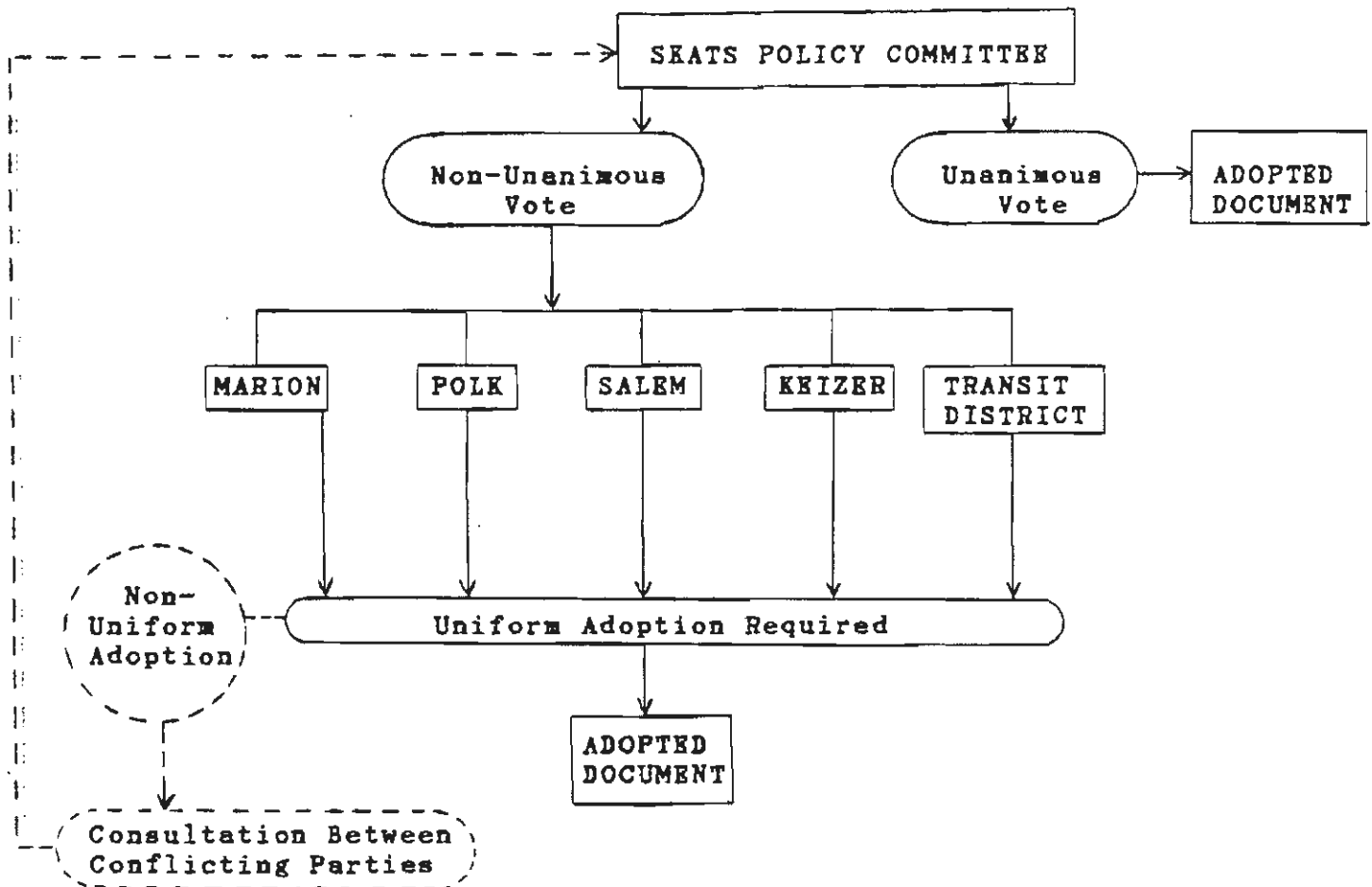
SALEM AREA TRANSIT DISTRICT
BOARD OF DIRECTORS

President

MID WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS

Chairman

ADOPTION PROCESS
FOR TRANSPORTATION PLAN AND
TRANSPORTATION IMPROVEMENT PROGRAM



NEIL GOLDSCHMIDT
GOVERNOR



OFFICE OF THE GOVERNOR
STATE CAPITOL
SALEM, OREGON 97310-1347

RECEIVED

MAY 13 1987

MID WILLAMETTE VALLEY
COUNCIL of GOVERNMENTS

May 8, 1987

Mid-Willamette Valley
Council of Governments
400 Senator Building
220 High Street NE
Salem, OR 97301-3683

Dear Council:

The cities of Salem and Keizer and the counties of Polk and Marion, along with the Salem Area Transit District and the Oregon Transportation Commission, have agreed that the Metropolitan Planning Organization for the Salem-Keizer urbanized area should be the Salem-Keizer Area Transportation Study Policy Committee. I concur with the designation of the new Metropolitan Planning Organization.

The Mid-Willamette Council of Governments will carry out the administrative responsibilities for the new Metropolitan Planning Organization. Funds used to carry out the transportation planning process will be funneled through the Council of Governments and expended under the direction of the Salem-Keizer Area Transportation Study Policy Committee.

Sincerely,



Neil Goldschmidt
Governor

NG:dkc
1175A

**AMENDMENT NO. 1
to the
COOPERATIVE AGREEMENT**

**DUTIES AND RESPONSIBILITIES FOR COOPERATIVELY
CARRYING OUT TRANSPORTATION PLANNING AND PROGRAMMING**

THE STATE OF OREGON, by and through its Department of Transportation, THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS, THE CITY OF SALEM, THE CITY OF KEIZER, MARION COUNTY, POLK COUNTY, and THE SALEM AREA MASS TRANSIT DISTRICT (referred to collectively as "PARTIES") entered into a cooperative agreement for duties and responsibilities for cooperatively carrying out transportation planning and programming. This Agreement was approved by the Oregon Transportation Commission on March 20, 1987, at which time the Director, Oregon Department of Transportation, was authorized and directed to sign the Agreement for and on behalf of the Commission.

It has now been determined by the "PARTIES" that the agreement referenced above, while remaining in full force and effect, shall be amended by this Amendment No. 1 to add THE CITY OF TURNER as a voting member on the Salem-Keizer Area Transportation Study (SKATS) Policy Committee.

Therefore, the Cooperative Agreement shall be amended as follows:

Section C of the Cooperative Agreement shall be amended to add subsection 8 to read as follows:

Section C. The Salem Area Transportation Study (SATS) Coordinating Committee will be renamed the Salem/Keizer Area Transportation Study (SKATS) Policy Committee. Voting membership on the SKATS Policy Committee shall consist of:

1. One member, Marion County Board of Commissioners
2. One member, Polk County Board of Commissioners
3. One member, City of Salem City Council
4. One member, City of Keizer City Council
5. One member, Salem Area Mass Transit District Board of Directors

6. One member, Oregon Department of Transportation
7. One member, School District 24J Board
8. One member, City of Turner City Council

This agreement shall be effective on the date all required signatures are obtained.

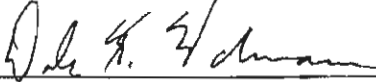
IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed in their respective names by their duly authorized representatives as of the dates set forth below.

The Oregon Transportation Commission on January 16, 2002, approved Delegation Order No. 2, which authorizes the Director to approve and execute agreements for day-to-day operations when the work is related to a project included in the Statewide Transportation Improvement Program or a line item in the biennial budget approved by the Commission.

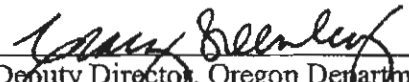
SIGNATURE PAGE TO FOLLOW

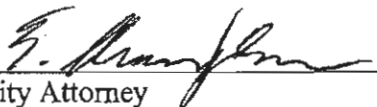
On January 31, 2002, the Director of the Oregon Department of Transportation approved Subdelegation Order No. 2, in which the Director grants authority to the Deputy Directors, Division Managers, Chief of Staff, Technical Services Manager/Chief Engineer, Branch and Region Managers for their respective Branch or Region, to approve and execute agreements up to \$75,000 when the work is related to a project included in the Statewide Transportation Improvement Program, other system plans approved by the Commission such as the Traffic Safety Performance Plan, or in a line item in the approved biennial budget.

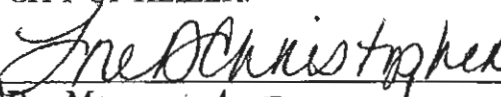
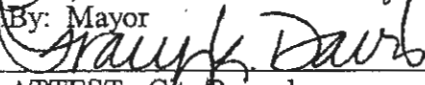
APPROVED AS TO FORM:



Assistant Attorney General

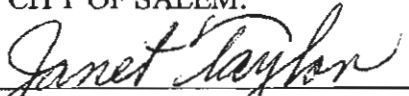
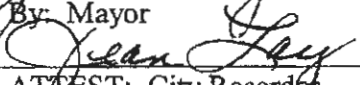
Date 9/30/03

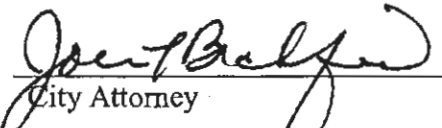

Deputy Director, Oregon Department
of Transportation, Transportation
Development Division
Date 10-6-03

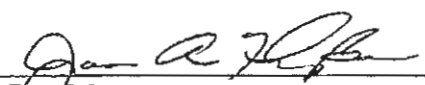

City Attorney
Date 6-26-03

CITY OF KEIZER:

By: Mayor

ATTEST: City Recorder
Date 6-17-03


City Attorney
Date 6/14/03

CITY OF SALEM:

By: Mayor

ATTEST: City Recorder
Date 6-12-03


City Attorney
Date 7/16/2003

CITY OF TURNER:

By: Mayor
ATTEST: City Recorder
Date _____

Approved as to form

Legan Mitchell
County Contracts Coordinator 8/15/03

Miscellaneous Contracts and Agreements
No. 20,523

COUNTY OF MARION:

Donna Stronach
Legal Counsel

Date 20 August 2003

Patricia Mulse
By: Chairman
Michael R. Rife
Commissioner
James R. Rife
Commissioner
Date 8/27/03

COUNTY OF POLK:

Donna Stronach
Legal Counsel

Date 5/12/03

Tom Rethen
By: Chairman
Michael R. Rife
Commissioner
Tom Rethen
Commissioner
Date _____

SALEM AREA TRANSIT DISTRICT
BOARD OF DIRECTORS:

Donna Stronach
Legal Counsel

Date 5/22/03

Seayd Chapman
President
Date 5/22/03

MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS

Donna Stronach
Executive Director

Date 7/8/03

Appendix B



Federal Highway Administration
Oregon Division Office
530 Center Street, Suite 420
Salem, Oregon 97301
(503) 399-5749



Federal Transit Administration
Region 10 Office
915 Second Avenue, Room 3142
Seattle, Washington 98174-1002
(206) 220-7654

November 18, 2016

Ms. Cathy Clark, Chair
Salem-Keizer Area Transportation Study
100 High Street SE, Suite 200
Salem, OR 97301

Subject: SKATS Federal Certification Review

Dear Ms. Clark:

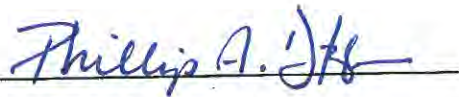
This letter notifies you that the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) jointly certify the planning process for the Salem-Keizer Transportation Management Area (TMA). This certification is based on the findings from the Federal Certification Review conducted on October 12-13, 2016.

The overall conclusion of the Certification Review is that the planning process for the Salem-Keizer TMA complies with the spirit and intent of Federal metropolitan transportation planning laws and regulations under 23 USC 134 and 49 USC 5303, subject the findings in the certification report. The certification report is being finalized and will be issued under separate cover.

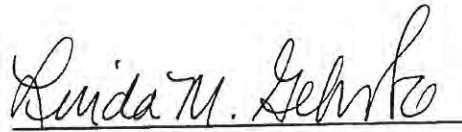
We would like to thank Mike Jaffe and his staff for their time and assistance in planning and conducting the review and public involvement.

If you have any questions regarding this Certification, please direct them to either Ms. Rachael Tupica, Senior Community Planner of the FHWA Oregon Division, at (503) 316-2549 or Mr. Jeremy Borrego, Transportation Program Specialist, of the FTA Region 10, at (206) 220-7956.

Sincerely,



Phillip A. Ditzler
Division Administrator
Federal Highway Administration, Oregon Division



Linda M. Gehrke
Regional Administrator
Federal Transit Administration, Region 10

cc:

SKATS	Jennie Messmer, MWVCOG Executive Director
	Mike Jaffe, Transportation Program Director
ODOT	Lisa Nell, Region 2, Planning and Development Manager
	Terry Cole, Region 2 Lead Planner
	Dan Fricke, Region 2, Senior Region Planner
	Erik Havig, Planning Section Manager
	Marsha Hoskins, Public Transit Manager
ODEQ	Dave Nordberg, Air Quality Planner
EPA	Karl Pepple, Environmental Protection Specialist
	Claudia Vaupel, Air, Waste & Toxics Office, State & Tribal Air Programs Unit
SAMTD	Stephen Dickey, Transportation Development Director

RT/ah

Appendix C: Status of Salem-Keizer Area Transportation Study 2016 TMA Certification Review Findings (as of March 28, 2018)

Planning Topic	Findings	Due Date (if applicable)	Planned Actions & Status
	<p>Recommendation 1 – Certification Action Team: The Federal review team recommends SKATS staff, SKATS members, FHWA, FTA, ODOT, and SAMTD create a certification review action team which would be responsible for ensuring the successful resolution of corrective actions. Participants would be responsible for:</p> <ul style="list-style-type: none"> • Creating an action plan for addressing corrective actions and recommendations (FHWA can provide a template) • Participate in periodic status update meetings • Provide/receive technical assistance • Review draft processes and documents prior to meetings • Setting other ground rules for the team 		FHWA and SKATS staff have discussed setting up a meeting in Spring 2018, but it has not been set.
Unified Planning Work Program (UPWP) 23 CFR 450.308	<p>Recommendation 2 –UPWP: The Federal review team recommends SKATS make the following improvements to the UPWP:</p> <ul style="list-style-type: none"> • A summary table that details schedule of all work tasks, including key milestones, and scheduled completion dates for the UPWP. • Documentation of the regional transportation issues facing the metropolitan planning area, as identified in the 2015-2035 RTSP, and how the tasks funded in the UPWP address those issues. • A table that identifies the status of all Federally required MPO documents, including: <ul style="list-style-type: none"> ○ Current MPO adoption date, ○ Federal approvals/determinations, when appropriate, and ○ Scheduled timeframe/deadline for updates which may extend past the timeframe of the UPWP. 		<p>The information requested in Bullet 1 is included in the UPWP, however not as a summary table.</p> <p>The information requested in Bullet 2 is described in the RTSP. For the next UPWP, we will consider how to incorporate this in the UPWP.</p> <p>The table for bullet #3 was added to the UPWP (see Table 2 of this UPWP)</p>

Appendix C

Appendix C: Status of Salem-Keizer Area Transportation Study 2016 TMA Certification Review Findings (as of March 28, 2018)

Planning Topic	Findings	Due Date (if applicable)	Planned Actions & Status
Unified Planning Work Program (UPWP) 23 CFR 450.308	Recommendation 3 – UPWP: The Federal review team recommends SKATS more consistently and sufficiently document for each UPWP work task: <ul style="list-style-type: none"> • Description of the work to be performed and who will perform the work, as leads or support. • The schedule for completion of the work tasks, including dates of key milestones. • The intended products for discrete work tasks. • Cost estimates provided for each work element, including the source of funding and funding program. 		This UPWP has made the changes recommended by the Certification Review.
Metropolitan Transportation Plan (MTP) 23 U.S.C. 134(c),(h)&(i) 23 CFR 450.324	Corrective Action 1 – Metropolitan Transportation Plan: By May 31, 2019, with the update of the MTP, SKATS must clearly document an integrated, regional transportation planning process, including all supporting analysis, to meet the requirements of 23 CFR 450.324. The MTP should include documentation on: the clear integration of Federal planning factors; the use of the plan’s vision, goals, objectives, and indicators in the decision-making process; and consultation processes. The plan should also include a more fully developed financial plan and further discussion of the linkage between the CMP and RTSP.	5/31/2019	<p>Work on updating the Metropolitan Transportation Plan (referred to as the Regional Transportation System Plan) started in late 2017; as of March 2018, staff completed the schedule for updating the plan, and SKATS staff and committees are discussing the Goals of the plan, which will also include outreach for public comment on those goals. The other items in the corrective action are being address with the development of the plan.</p> <p>This Corrective Action is on schedule to be met.</p>
Transportation Improvement Program (TIP) 23 U.S.C. 134(c)(h)& (j) 23 CFR 450.326	Corrective Action 2 – TIP: By July 1, 2020, with the update of the next TIP, SKATS must provide clear documentation that adequate funding is available by year to operate and maintain the system and to deliver projects on the schedule proposed in the TIP to meet all financial planning and fiscal constraint requirements identified in 23 CFR 450.326.	7/1/2020	<p>SKATS had a corrective Action in the 2012 Review that required us to demonstrate Fiscal Constraint by year for the FY 2015-2018 MTIP. An analysis showing fiscal constraint was included in the 2015-2018 MTIP and was submitted to FHWA. FHWA accepted the plan and stated that we had met the requirement. It was the same plan that was evaluated in this review and found lacking. There needs to be consistency on what is required. The FY 2018-2023 MTIP was adopted in April</p>

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Appendix C: Status of Salem-Keizer Area Transportation Study 2016 TMA Certification Review Findings (as of March 28, 2018)

Planning Topic	Findings	Due Date (if applicable)	Planned Actions & Status
			<p>2017 and FHWA had the opportunity to review the document as it was being developed and did not provide feedback on the adequacy of the financial plan, even after multiple requests.</p> <p>SKATS believes we are complying with financial planning and fiscal constraint requirements and have met this Corrective Action.</p>
Transportation Improvement Program (TIP) 23 U.S.C. 134(c)(h)& (j) 23 CFR 450.326	Recommendation 4 – TIP: The Federal review team recommends SKATS update TIP amendment procedures to clearly distinguish what constitutes full amendments which requires Federal approval, ensuring all changes that affect financial constraint are an amendment.		SKATS – along with ODOT and the other Oregon MPOs – modified and jointly reviewed their amendment procedures in January 2017. Those procedures were incorporated into the TIP document and are being used with all TIP amendments.
Transportation Improvement Program (TIP) 23 U.S.C. 134(c)(h)& (j) 23 CFR 450.326	Recommendation 5 – TIP: The Federal review team recommends ODOT work with local road agencies to identify causes of project delays, identify solutions, and provide the oversight necessary to ensure project implementation schedules and cost estimates are realistic, projects are delivered on schedule, and the carry-forward culture is eliminated.		This has been a long-standing problem that has received considerable discussion and attention over the years by all parties. Without going into details, the reasons for project delays are multiple and across all agencies. ODOT is making modifications to attempt to reduce the time for completion of IGAs which is one of the significant reason for project delays. ODOT also started the State Funded Local Projects program, which allow exchanging of STP-U and TAP funds for state funds up to \$1 million.
Transportation Improvement Program (TIP) 23 U.S.C. 134(c)(h)& (j)	Recommendation 6 – TIP: The Federal review team recommends ODOT work with all Oregon MPOs to cooperatively create a consistent statewide TIP financial planning process and format to demonstrate financial constraint by year.		ODOT and the MPOs are cooperating on developing a shared TIP database to link into the ODOT Financial Plan and STIP. This work started in January 2018. SKATS has worked with ODOT to develop a table that

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Appendix C: Status of Salem-Keizer Area Transportation Study 2016 TMA Certification Review Findings (as of March 28, 2018)

Planning Topic	Findings	Due Date (if applicable)	Planned Actions & Status
23 CFR 450.326			<p>demonstrates financial constraint similar to the format used by ODOT.</p> <p>SKATS reviews ODOT's Financial Plan every month for accuracy and works with ODOT as corrections are needed.</p>
Transportation Improvement Program (TIP) 23 U.S.C. 134(c)(h)& (j) 23 CFR 450.326	Commendation 1 – TIP: The Federal review team commends SKATS for implementing a TIP project prioritization process that addresses consistency with local transportation systems plans, regional MTP goals and objectives, and begins to address project readiness.		None needed.
Congestion Management Process (CMP) 23 U.S.C. 134(k)(3) 23 CFR 450.322	<p>Corrective Action 3 – CMP: By May 31, 2019, with the update of the MTP, SKATS must make the following improvements to the congestion management process to meet the requirements of 23 CFR 450.322:</p> <ul style="list-style-type: none"> • Congestion management objectives, • Evaluation of alternative strategies, • Evaluation of the effectiveness of congestion reduction strategies with established performance measures, and • Evaluation of the efficiency and effectiveness of implemented actions. 	5/31/2019	<p>We are working on this in two tracks:</p> <ol style="list-style-type: none"> 1. Data - Evaluating data sources that will be cost-effective and useful. This includes use of HERE data or NPMRDS data from outside sources and collecting our own travel time data using installed Bluetooth equipment on corridors. 2. Analysis and Planning – determining which kinds of analysis approaches will be effective with the Congestion Management Program. (This would be the highest priority task for assistance from FHWA – see recommendation #1) <p>Due to the complexities mentioned, SKATS is making progress on this but additional improvements may be completed beyond the due date.</p>

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Appendix C: Status of Salem-Keizer Area Transportation Study 2016 TMA Certification Review Findings (as of March 28, 2018)

Planning Topic	Findings	Due Date (if applicable)	Planned Actions & Status
Congestion Management Process (CMP) 23 U.S.C. 134(k)(3) 23 CFR 450.322	<p>Recommendation 7 – CMP: The Federal review team recommends SKATS make the following improvements to the CMP:</p> <ul style="list-style-type: none"> • Documentation of the regional and corridor level congestion management processes and analyses. • More fully develop the multimodal transportation system performance measures so that they include other modes besides transit and automobiles, and that they more fully integrate into the CMP-MTP process. • Identification of non-recurring congestion and strategies to address, possibly using crash data. • Identify any additional linkages to ITS technologies as related to the regional ITS Architecture. • Further develop the identified transportation projects section for each corridor into an implementation activity list with a complementary schedule. • Enhance the documentation of the feasibility and effectiveness of alternative strategies (i.e., TDM, operations, bike/pedestrian, etc.) selected for implementation in major corridors where significant capacity additions are planned or programmed. 		See related response to Corrective Action 3
Congestion Management Process (CMP) 23 U.S.C. 134(k)(3) 23 CFR 450.322	<p>Recommendation 8 – CMP: The federal review team recommends SKATS continue to utilize the ROCR to meet the CMP requirement for system evaluation and monitoring, and document how, when, and where the data and analysis in the ROCR applies to the congestion management process. The Federal review team also recommends SKATS identify reliable data collection and system performance monitoring methods to define the extent and duration of congestion and to help determine the causes of congestion.</p>		<p>As mentioned above, SKATS staff is in the process of evaluating the usefulness of the ROCR, particularly for the CMP.</p> <p>As mentioned above, SKATS is working with ODOT and city of Salem on the future collection of data. Determining which data set to use going forward has been challenging, as either the data may be either unavailable in the future (e.g. ODOT's subscription to</p>

Appendix C

Appendix C: Status of Salem-Keizer Area Transportation Study 2016 TMA Certification Review Findings (as of March 28, 2018)

Planning Topic	Findings	Due Date (if applicable)	Planned Actions & Status
			HERE data) or requires developing methods to store, process and analyze (NPMRDS).
Public Participation 23 U.S.C. 134(i)(6) 23 CFR 450.316 & 450.326(b)	<p>Corrective Action 4 – Public Participation: By December 31, 2017, prior to the next MTP update, SKATS shall update the PPP to meet all requirements of 23 CFR 450.316 and 326(b), including:</p> <ul style="list-style-type: none"> • Identification of key decision points where the MPO requests public comment and explicit procedures for outreach at these milestones. • Inclusion of a disposition of comments with major federal planning documents. • Specific outreach strategies to engage traditionally underserved populations. • Criteria or process to evaluate the effectiveness of outreach processes. • In each major planning document, a demonstration of how the explicit processes and procedures identified in the PPP were followed and a summary that characterizes the extent to which public comments influenced MTP and TIP development. 	12/31/2017	<p>SKATS updated its Public Participation Plan (PPP) twice in 2017. The May 2017 update included changes to reflect the process SKATS will use for amendments to the Transportation Improvement Program (TIP). The update in November 2017 was in response to the TMA Certification Review Corrective Action #4. The adopted PPP identifies key decision points for public comment and outreach; the dispositions of comments (used for both the PPP and the TIP in 2017 and 2018) and the other bullet points in Correction Action 4.</p> <p>SKATS believes we have now met this Corrective Action.</p>
Public Participation 23 U.S.C. 134(i)(6) 23 CFR 450.316 & 450.326(b)	<p>Recommendation 9 – Public Participation Plan: The Federal review team recommends SKATS add instructions to the PPP on how the public can become one of the selected members to sit on the Citizens Advisory Committee if one is established.</p>		As of 2018, the Policy Committee has not indicated the desire to establish a citizen advisory committee but has supported enhanced citizen outreach for planning.
Consultation 23 U.S.C. 134(g) & (i)	<p>Corrective Action 5 – Consultation: By December 31, 2017, SKATS shall develop and document a formal consultation process for the MPO to meet all requirements in 23 CFR 450.316(b-e), 23 CFR 450.324(g)(10), and in 23 CFR 450.324(h).</p>	12/31/2017	On December 26, 2017, SKATS submitted a formal Consultation Process Document (“Consultation Process for use During Development of the SKATS RTSP and

Appendix C

Appendix C: Status of Salem-Keizer Area Transportation Study 2016 TMA Certification Review Findings (as of March 28, 2018)

Planning Topic	Findings	Due Date (if applicable)	Planned Actions & Status
23 CFR 450.316(b-e), 23 CFR 450.324(g)(10) and 23 CFR 450.324(h)			TIP”) to FHWA and FTA and is waiting for their comments and/or approval. Subject to any revisions recommended by FHWA & FTA, SKATS believes we have now met this Corrective Action.
Environmental Justice Executive Order #12898 and 23 CFR 450.316(a)(1)(vii)	<p>Recommendation 10 – Environmental Justice: The Federal review team recommends SKATS improve Environmental Justice (EJ) analysis by:</p> <ul style="list-style-type: none"> • Collaborating with community groups and agencies that work with EJ populations, including local transit providers, to collect feedback on criteria and threshold for identifying EJ population locations, outreach strategies, and to begin building relationships with EJ populations. • Providing separate maps of individual EJ minority populations and an aggregated EJ population map, to better demonstrate the make-up of the community, for use in better identifying which community groups and agencies to partner with, and identify specific outreach strategies beneficial to specific EJ populations. • The MTP and TIP environmental justice analysis should be further developed to identify how projects and programs would benefit and/or burden environmental justice populations compared to non-EJ populations. SKATS should consider using the MTP goals, objectives, and indicators as criteria for this EJ benefits and burden analysis. • Using the terminology “minority” populations. 		<p>For the FY2018-2021 TIP update (adopted in April 2017), Chapter 9 describes the activities used for outreach to EJ populations and the environmental justice analysis. Table 13 in Chapter 9 has ACS data for 2010-2014 that show that 31% of the SKATS area population are minorities or Hispanic, as well as identifying all other minority populations. Outreach added 35 more community organizations, churches, schools/training center and retail locations in East Salem where both the highest percentage of Hispanic population and the highest percentage of persons living in poverty reside.</p> <p>The FY2018-2021 TIP also used separate maps of minority population and income below the poverty level. Each highlight the Census Tracts with twice the regional average percentage for minority or twice the regional average percentage for living below the poverty level.</p> <p>A revised EJ analysis was developed for the FY2018-2021 TIP. The benefit and burden analysis divided projects</p>

Appendix C

Appendix C: Status of Salem-Keizer Area Transportation Study 2016 TMA Certification Review Findings (as of March 28, 2018)

Planning Topic	Findings	Due Date (if applicable)	Planned Actions & Status
			into 3 categories that can be better classified as being a benefit, a burden, or neither a benefit nor a burden.
Performance-Based Planning and Programming	<p>Recommendation 11 – PBPP: The Federal review team recommends SKATS continue to work with ODOT and SAMTD to implement new planning requirements for performance-based planning and programming, including:</p> <ul style="list-style-type: none"> • Discussing the new requirements, identify which processes need updating to meet new requirements and a plan for updates, data collection and sharing requirements to be ready for PBPP. • Making necessary connections to other performance-based plans. • Further developing data needs to ensure that future MTP and TIP updates implement an objective-driven, performance-based planning process. • Updating Planning Agreements that describes how transportation planning efforts will be coordinated between the agencies and document specific roles and responsibilities each agency has in the performance of transportation planning for the region. • Reviewing MTP and TIP project prioritization and decision-making processes and how they support a performance-based process. • Identifying a way to capture safety projects, or safety components on projects, in the MTP and TIP in a way that will 		<p>SKATS has been working with both ODOT and SAMTD on implementing the requirements for performance-based planning.</p> <ul style="list-style-type: none"> • After many months of discussion, SKATS decided to support ODOT Safety Performance Targets (Resolution 18-4, 1/23/2018) and submitted them to ODOT • Accepted the Transit Asset Management targets that were adopted by SAMTD (on June 27, 2017) • Have provided multiple presentation to the SKATS Policy Committee and Technical Advisory Committee on the process for developing performance measures and how they need to be incorporated in the MTP and TIP process. • Have worked with ODOT and the other MPOs on a new template for the ODOT/MPO/Transit Provider agreements, with a goal of getting the agreement finalized in Spring 2018 and signed shortly thereafter. • Working with ODOT on process for developing PM targets for pavement, bridge,

Appendix C

Appendix C: Status of Salem-Keizer Area Transportation Study 2016 TMA Certification Review Findings (as of March 28, 2018)

Planning Topic	Findings	Due Date (if applicable)	Planned Actions & Status
	assist the MPO in meeting the new performance-based planning and programming requirements.		and system performance (February & March 2018).

Appendix C

Appendix D

Title VI and Executive Order 12898 Comparison

<u>Aspects of the Authorities</u>	<u>Title VI of the Civil Rights Act of 1964</u>	<u>Executive Order 12898</u>
What is the authority?	Title VI is a federal statute enacted as part of the Civil Rights Act of 1964.	E.O. 12898 is a Presidential executive order signed in 1994. It is not a statute or law.
What does it say?	<p>Title VI prohibits discrimination on the basis of <u>race, color, and national origin</u> in programs and activities receiving federal financial assistance.</p> <p>Title VI itself prohibits intentional discrimination, and most funding agencies have regulations implementing Title VI that prohibit recipient practices that have the effect of discriminating on the basis of race, color, or national origin.</p>	E.O. 12898 directs all Federal agencies to “make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”
What is the purpose?	Title VI was designed to ensure that federal funds are not being used for discriminatory purposes.	E.O. 12898 was issued to focus federal attention on the environmental and human health conditions in minority and low-income communities; to promote nondiscrimination in federal programs substantially affecting human health and the environment; and to provide minority and low-income communities’ access to public information on, and an opportunity for public participation in, matters relating to human health or the environment.
Who is covered?	Title VI applies to recipients of federal financial assistance.	E.O. 12898 applies to designated Federal agencies. (E.O. 12898 Section 6-604, see also 2011 Memorandum of Agreement on Environmental Justice)

<u>Aspects of the Authorities</u>	<u>Title VI of the Civil Rights Act of 1964</u>	<u>Executive Order 12898</u>
What is required?	<p>Title VI requires federal agencies to monitor their recipients and ensure their compliance with Title VI.</p> <p>Title VI requires recipients of federal financial assistance to not discriminate on the basis of race, color, or national origin.</p>	<p>E.O. 12898 requires Federal agencies to create environmental justice strategies. Pursuant to the 2011 Memorandum of Agreement on Environmental Justice entered into by 17 Federal agencies, those agencies agreed to issue an annual implementation progress report on environmental justice.</p>
How is it enforced?	<p>Individuals alleging <u>intentional</u> discrimination may file suit in federal court or a complaint with the federal agency providing funds for the program or activity at issue.</p> <p>If a program or activity has a <u>discriminatory effect</u>, individuals may file an administrative complaint with the federal funding agency. An individual <u>cannot</u> file a suit in federal court to address discriminatory impacts of a recipient's activities.</p> <p>Additionally, federal agencies have the authority to conduct compliance reviews of recipients to ensure their activities do not violate Title VI.</p>	<p>E.O. 12898 is not enforceable in the courts and it does not create any rights, benefits, or trust responsibilities enforceable against the United States.</p> <p>While the E.O. 12898 is not enforceable against the United States, it is a Presidential order that requires each Federal agency to “conduct its programs, policies, and activities that substantially affect human health or the environment, in a manner that ensures that such programs, policies, and activities do not have the effect of excluding persons ... from participation in, denying persons...the benefits of, or subjecting persons...to discrimination under, such programs, policies, and activities, because of their race, color, or national origin.”</p> <p>Therefore, to accomplish the goals of E.O. 12898, a Federal agency may implement policies that affect their funding activity. Agencies may also utilize their authority under various laws such as the Clean Air Act, National Environmental Policy Act, and the Fair Housing Act to achieve the goals of the Executive Order.</p>

How do the Executive Order and Title VI overlap?

The Presidential Memorandum accompanying EO 12898 states, in part:

“I am therefore today directing that all department and agency heads take appropriate and necessary steps to ensure that the following specific directives are implemented immediately: In accordance with Title VI of the Civil Rights Act of 1964, each Federal agency shall ensure that all programs or activities receiving Federal financial assistance that affect human health or the environment do not directly, or through contractual or other arrangements, use criteria, methods, or practices that discriminate on the basis of race, color, or national origin.”

Agencies’ Title VI enforcement and compliance authority includes the authority to ensure the activities they fund that affect human health and the environment, do not discriminate on the basis of race, color, or national origin. Therefore, agencies can use their Title VI authority, when appropriate, to address environmental justice concerns.

INTERGOVERNMENTAL AGREEMENT
ODOT/MPO/Transit Operator Agreement
Financial Plans and Obligated Project Lists
Salem-Keizer Area Transportation Study
Salem Area Mass Transit District

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "ODOT"; the SALEM-KEIZER METROPOLITAN PLANNING ORGANIZATION, acting by and through the Mid-Willamette Valley Council of Governments, hereinafter referred to as "SKATS"; and the SALEM AREA MASS TRANSIT DISTRICT, acting by and through its Board of Directors, hereinafter referred to as "SAMTD", all herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. By authority granted in Oregon Revised Statutes (ORS) 190.110, state agencies may enter into agreements with units of local governments for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform.
2. Intergovernmental agreements defining roles and responsibilities for transportation planning between ODOT, the metropolitan planning organization (MPO) for an area, and the public transit operator(s) for the area, are required by the Code of Federal Regulation (CFR), Chapter 23, Section 450.314 which states that:

"The MPO, the State(s), and the public transportation operator(s) shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. These responsibilities shall be clearly identified in written agreements among the MPO, the State(s), and the public transportation operator(s) serving the MPA. To the extent possible, a single agreement between all responsible parties should be developed. The written agreement(s) shall include specific provisions for cooperatively developing and sharing information related to the development of financial plans that support the metropolitan transportation plan (see §450.322) and the metropolitan TIP (see §450.324) and development of the annual listing of obligated projects (see §450.332)."

3. SKATS is the designated MPO for the Salem-Keizer area. It was established in 1987 by a Cooperative Agreement (ODOT Agreement No. 20523) specifying the "Duties and Responsibilities for Cooperatively Carrying Out Transportation Planning and Programming", and is incorporated herein by reference. The Cooperative Agreement remains in effect and is not modified in any way by this Agreement. The Cooperative Agreement specifies that SKATS is responsible for the development of transportation

plans, transportation improvement programs, work programs, and all other actions necessary to carry out the transportation planning process. The Cooperative Agreement requires the unanimous agreement of the major local participants for the adoption of the Transportation Plan and Transportation Improvement Program (TIP). In order to be implemented, the recommendations of all other regionally significant transportation planning efforts need to be incorporated into the Transportation Plan and TIP. Therefore, it is the general policy of SKATS that transportation planning products be developed with the goal of obtaining unanimous support from the SKATS Policy Committee. This general approach requires a high level of communication between all of the SKATS participants. The identification of roles and responsibilities of the Parties for the transportation planning process are addressed in ODOT Agreement 24736, incorporated herein by this reference.

4. SAMTD is the public transportation operator for the Salem-Keizer area.
5. There also exists an agreement between SKATS and SAMTD regarding the roles and responsibilities related to transit planning in the Salem-Keizer area. Both of these agreements are included as appendices to the Unified Planning Work Program (UPWP) and are reviewed on an annual basis.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. Pursuant to the authority above, ODOT, SKATS, and SAMTD agree to define roles and responsibilities in carrying out the metropolitan transportation financial planning process, as further described in the Statement of Work, marked "Exhibit A", attached hereto and by this reference made a part hereof.
2. This Agreement only addresses roles and responsibilities, and does not address funding. Funding will be the responsibility of each Party for their own duties and obligations, and may be the subject of other agreements among the Parties.
3. The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate five (5) calendar years following the date all required signatures are obtained.
4. This Agreement may be revisited as needed, when the Parties so determine, and will be reviewed upon commencement of the MPO re-certification or self-certification process. If the Parties determine there is a need to add or revise the roles and responsibilities, the Parties will enter into an amendment to this Agreement.

ODOT OBLIGATIONS

1. ODOT will engage the other Parties to this Agreement in its financial planning activities as further identified in Exhibit A. Where ODOT is the lead agency for a product, it will be responsible for pursuing communication with the other Parties as agreed. Early communication will be sought in good faith, such that affected Parties have the opportunity to influence the final outcome or decisions.
2. Where ODOT is a party of interest to a financial planning process, it will participate in the development of the financial planning product as specified in this Agreement. ODOT will offer information and opinions such that the lead agency and other participants have the opportunity to understand its positions, concerns, conflicts, and any likely objections to proposed outcomes.
3. ODOT's Project Manager for this Agreement is the Region 2, Area 3 Senior Planner, or assigned designee in the absence of said individual, 455 Airport Road SE, Salem, Oregon 97301-5395; telephone (503) 986-2663.

SKATS OBLIGATIONS

1. SKATS will engage the other Parties to this Agreement in its financial planning activities as further identified in Exhibit A. Where SKATS is the lead agency for a product, it will be responsible for pursuing communication with the other Parties as agreed. Early communication will be sought in good faith, such that affected Parties have the opportunity to influence the final outcome or decisions.
2. Where SKATS is a party of interest to a financial planning process, it will participate in the development of the planning product as specified in this Agreement. SKATS will offer information and opinions such that the lead agency and other participants have the opportunity to understand its positions, concerns, conflicts, and any likely objections to proposed outcomes.
3. SKATS' Project Manager for this Agreement is the Director of Transportation and Natural Resources, or assigned designee upon absence of said individual, Mid-Willamette Valley Council of Governments, 105 High Street SE, Salem, Oregon 97301; telephone (503) 588-6177.

SAMTD OBLIGATIONS

1. SAMTD will engage the other Parties to this Agreement in its financial planning activities as further identified in Exhibit A. Where SAMTD is the lead agency for a product, it will be responsible for pursuing communication with the other Parties as agreed. Early communication will be sought in good faith, such that affected Parties have the opportunity to influence the final outcome or decisions.

2. Where SAMTD is a party of interest to a financial planning process, it will participate in the development of the planning product as specified in this Agreement. The Public Transit Operator will offer information and opinions such that the lead agency and other participants have the opportunity to understand its positions, concerns, conflicts, and any likely objections to proposed outcomes.
3. SAMTD's Project Manager for this Agreement is the Director, Transportation Development Division, or assigned designee upon absence of said individual, Salem Area Mass Transit District, 555 Court Street NE, Suite 5230, Salem, Oregon 97301; telephone (503) 588-2424.

GENERAL PROVISIONS

1. This Agreement may be terminated by any Party upon thirty (30) days notice, in writing, and delivered by certified mail or in person.
2. Any Party may terminate this Agreement effective upon delivery of written notice to the other Parties, or at such later date as may be established by that Party, under any of the following conditions:
 - a. If the other Parties fail to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If the other Parties fail to perform any of the other provisions of this Agreement, or so fail to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from the other Party fails to correct such failures within ten (10) days or such longer period as other Party may authorize.
 - c. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or the Parties are prohibited from paying for such work from the planned funding source.
3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
4. SKATS and SAMTD shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, SKATS and SAMTD expressly agree to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the

foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

5. All employers, including all Parties, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required workers' compensation coverage unless such employers are exempt under ORS 656.126. All Parties shall ensure that each of its subcontractors complies with these requirements.
6. SKATS and SAMTD acknowledge and agree that ODOT, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of SKATS and SAMTD which are directly pertinent to this specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after expiration of this Agreement. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by ODOT.
7. To the extent permitted by Article XI, Section 7 and Section 10 of the Oregon Constitution and by the Oregon Tort Claims Act, each Party shall indemnify each other Party against liability for damage to life or property arising from the indemnifying Party's own activities under this Agreement, provided that a Party will not be required to indemnify the other Party for any such liability arising out of the wrongful acts of employees or agents of that other Party.
8. Notwithstanding the foregoing defense obligations under the paragraph above, no Party nor any attorney engaged by any Party(s) shall defend any claim in the name of the any Party(s) or any agency/department/division of such other Party(s), nor purport to act as legal representative of the any Party(s) or any of its agencies/departments/divisions, without the prior written consent of the legal counsel of any such other Party(s). Each Party may, at anytime at its election assume its own defense and settlement in the event that it determines that the other Party(s) is/are prohibited from defending it, or other Party(s) is/are not adequately defending it's interests, or that an important governmental principle is at issue or that it is in the best interests of the Party(s) to do so. Each Party reserves all rights to pursue any claims it may have against the other Parties if it elects to assume its own defense.
9. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
10. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No

waiver, consent, modification or change of terms of this Agreement shall bind any Party unless in writing and signed by all Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of ODOT to enforce any provision of this Agreement shall not constitute a waiver by ODOT of that or any other provision.

IN WITNESS WHEREOF, the Parties, by execution of this Agreement, hereby acknowledge that each Party has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

The Oregon Transportation Commission on December 29, 2008, approved Delegation Order No. 2, which authorizes the Director to approve and execute agreements for day-to-day operations. Day-to-day operations include those activities required to implement the biennial budget approved by the Legislature, including activities to execute a project in the Statewide Transportation Improvement Program.

On April 12, 2004, the Director approved Subdelegation Order No. 10 in which the Director delegates authority to the Division Administrator, Transportation Development; to approve and execute all agreements approved by the Oregon Transportation Commission (OTC) for Metropolitan Planning Organization agreements outside the Transportation Program Development limitation and acceptance of funds sent to ODOT, but not earmarked for Transportation Program Development.

Signature page to follow

**SALEM-KEIZER METROPOLITAN
PLANNING ORGANIZATION**, by and
through the Mid-Willamette Valley Council of
Governments

By Nancy J. Boyer
Nancy J. Boyer, Executive Director

Date 1-26-10

APPROVAL RECOMMENDED

By Daniel E. Clem
Daniel E. Clem, Chair, SKATS Policy
Committee

Date 1-26-10

SALEM AREA MASS TRANSIT DISTRICT,
by and through its Board of Directors

By Shelley Hanson
Shelley Hanson, President

Date 2-25-10

SKATS Contact

Richard Schmid, Director of Transportation
and Natural Resources
Mid-Willamette Valley Council of Governments
105 High Street SE
Salem, OR 97301

SAMTD Contact

Stephen Dickey, Director, Transportation
Development Division
Salem Area Mass Transit District
555 Court Street NE, Suite 5230
Salem, OR 97301

STATE OF OREGON, by and through its
Department of Transportation

By Jerri L. Bohard
Jerri L. Bohard, Division Administrator
Transportation Development Division

Date 4/1/10

By Michael R. Ward
Michael R. Ward, Division Administrator
Public Transit Division

Date 3/31/2010

APPROVAL RECOMMENDED

By Jane S. Lee
Jane S. Lee, Region 2 Manager

Date 3-11-10

By Darel Capps
Darel Capps, Highway Finance Manager

Date 3/24/10

APPROVED AS TO LEGAL SUFFICIENCY

By Dale K. Hormann
Dale K. Hormann, Assistant Attorney
General

Date 3/18/10

ODOT Contact

Dan Fricke, Area 3 Senior Planner
ODOT, Region 2 Planning and Development
455 Airport Road SE, Bldg. B
Salem, OR 97301-5395

EXHIBIT A
STATEMENT OF WORK

1. **ACRONYMS** - These acronyms are common to financial plan and obligated projects development and maintenance processes.

FHWA:	Federal Highway Administration
FMIS:	Federal Management Information System
FTA:	Federal Transit Administration
HPO:	Oregon Department of Transportation Highway Program Office
MPO:	Metropolitan Planning Organization
ODOT:	Oregon Department of Transportation
PCS:	Project Control System
PTD:	ODOT Public Transit Division
PTO:	Public Transit Operator
RTP:	Regional Transportation Plan
SAMTD:	Salem Area Mass Transit District
SKATS:	Salem-Keizer Area Transportation Study
STIP:	Statewide Transportation Improvement Program
TIP:	Transportation Improvement Program

2. **DEFINITIONS** – The following definitions apply to this Agreement specifically and shall not be construed to apply to any other agreement between any of the Parties. They may differ from those listed for these terms in the federal regulations.

- a. **Available Funds:** These are funds derived from an existing source dedicated to or historically used for transportation purposes. For federal funds, authorized and/or appropriated funds and the extrapolation of formula and discretionary funds at historic rates of increase are considered “available.” A similar approach may be used for state and local funds that are dedicated to or historically used for transportation purposes.
- b. **Committed Funds:** These are funds that have been dedicated or obligated for transportation purposes. For state funds that are not dedicated to transportation purposes, only those funds over which the Governor has control may be considered “committed.”

Approval of a TIP by the Governor is considered a commitment of those funds over which the Governor has control. For local or private sources of funds not dedicated to or historically used for transportation purposes (including donations of property), a commitment in writing (e.g., letter of intent) by the responsible official or body having control of the funds may be considered a commitment. For new starts or small starts projects involving 49 U.S.C. 5309 funding, execution of a Full Funding Grant Agreement (or equivalent) or a Project Construction Grant Agreement with the USDOT shall be considered a multi-year commitment of federal funds.

- c. **Consider:** Take into account opinions and relevant information from other parties in making a decision. Receive the information or comments, acknowledge such, and document the acknowledgement. Those receiving comments are not bound by the opinions or information received.
- d. **Consult:** Confer with other identified parties in accordance with an established process; consider the views of other parties prior to taking action, inform other parties about action taken in accordance with established process. This communication should be timely, and ahead of decisions. Those receiving comments are not bound by the opinions or information received.
- e. **Cooperate/Collaborate:** Parties involved work together to achieve a common goal or objective. Cooperation or collaboration are often employed where multiple parties have a vested interest in the outcome and may involve a shared project or policy outcome. Parties may share expertise, resources, etc. to accomplish the goal.
- f. **Coordinate:** Develop plans, programs, and schedules in consultation with other agencies party to the Agreement such that agencies' separate projects do not conflict. Coordinated projects are usually those for which all parties, other than the lead agency, do not have a vested interest and are often specific projects rather than policy outcomes. The lead agency is the project proponent and the other parties are not deeply involved. The lead agency is expected to consult with the others to ensure efficiencies are utilized and conflicts are avoided. Parties with legal standing should be involved in the coordination and parties should operate in good faith.
- g. **Financially Constrained or Fiscal Constraint:** This means that the metropolitan transportation plan, TIP, and STIP includes sufficient financial information for demonstrating that projects in the metropolitan transportation plan, TIP, and STIP can be implemented using committed, available, or reasonably available revenue sources, with reasonable assurance that the federally supported transportation system is being adequately operated and maintained. For the TIP and the STIP, financial constraint/fiscal constraint applies to each program year. Additionally, projects in air quality nonattainment and maintenance areas can be included in the first two (2) years of the TIP and STIP only if funds are "available" or "committed."
- h. **Financial Plan:** The documentation required to be included with both the metropolitan transportation plan and TIP (and optional for the long-range statewide transportation plan and STIP) that demonstrates the consistency between reasonably available and projected

sources of federal, state, local, and private revenues and the costs of implementing proposed transportation system improvements.

- i. **Illustrative Project:** An additional transportation project that may (but is not required to) be included in a financial plan for a metropolitan transportation plan, TIP, or STIP if reasonable additional resources were to become available.
- j. **Lead Agency:** Agency responsible for making sure the project is completed and communication protocols are followed.
- k. **Levels of communication:** Consider, Consult, Coordinate, Cooperate, or Collaborate. The Agreement may employ any or all of these terms and different products may utilize these different levels of communication between the agencies involved.
- l. **Metropolitan Planning Area (MPA):** The geographic area determined by agreement between the metropolitan planning organization (MPO) for the area and the Governor, in which the metropolitan transportation planning process is carried out.
- m. **Metropolitan Planning Organization (MPO):** The policy board and agency staff of an organization created and designated to carry out the metropolitan transportation planning process.
- n. **Obligated Projects:** The projects funded under title 23 U.S.C. and title 49 U.S.C. Chapter 53 for which the supporting federal funds were authorized and committed by the state or designated recipient in the preceding program year, and authorized by the FHWA or awarded as a grant by the FTA.
- o. **Oregon Department of Transportation (ODOT):** Oregon's state transportation agency.
- p. **Owner:** The agency that keeps and maintains the final product.
- q. **Party of Interest:** A party to this Agreement that is not the lead agency for a particular planning project, but is affected by that project.
- r. **Project Control System – X (PCSX):** Project Control System data entry screen for new projects to be included in the STIP under development.
- s. **Public Transit Operator (PTO):** The primary provider(s) of public transportation services in an area.
- t. **Reasonably Available Funds:** These are new funding sources that are reasonably expected to be available. New funding sources are revenues that do not currently exist or that may require additional steps before the state DOT, MPO, or public transit agency can commit such funding to transportation projects.
- u. **Regional Transportation Plan (RTP):** The required long-range multimodal transportation plan for the metropolitan area (also may be called the Metropolitan Transportation Plan [MTP]).

- v. **Regionally Significant Project:** A transportation project (other than projects that may be grouped in the TIP and/or STIP, or exempt projects as defined in the Environmental Protection Agency's (EPA's) transportation conformity regulation 40 CFR 93) that is on a facility which serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes, employment centers, or transportation terminals) and would normally be included in the modeling of the metropolitan area's transportation network. At a minimum, this includes all principal arterial highways and all fixed guideway transit facilities that offer a significant alternative to regional highway travel.
- w. **Responsible:** Answerable or accountable, as for something within one's power, control, or management. There can be multiple levels or roles in responsibility. Examples of levels of responsibility include:
 - *Authority:* Authority to make the final decision; signature authority.
 - *Lead:* Responsible for making sure the activity is completed and communication protocols are followed.
 - *Coordination:* Responsible for coordinating all elements necessary to complete an activity.
 - *Support:* Provide administrative or technical support necessary to complete an activity.
 - *Information:* Provide input and information necessary to complete an activity.
- x. **Statewide Transportation Improvement Program (STIP):** The statewide prioritized listing/program of transportation projects covering a period of four (4) years that is consistent with the long-range statewide transportation plan, metropolitan transportation plans, and TIPs, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.
- y. **Sufficient Financial Information:** Financial information that is required in the project control system (PCSX) data entry tool and proof of local commitment to provide matching funds where local match is included in project finance (such as inclusion in the local capital improvement program).
- z. **Transportation Improvement Program (TIP):** The prioritized listing/program of transportation projects covering a period of four (4) years that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.
- aa. **Visualization Techniques:** The methods used by states and MPOs in the development of transportation plans and programs with the public, elected and appointed officials, and other stakeholders in a clear and easily accessible format such as maps, pictures, and/or displays, to promote improved understanding of existing or proposed transportation plans and programs.

bb. **Year-of-Expenditure Dollars:** Dollar sums that account for inflation to reflect expected purchasing power in the year in which the expenditure will be made, based on reasonable financial principles and information.

3. **SUMMARY OF PRODUCT RESPONSIBILITIES** - Table 1 shows the different products covered by this Agreement and each agency's level of responsibility for each product (see definition of *responsible* above). The lead agency holds overall responsibility for the product and the other agencies assist by cooperating, communicating, and sharing information necessary to complete and maintain the product. Each of these products has one lead agency and the other two (2) are partners in completion of the product by cooperating and providing support and information as needed.

Table 1

Product	Owner	ODOT	SKATS	SAMTD
STIP Financial Plan	ODOT	Lead	Support/Information	Support/Information
TIP Financial Plan	SKATS	Support/Information	Lead	Support/Information
RTP Financial Plan	SKATS	Support/Information	Lead	Support/Information
RTP Financial Projections	SKATS	Coordinates special purpose committee	Lead for private and local non-transit revenues	Lead for private and local transit revenues
Obligation Report	SKATS	Support/Information	Lead	Support/Information

4. **FINANCIAL PLAN DEVELOPMENT AND MAINTENANCE ROLES AND RESPONSIBILITIES** - There are different financial plan requirements for ODOT and SKATS with regard to the long-range plans and the transportation improvement programs. This Agreement will focus on the financial plan tracking of the funding for projects that are included in both the current TIP and STIP and development of the financial plan for the long-range metropolitan transportation plan. The STIP and TIP financial plan process has been developed to ensure that the TIP and STIP are constrained throughout their lifecycles. These financial plans act as "checkbooks" for the various programs both at the state level and at the MPO level. The financial plan for the metropolitan transportation plan enables fiscal constraint for the long-range plan.

- a. **Responsibilities of Each Agency for Financial Plan and Fiscal Constraint Development (RTP/TIP/STIP Updates)**

ODOT

- I. The ODOT Highway Program Office (HPO) is the lead agency for administration of the STIP financial plan. HPO will ensure that all federal funds used within the state, are programmed in the STIP and accounted for, and that the STIP captures any project activity related to federal funds or regionally significant projects. ODOT shall program funds to projects in a manner that maintains financial constraint and is consistent with federal regulations.
- II. ODOT, including the Public Transit Division, shall provide MPO and Public Transit Operator sufficient financial information (including grant awards, annual appropriation amounts, limitations, and rescissions, as applicable) in a timely manner. ODOT will provide project financial information to MPO as needed for demonstration of fiscal constraint of the metropolitan TIP.
- III. ODOT, including the Long-Range Planning Unit, coordinates the special purpose committee described here. The special purpose committee projects long-range federal and state revenues for development of the financially constrained metropolitan transportation plan (RTP). The special purpose committee consists of a representative from ODOT and each MPO and metropolitan PTO. These representatives will cooperatively develop a methodology for estimating state and federal revenues, as well as the actual estimates. This methodology includes the development of a process for distributing these funds to ODOT regions and metropolitan planning areas. The planning horizon will be sufficient to enable each MPO to produce its next long-range transportation plan.

SKATS

- I. SKATS is the lead agency for administration of the TIP financial plan. SKATS shall ensure that all federally funded or regionally significant projects within the SKATS boundary are included in the TIP, which will then be included in the STIP and in the STIP financial plan.
- II. SKATS shall program funds to projects in a manner that maintains financial constraint and is consistent with federal regulations. Proposed programming that needs to utilize state funding authority to maintain fiscal constraint must be approved by HPO prior to programming being submitted for inclusion in the STIP.
- III. SKATS shall provide ODOT and SAMTD sufficient financial information in a timely manner.
- IV. SKATS shall submit to ODOT cost-estimates for local projects that include year-of-expenditure dollars consistent with programming years.
- V. SKATS is the lead agency for completion of the RTP financial plan and for projecting local and private funds for the preparation of the financially constrained RTP. SKATS will cooperatively develop these projections with ODOT and the

SAMTD. SKATS will participate on the special purpose committee on state and federal funds that is coordinated by ODOT.

SAMTD

SAMTD shall provide SKATS and ODOT sufficient financial information in a timely manner.

- I. SAMTD shall provide SKATS with project cost-estimates, in year-of-expenditure dollars, for federally funded or regionally significant projects.
- II. SAMTD is the lead agency in projecting long-range local and private revenues for public transit investments. SAMTD will cooperatively develop these projections with ODOT and SKATS. SAMTD will participate on the special purpose committee on state and federal funds that is coordinated by ODOT.

b. Responsibilities of Each Agency for Financial Plan and Fiscal Constraint Maintenance (TIP/STIP Activity)

ODOT

- I. ODOT's HPO will reconcile funds to the FHWA's Federal Management Information System through transactions that are posted. These transactions will be captured in the STIP financial plan and made available to SKATS monthly. Information in the financial plan will include all fund activities of authorizations, apportionments/appropriations, limitations, rescissions, and revenue aligned budget authority.
- II. The STIP financial plan will identify any fund programming amendments and project activity that affect funding and fiscal constraint including project additions, deletions, obligations, de-obligations, project fund authority "slips" between fiscal years, reimbursement expenditures, and project closeout balances to be returned to the total fund authority balance. At the end of each federal fiscal year, HPO will ensure that there are no planned projects unaccounted for and that any such projects are slipped into later years or cancelled via amendments.
- III. HPO shall consult with SKATS regarding the application of limitation and rescission of fund authority. New financial plans will be developed upon approval of the new TIP and STIP.

SKATS

- I. SKATS will maintain the TIP financial plan, which will include the current programming for all projects located within the SKATS boundary and identify amendments and project activity that affect funding and fiscal constraint. This includes project additions, deletions, obligations, de-obligations, project fund authority "slips" between fiscal years, reimbursement expenditures, and project closeout balances to be returned to the total fund authority balance.

- II. SKATS shall ensure that the transactions identified in the STIP financial plan are accurate and must alert HPO to any changes, errors, or omissions.
- III. SKATS shall cooperate with SAMTD on the development of financial forecasts, authorizations, apportionments and regional sub-allocation of FTA funding.

SAMTD

SAMTD shall cooperate with SKATS on the development of financial forecasts, authorizations, apportionments and regional sub-allocation of FTA funding. SAMTD shall provide MPO with on-going financial information on FTA grant transactions, including actual apportionment, allocations, earmarks, TIP amendment requests, project slips/advances, grant awards, project obligations and de-obligations.

5. **COMMUNICATION AND INFORMATION SHARING** - Development and maintenance of STIP and TIP financial plans and obligated project lists requires ongoing, effective communication among ODOT, SKATS, and SAMTD. The Parties will consult with one another individually as needed and at regularly scheduled meetings. The Parties will communicate, share necessary information, cooperate, and assist one another to meet their individual responsibilities for development and maintenance of these products.

ODOT

- I. HPO shall reconcile the STIP financial plan on a monthly basis and make it available to SKATS through an ODOT FTP website. SKATS will be notified of the availability of the updated STIP financial plan via e-mail. HPO shall also provide Federal Management Information System information upon request, to enable SKATS to track the funding and obligation status of federally funded projects. In addition, HPO will be available for any other issues/questions via telephone, e-mail and in person.
- II. The ODOT region STIP coordinator will utilize the most current STIP amendment form to communicate proposed programming changes to SKATS.

SKATS

SKATS may communicate with ODOT in several different ways. SKATS may go through ODOT's region STIP Coordinator or work directly with HPO. SKATS will utilize the most current STIP amendment form to communicate programming changes to ODOT's regional STIP coordinator and to HPO.

SAMTD

SAMTD shall primarily communicate directly with SKATS on any finance related issue, specifically changes to the TIP or STIP. As necessary, SAMTD may request joint meetings with SKATS and HPO. In addition, the SAMTD may work with ODOT's Public Transit Division where appropriate.

6. CLARIFICATION AND RESOLUTION OF CONCERNS

ODOT

- I. HPO has the responsibility to ensure the correct funding levels are identified through working with FHWA. Any changes to processes will be communicated initially through the quarterly meetings between ODOT, MPOs, FHWA, and FTA. If more immediate action is necessary, HPO will contact those affected either by phone or e-mail.
- II. If there are questions regarding the interpretation of federal rules, the appropriate federal agency will be consulted for clarification. On such questions where the answer will apply statewide, ODOT will send a letter to the appropriate federal agency and communicate the response to SKATS and SAMTD at the quarterly meeting or via e-mail.

SKATS

If SKATS disputes a decision made by HPO, SKATS will consult with HPO in addition to contacting the respective federal agency for further clarification.

SAMTD

SAMTD has the responsibility to ensure the correct funding levels are identified through working with FTA and ODOT Public Transit Division. If there are questions regarding the interpretation of federal rules, SAMTD will consult with the appropriate federal agency for clarification.

7. **ANNUAL LISTING OF OBLIGATED PROJECTS ROLES AND RESPONSIBILITIES** SKATS is required to develop an annual listing of projects that were obligated in the preceding program year, within ninety (90) days of the end of the program year. ODOT, SAMTD, and SKATS must cooperatively develop the listing of projects. The list must include all federally funded projects, and include sufficient description to identify the project or phase, the agency responsible for carrying out the project, the amount of federal funds request in the TIP, the amount obligated during the preceding year, the amount previously obligated, and the amount remaining for subsequent years. The list must be published in accordance with the MPO's public participation criteria for the TIP.

a. Responsibilities of Each Agency

ODOT

- I. The HPO shall provide documentation from FHWA to SKATS no later than thirty (30) days after the end of each federal fiscal year, which ends September 30th. The documentation will include the necessary data elements as required in the preceding paragraph, including the identification of bicycle and pedestrian projects.
- II. The HPO will provide Federal Management Information System data sheets (in PDF format) to SKATS upon request.

- III. The ODOT Geographic Information Services Unit in Salem will provide geographic data (shapefiles and/or PDF maps) for ODOT's obligated projects.

SKATS

SKATS is the lead agency in production of the obligation report. SKATS will take the data provided from ODOT, FTA, and SAMTD and create a report that will be made available to the public in accordance with the federal regulations and SKATS public participation criteria for the TIP.

SAMTD

- I. SAMTD shall provide SKATS with documentation that includes the necessary data elements as required in the federal regulation, including the identification of bicycle and pedestrian projects.
- II. SAMTD will provide FTA TEAM (Transportation Electronic Award Management System) data to SKATS in a format that meets the federal reporting requirements.
- III. SAMTD will also provide visualization techniques - geographic data (shapefiles and/or PDF maps) for all their obligated projects.

8. COMMUNICATION AND INFORMATION SHARING

ODOT

HPO will deliver documentation in an electronic medium to SKATS. If a report is created, then HPO will send an e-mail notifying SKATS that the report is ready and including a link to the report.

SKATS

SKATS will utilize the data provided by HPO and the SAMTD to create the required annual report. SKATS shall make the report available to interested parties, ODOT HPO and SAMTD.

SAMTD

SAMTD will deliver documentation in an electronic medium to SKATS in a format consistent with the report information tables required by SKATS.

9. GENERAL ROLES, RESPONSIBILITIES, AND OBLIGATIONS

ODOT

- I. ODOT will engage the other parties to this Agreement in its activities relating to financial plan development and maintenance, and development of the annual listing of obligated projects as set forth in this Agreement. Communication will be sought in good faith, such that affected parties have the opportunity to influence the final outcome or decisions.

- II. Where ODOT is a party of interest, it will participate in the development of the product as specified in this Agreement. ODOT will offer information and opinions such that the lead agency and other participants have the opportunity to understand its positions, concerns, conflicts, and any likely objections to proposed outcomes.

SKATS

- I. SKATS will engage the other parties to this Agreement in its activities relating to financial plan development and maintenance, and development of the annual listing of obligated projects as set forth in this Agreement. Communication will be sought in good faith, such that affected parties have the opportunity to influence the final outcome or decisions.
- II. Where SKATS is a party of interest, it will participate in the development of the product as specified in this Agreement. SKATS will offer information and opinions such that the lead agency and other participants have the opportunity to understand its positions, concerns, conflicts, and any likely objections to proposed outcomes.

SAMTD

- I. SAMTD will engage the other parties to this Agreement in its activities relating to financial plan development and maintenance, and development of the annual listing of obligated projects as set forth in this Agreement. Communication will be sought in good faith, such that affected parties have the opportunity to influence the final outcome or decisions.
- II. Where SAMTD is a party of interest, it will participate in the development of the product as specified in this Agreement. SAMTD will offer information and opinions such that the lead agency and other participants have the opportunity to understand its positions, concerns, conflicts, and any likely objections to proposed outcomes.

**INTERGOVERNMENTAL AGREEMENT
ODOT/MPO/Transit Operator Agreement
Salem Keizer Area Transportation Study
Salem Area Mass Transit District**

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON acting by and through its Department of Transportation, hereinafter referred to as "ODOT", the Salem-Keizer-Turner Metropolitan Planning Organization, acting by and through the Mid-Willamette Valley Council of Governments, hereinafter referred to as "SKATS", and the Salem Area Mass Transit District, acting by and through its Board of Directors, hereinafter referred to as "SAMTD", collectively referred to as "Parties."

RECITALS

1. By authority granted in ORS 190.110, state agencies may enter into agreements with units of local governments for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform.
2. Intergovernmental agreements defining roles and responsibilities for transportation planning between ODOT, the metropolitan planning organization (MPO) for an area, and the public transit operator(s) for the area are required by the Code of Federal Regulation (CFR), Chapter 23, Section 450.314 which states that:

"The MPO, the State(s), and the public transportation operator(s) shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. These responsibilities shall be clearly identified in written agreements among the MPO, the State(s), and the public transportation operator(s) serving the metropolitan planning area."

3. SKATS is the designated MPO for the Salem-Keizer area. It was established in 1987 by a Cooperative Agreement (ODOT Agreement No. 20523) specifying the "Duties and Responsibilities for Cooperatively Carrying Out Transportation Planning and Programming", and is incorporated by reference. The Cooperative Agreement remains in effect and is not modified in any way by this Agreement. The Cooperative Agreement specifies that SKATS is responsible for the development of transportation plans, transportation improvement programs, work programs, and all other actions necessary to carry out the transportation planning process. The Cooperative Agreement requires the unanimous agreement of the major local participants for the adoption of the Transportation Plan and Transportation Improvement Program (TIP). In order to be implemented, the recommendations of all other regionally significant transportation planning efforts need to be incorporated into the Transportation Plan and TIP. Therefore, it is the general policy of SKATS that transportation planning products be developed with the goal of obtaining

unanimous support from the SKATS Policy Committee. This general approach requires a high level of communication between all of the SKATS participants.

4. SAMTD is the public transportation operator for the Salem-Keizer area.
5. There also exists an agreement between SKATS and SAMTD regarding the roles and responsibilities related to transit planning in the Salem-Keizer area. Both of these agreements are included as appendices to the Unified Planning Work Program (UPWP) and are reviewed on an annual basis.

NOW THEREFORE, the premises being in general as stated in the foregoing recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. Pursuant to the authority above, ODOT, SKATS, and SAMTD agree to define roles and responsibilities in carrying out the metropolitan transportation planning process, as further described in the Statement of Work, marked Exhibit A, attached hereto and by this reference made a part hereof.
2. The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate ten (10) calendar years following the date all required signatures are obtained.
3. This Agreement may be revisited as needed, when the Parties so determine, and will be reviewed upon commencement of the MPO recertification or self-certification process.

ODOT OBLIGATIONS

1. ODOT will engage the other Parties to this Agreement in its planning activities as further identified in Exhibit A. Where ODOT is the lead agency for a product, it will be responsible for pursuing communication with the other Parties as agreed. Early communication will be sought in good faith, such that affected Parties have the opportunity to influence the final outcome or decisions.
2. Where ODOT is a party of interest to a planning project, it will participate in the development of the planning product as specified in this Agreement. ODOT will offer information and opinions such that the lead agency and other participants have the opportunity to understand its positions, concerns, conflicts, and any likely objections to proposed outcomes.
3. ODOT's Project Manager for this Agreement is the Region 2, Area 3 Senior Planner, or assigned designee in the absence of said individual, 455 Airport Road SE, Salem, OR 97301-5395; telephone (503) 986-2663.

SKATS OBLIGATIONS

1. SKATS will engage the other Parties to this Agreement in its planning activities as further identified in Exhibit A. Where SKATS is the lead agency for a product, it will be responsible for pursuing communication with the other Parties as agreed. Early communication will be sought in good faith, such that affected Parties have the opportunity to influence the final outcome or decisions.
2. Where SKATS is a party of interest to a planning project, it will participate in the development of the planning product as specified in this Agreement. SKATS will offer information and opinions such that the lead agency and other participants have the opportunity to understand its positions, concerns, conflicts, and any likely objections to proposed outcomes.
3. SKATS Project Manager for this Agreement is the Director of Transportation and Natural Resources, or assigned designee upon absence of said individual, Mid-Willamette Valley Council of Governments, 105 High Street SE, Salem, Oregon 97301; telephone (503) 588-6177.

SAMTD OBLIGATIONS

1. SAMTD will engage the other Parties to this Agreement in its planning activities as further identified in Exhibit A. Where SAMTD is the lead agency for a product, it will be responsible for pursuing communication with the other Parties as agreed. Early communication will be sought in good faith, such that affected Parties have the opportunity to influence the final outcome or decisions.
2. Where SAMTD is a party of interest to a planning project, it will participate in the development of the planning product as specified in this Agreement. The Public Transit Operator will offer information and opinions such that the lead agency and other participants have the opportunity to understand its positions, concerns, conflicts, and any likely objections to proposed outcomes.
3. SAMTD Project Manager for this Agreement is the Director, Transportation Development Division, or assigned designee upon absence of said individual, Salem Area Mass Transit District, 555 Court Street NE, Suite 5230, Salem, Oregon 97301; telephone (503) 588-2424.

GENERAL PROVISIONS

1. This Agreement may be terminated by any Party upon thirty (30) days' notice, in writing and delivered by certified mail or in person.
2. Any Party may terminate this Agreement effective upon delivery of written notice to the other Parties, or at such later date as may be established by that Party, under any of the following conditions:

- a. If the other Parties fail to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If the other Parties fail to perform any of the other provisions of this Agreement, or so fail to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from the other Party fails to correct such failures within 10 days or such longer period as other Party may authorize.
 - c. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or either party is prohibited from paying for such work from the planned funding source.
3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
4. SKATS and SAMTD shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 incorporated herein by reference and made a part hereof; Without limiting the generality of the foregoing, SKATS and SAMTD expressly agree to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
5. All employers, including all Parties, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. All Parties shall ensure that each of its subcontractors complies with these requirements.
6. SKATS and SAMTD acknowledge and agree that State, the Secretary of State's Office of the State of Oregon, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of SKATS and SAMTD which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after completion of Project. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.
7. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

8. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind any Party unless in writing and signed by all Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.


IN WITNESS WHEREOF, the Parties hereto have set their hands as of the day and year hereinafter written.

The Oregon Transportation Commission on June 18, 2003, approved Delegation Order No. 2, which authorizes the Director to approve and execute agreements for day-to-day operations. Day-to-day operations include those activities required to implement the biennial budget approved by the Legislature, including activities to execute a project in the Statewide Transportation Improvement Program.

SKATS/SAMTD/ODOT
Agreement No. 24,736


On April 12, 2004, the Director approved Subdelegation Order No. 10 in which the Director delegates authority to the Division Administrator, Transportation Development to approve and execute personal service contracts and agreements over \$75,000 for programs within the Transportation Development Division when the work is related to a project included in the STIP or in other system plans approved by the Oregon Transportation Commission or in a line item in the legislatively adopted biennial budget , and to approve and execute all agreements, approved by the OTC, for Metropolitan Planning Organization agreements outside the Transportation Program Development limitation and acceptance of funds sent to ODOT, but not earmarked for Transportation Program Development.

SALEM-KEIZER AREA TRANSPORTATION STUDY, by and through the Mid-Willamette Valley Council of Governments

By 
Executive Director

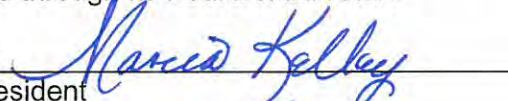
Date 3/23/08

APPROVAL RECOMMENDED

By 
Chair, SKATS Policy Committee

Date 3/23/08

SALEM AREA MASS TRANSIT DISTRICT, by and through its Board of Directors

By 
President

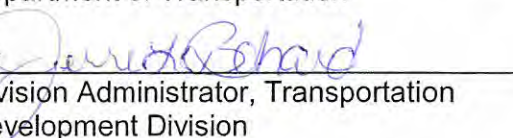
Date 3/27/08

Agency Contacts

Richard Schmid
Director of Transportation and Natural Resources
Mid-Willamette Valley Council of Governments
105 High Street SE
Salem, OR 97301

Stephen Dickey
Director, Transportation Development Division
Salem Area Mass Transit District
555 Court Street NE, Suite 5230
Salem, OR 97301

STATE OF OREGON, by and through its Department of Transportation

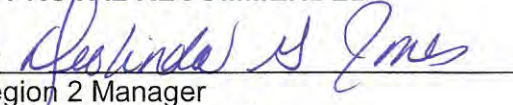
By 
Division Administrator, Transportation Development Division

Date 4/17/08

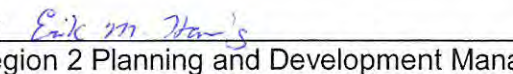
By 
Division Administrator, Public Transit Division

Date 4/16/2008

APPROVAL RECOMMENDED

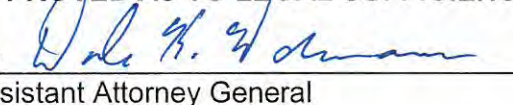
By 
Region 2 Manager

Date 04/07/08

By 
Region 2 Planning and Development Manager

Date 4-2-08

APPROVED AS TO LEGAL SUFFICIENCY

By 
Assistant Attorney General

Date 4/11/08

EXHIBIT A STATEMENT OF WORK

1. **DEFINITIONS** – the following definitions apply to this Agreement specifically and shall not be construed to apply to any other agreement between any of the Parties. They may differ from those listed for these terms in the federal regulations.
 - a. **Consider:** Take into account opinions and relevant information from other Parties in making a decision. Receive the information or comments, acknowledge such, and document the acknowledgement. Those receiving comments are not bound by the opinions or information received.
 - b. **Consult:** Confer with other identified Parties in accordance with an established process; consider the views of other Parties prior to taking action, inform other Parties about action taken in accordance with established process. The communication should be timely, and ahead of decisions. Those receiving comments are not bound by the opinions or information received.
 - c. **Coordinate:** Develop plans, programs, and schedules in consultation with other agencies such that agencies' separate projects do not conflict. Coordinated projects are usually those for which all Parties, other than the lead agency, do not have a vested interest and are often specific projects rather than policy outcomes. The lead agency is the project proponent and the other Parties are not deeply involved. The lead agency is expected to consult with the others to ensure efficiencies are utilized and conflicts are avoided. Parties with legal standing should be involved in the coordination and Parties should operate in good faith.
 - d. **Cooperate/Collaborate:** Parties involved work together to achieve a common goal or objective. Cooperation or collaboration are often employed where multiple Parties have a vested interest in the outcome and may involve a shared project or policy outcome. Parties may share expertise, resources, etc. to accomplish the goal.
 - e. **Responsible:** Answerable or accountable, as for something within one's power, control, or management. There can be multiple levels or roles in responsibility. Examples of levels of responsibility include:
 - Authority: Authority to make the final decision, signature authority
 - Lead: Responsible for making sure the activity is completed and communication protocols are followed
 - Coordination: Responsible for coordinating all elements necessary to complete an activity
 - Support: Provide administrative or technical support necessary to complete an activity
 - Information: Provide input and information necessary to complete an activity
 - f. **Owner:** The agency that keeps and maintains the final product.

- g. **Lead Agency:** Agency responsible for making sure the planning project is completed and communication protocols are followed.
 - h. **Levels of communication:** Consider, Consult, Coordinate, Cooperate, or Collaborate.
 - i. **Party of interest:** A party to this Agreement that is not the lead agency for a particular planning project, but is affected by that project.
 - j. **Planning Project:** A planning activity that leads to a planning product. Planning products that may be developed may include plans, programs, tools, and administrative products such as those listed below.
2. All Parties agree to cooperatively develop and share information related to the development of financial plans that support the metropolitan transportation plan, the metropolitan TIP and the development of the annual listing of obligated projects. Such plans may include but shall not be limited to the following:
- a. Plans
 - Oregon Transportation Plan & Component Plans including Safety Plans
 - Regional Transportation Plan (RTP)
 - Transportation System Plan (TSP)
 - Area/Concept Plans
 - Facility Plans (including Corridor Plans, Interchange Area Management Plans, Access Management Plans, etc.)
 - Transit Plans
 - Coordinated Human Services-Transit Plans
 - b. Programs
 - Statewide Transportation Improvement Program (STIP)
 - Metropolitan Transportation Improvement Program (MTIP)
 - c. Tools
 - Transportation Demand Models (TDM)
 - Land Use Models
 - Integrated Models
 - Data resources
 - Geographic Information System (GIS) resources
 - d. Administrative Products
 - Air Quality Conformity
 - Unified Planning Work Program (UPWP)
 - Federal Certification
 - Public Involvement Plan
 - Title VI Plan
 - Environmental Justice Plans
 - Disadvantaged, Minority Business Enterprise Use Plans

- Environmental Impact Statements/Assessments
- State Agency Coordination Agreement

3. SKATS is specifically charged with the development of the RTP, MTIP, and UPWP. As such, SKATS will be the Product Owner and the Lead Agency for these products and other related products, such as the Air Quality Conformity Determination and most of the “Tools” and “Administrative Products” identified above. ODOT and SAMTD will provide information necessary for these products. All Parties will Cooperate and Collaborate in these processes. Formal communication will take place at the regular meetings of the SKATS Technical Advisory Committee and Policy Committee, and may be supplemented with phone calls, emails, letters, and additional meetings as desired by any of the participants. Funding of these activities will be identified in the annual UPWP. The decision making process will be in accordance with Agreement number 20523. This will be the default process used for all planning projects, unless another process is identified. Principal roles for the Parties to this Agreement for Plans and Programs identified are described in the following table.

Plan/Program	Principal Role		
	ODOT	SKATS	SAMTD
Oregon Transportation Plan and Modal Plans	Product Owner Lead Agency	Consult	Consult
Regional Transportation Plan	Coordinate	Product Owner Lead Agency	Coordinate
Transportation System Plan	Cooperate/Collaborate	Cooperate/Collaborate	Cooperate/Collaborate
Area/Concept Plans ¹	Product Owner Lead Agency Cooperate/Collaborate	Product Owner Lead Agency Cooperate/Collaborate	Product Owner Lead Agency Cooperate/Collaborate
Facility Plans ²	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
Transit Plans	Coordinate	Cooperate/Collaborate	Product Owner Lead Agency
Coordinated Human Services – Transit Plans	Coordinate	Cooperate/Collaborate	Product Owner Lead Agency
Statewide Transportation Improvement Program (STIP)	Product Owner Lead Agency	Consult	Consult
Metropolitan Transportation Improvement Program (MTIP) ³	Consult	Product Owner Lead Agency	Consult

4. Each time a new transportation planning project commences, the roles, responsibilities, and expectations of each Party will be written down and distributed to each participant of the project. The Parties will specify at least nine (9) items identified below; other items should be added as needed to ensure that the responsibilities and expectations of each party are clearly identified.

¹ Plans, other than facility plans, prepared by any of the parties

² Facility plans include, but are not limited to, interchange area management plans, expressway management plans, access management plans, or other plans that require approval by the Oregon Transportation Commission.

³ Pursuant to 23 CFR 450.326, the MTIP is incorporated verbatim into the STIP (“After approval by the MPO and the Governor, the TIP shall be included without change, directly or by reference, in the STIP . . .”)

- a. Product Owner
- b. Lead Agency
- c. Responsibilities of each agency
- d. Primary levels of communication
- e. Specific communication procedures
- f. Use of consultant services
- g. Decision process
- h. Funding, reporting responsibilities
- i. Resource sharing agreements

If the answers will vary by task, project subpart, or other conditions, the responsibilities of each agency under each condition will be specified. (Definitions set forth in this Agreement will apply). An example of such a project may be an Interchange Area Management Plan, where the lead agency would be ODOT, or a Transit Center study conducted by SAMTD. However, any of the Parties may request that the roles and responsibilities of any "Planning Project" be clarified and redefined, within the constraints of the Cooperative Agreement. SKATS may develop a form to facilitate the identification of responsibilities.

5. The questions that follow are examples of items to consider when answering the nine items identified above. Not all items may apply to a specific project, nor is this list intended to be all inclusive. Parties should use these considerations as a starting point to answer the nine items above and to evaluate what further items may need to be set forth in specific project agreements.

a. Project Parties

- What agencies will participate in the project?
- Which agency will own the product? (See Definitions)
- Which is the lead agency? (See Definitions)
- Which agency will develop the scope of work? Who will approve it?
- What level of responsibility does each agency have for each task or part of the project? (See Definitions)
- Who are the contact people?
- When are the different Parties involved?

b. Communication

- What levels of communication are appropriate for the planning project? (See Definitions)
- What procedures for communication are appropriate for the level of interaction needed? (See Definitions)
- Who from each agency needs to be informed?
- Who is responsible for implementing communication protocols?
- How will communication occur with the ACT, TAC, or other advisory committees?
- Who is responsible for coordinating communication with the public?

- Who is responsible for coordinating and joint communications with other agencies?
- c. Consultants
- Will consultants assist with the project?
 - Which agency is responsible for recruiting for and/or selecting any consultants to assist the project?
 - Who is responsible for contract administration?
 - Who is responsible for communicating with the consultants?
 - Who is responsible for reviewing and approving work?
- d. Decision process
- Which agency has decision authority for which kinds of issues?
 - Who is responsible for providing information/support for the decision? How?
 - Who has responsibility to serve on what decision-making bodies?
 - How will needs for amendments to the product be communicated and decided upon?
 - Who is responsible for completing amendments and when?
 - How will differences of opinion be handled?
- e. Funding
- What level of funding is available?
 - What types of funds are to be used?
 - What restrictions are there on use of the funds?
 - Who is responsible for authorizing funds?
 - Who is responsible for reporting use of funds and accomplishments, at what level of detail and to whom?
- f. Sharing Resources
- Who is responsible for what elements of different kinds of products?
 - When will each agency be responsible for supporting the others?
 - Is this consistent with existing agreements or adopted plans for the area?
- g. Transit
- How will the Parties cooperate with public transit operators in the area?
 - How will the public transit operators participate in the planning project?
 - Have private providers been considered?

Resolution 18-17

**Adopting the SKATS 2018-2019
Unified Planning Work Program (UPWP)**

WHEREAS, the Salem-Keizer Area Transportation Study (SKATS) Policy Committee has been designated by the State of Oregon as the official Metropolitan Planning Organization (MPO) for the Salem Urbanized Area; and

WHEREAS, the SKATS Policy Committee is authorized by an intergovernmental Cooperative Agreement to act on matters pertaining to the transportation planning process; and

WHEREAS, the SKATS Unified Planning Work Program is produced to describe the MPO-related planning activities anticipated in the coming year and is required to secure funding for the regional transportation planning process; and

WHEREAS, the activities and funds programmed in the 2018-2019 UPWP have been reviewed and approved by appropriate parties and advisory committees; and

WHEREAS, periodic reviews of the SKATS Cooperative Planning Agreement and the SKATS Planning Agreement with the Salem Area Mass Transit District (SAMTD) are also required; and

WHEREAS, it is SKATS policy to conduct the aforementioned reviews annually concurrently with the UPWP adoption process;

**NOW THEREFORE, BE IT RESOLVED BY THE POLICY COMMITTEE OF
THE SALEM-KEIZER AREA TRANSPORTATION STUDY:**

That the **attached** SKATS 2018-2019 Unified Planning Work Program (UPWP) is hereby adopted, and the Mid-Willamette Valley Council of Governments is hereby requested to prepare and submit any documents to secure the funding identified in the Planning Work Program for the SKATS (MPO) activities; and

That the SKATS Cooperative Agreement (*UPWP Appendix A*) and the ODOT/SKATS/SAMTD Planning Agreement (*UPWP Appendix F*) have been reviewed by the SKATS Policy Committee and are affirmed as included in the UPWP Appendices.

ADOPTED by the Policy Committee of the Salem-Keizer Area Transportation Study on the 24th day of April 2018.



Chair
Salem-Keizer Area Transportation Study
Policy Committee