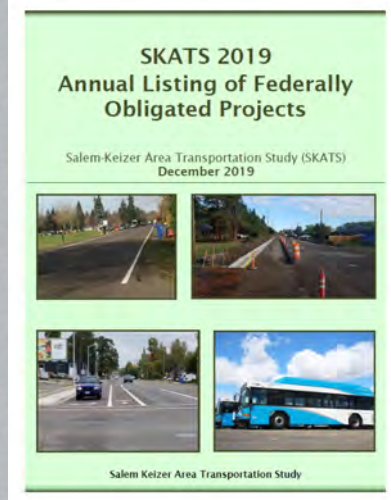
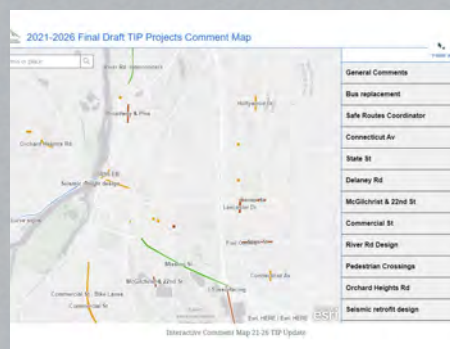
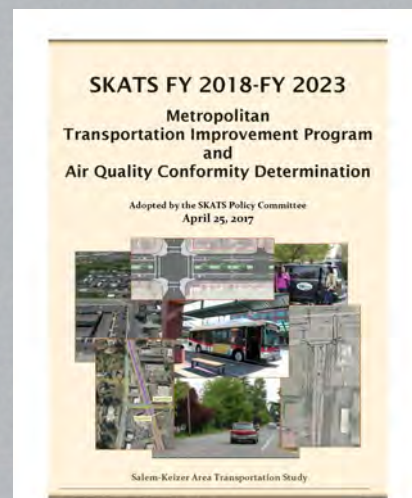
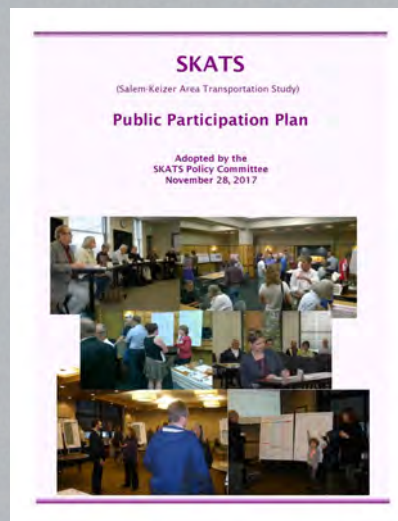
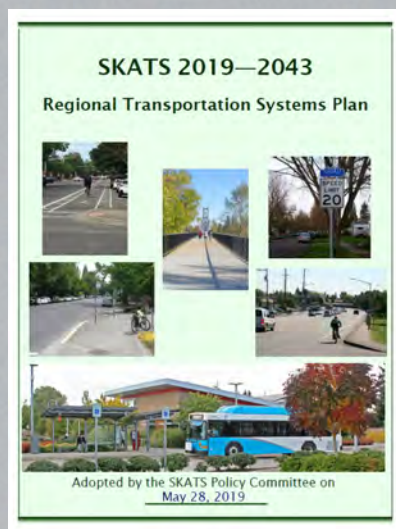


SKATS FY 2021-2022

Unified Planning Work Program

UPWP

Adopted 4/27/21



(Salem-Keizer Area Transportation Study)

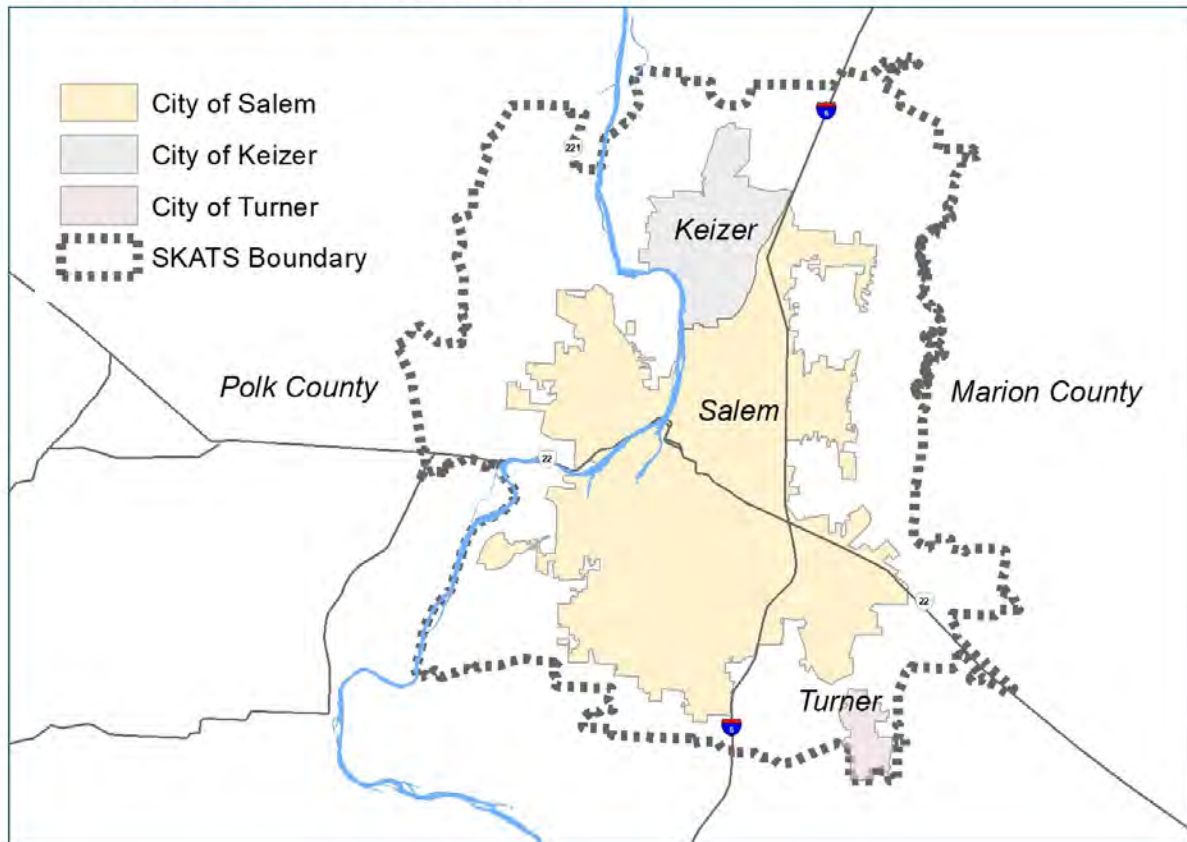
SKATS FY 2021-2022
Unified Planning Work Program

Adopted by the
SKATS Policy Committee
4/27/2021

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SKATS Boundary and City Limits



Map 1: SKATS Boundary and City Limits

Introduction

This document contains the State Fiscal Year 2021-2022 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 and state transportation and air quality statutes and regulations. Federal statutes and regulations include:

- 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 require coordination between the MPO and state agencies to comply with state air quality and transportation rules and 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 and 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 "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.

Designation of the SKATS MPO and SKATS Committees

According to the Cooperative Agreement approved on May 8, 1987 by Oregon Governor Neil Goldschmidt, the SKATS Policy Committee is the designated Metropolitan Planning Organization (MPO) for the Salem-Keizer area, responsible for planning and air quality requirements. Based on the Amendment No. 1 to the Cooperative Agreement, the SKATS Policy 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 – under direction by the SKATS Policy Committee - perform the staff support for the SKATS program.

SKATS coordinates 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 used to forecast future year travel demand in the region and for corridor or area studies undertaken by our partners, which 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 activities 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 2019, SKATS, ODOT, and the SAMTD approved an intergovernmental agreement (No. 32,794) that updated the roles and responsibilities for transportation planning in the MPO area to take into account changes in the federal FAST Act (*See Appendix E.*)

Lobbying Activities

SKATS does not use federal or state funds to support lobbying activities, per 49 CFR § 20.100.

Organization of the UPWP Document and Agency Staffing

The UPWP is organized into eight 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 programs is described in more detail in the following sections of the UPWP. The organization of each program section includes a budget table and purpose and description of the program; recent past activities; a list of tasks, activities, and products. Pages 38-39 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 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); and FHWA's and FTA's joint certification of SKATS planning process.

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.38)**. 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 is insufficient to fund the necessary planning activities, surface transportation block grant program urban funds (STBGP-U) identified in the SKATS TIP are also used for the activities described 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 regionally planning related work with the majority of these funds 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. 39)**.

Some of the planning studies described in section II (Corridor and Area Plans and Studies) of this UPWP may be funded with STBGP-U funds from the SKATS TIP or ODOT Transportation Growth Management (TGM) grants, or ODOT's state/federal funds. SKATS staff also use STBGP-U funds from the UPWP to support corridor and area plans and 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 in these studies (e.g., reviewing and commenting on draft documents, providing land use and transportation data and model forecasts, participating in committees, 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 the tasks in this UPWP. 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 may be reassigned during the timeframe of the UPWP, as conditions dictate.

Summary of Major Planning Activities and Products in FY 2021-2022

Many of the activities listed in the 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, program administration and management, and other activities that are on a regular cycle (producing draft and final RTSPs and TIPs on four-year and three-year cycles, respectively). See the end of this summary for a list of these activities. Major studies often stretch over several years. When applicable, the lead agency for studies are 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.

- In 2018, SKATS integrated federally required **Performance-Based Planning** in the updates of the SKATS RTSP and SKATS TIP. For the RTSP update, this included changes to the goals/objectives and the project selection process. Both the SKATS RTSP and TIP have chapters on performance-based planning; the TIP includes the adopted performance targets (SKATS adopted ODOT's performance targets). SKATS has a webpage on its website that tracks federal the Performance Targets¹ Staff will continue to update and refine its use of performance-based planning in updates to the RTSP and TIP that will begin in late 2021 and early 2022, respectively, as well as other documents required of SKATS and our partner agencies. Included this year is working with ODOT on the Bridge, Pavement and System Performance targets for the second reporting period. The Road Safety, Transit Safety, and Transit State of Good Repair targets will also be reviewed and updated, as necessary. Data collection and other refinements for the Congestion Management Process will continue.
- The **Regional Transportation Systems Plan (RTSP)** is updated on a four-year cycle and was adopted by the SKATS Policy Committee on **May 28, 2019**. **Updating the RTSP is an 18- month process**. In late 2021 staff will begin the update process with data collection and reviewing local plans and other planning documents. This work will continue into 2022 with a review of the Goals and objectives and the start of revising the document as appropriate to reflect the latest planning information. The work on the RTSP update will continue into the 2022-23 UPWP with a scheduled date of adoption in May 2023. Staff will also continue to gather and track the **data used as indicators and performance measures** for the goals and objectives of the adopted RTSP.

¹ See <http://www.mwvcog.org/programs/transportation-planning/skats/reports-and-data/performance-measures/>

- The ***SKATS FY 2021-FY 2026 Transportation Improvement Program (TIP)*** was adopted on May 26, 2020, and normally goes through a full update every three years. In January 2022, staff begins the process for developing the ***FY 2024-2029 TIP*** which will take about 16 months to complete. The work on the TIP update will continue into the 2022-23 UPWP, with a scheduled date of adoption by the SKATS Policy Board in April 2023, after which it will be sent to ODOT for the governor's approval of both the ODOT STIP and all the Oregon MPO TIPs. Amendments to the adopted TIP occur frequently as funding or projects schedules change. The TIP now incorporates **FHWA/FTA performance measure requirements** into the project selection process and a description of how implementation of the TIP is anticipated to make progress toward achievement of the performance measure targets. Section III. also describes the ongoing monitoring and amendment of the TIP and STIP, as well as TIP project tracking to help ensure funds are obligated on time, plus CMAQ program administration.
- **Safety Planning** - Staff began collecting crash data in 2009 and have posted crash data on the SKATS section of the MWVCOG website. ODOT developed their *Transportation Safety Action Plan (TSAP)* in 2016 and is in the process of updating the TSAP in 2021. In November 2020, SKATS organized a safety group comprised of staff from the local jurisdictions, ODOT, and other stakeholders to discuss the framework of a Regional Transportation Safety Action Plan.
- 2021 is likely to be another decisive year where the Oregon Legislature, Governor, and several state commissions will focus on **climate change and greenhouse gas reduction legislation and/or regulations**. Staff will monitor these events and keep the SKATS Policy Committee informed, as necessary. SKATS staff will also continue to participate in a process to develop the **City of Salem's Climate Action Plan**.
- **Corridor and Sub-Area Planning** - SKATS will assist our local government partners on two corridor and sub-area studies that affect the regional transportation system: Keizer's ***Wheatland Road Multimodal Corridor Plan*** and the ***Cordon/ Kuebler Corridor Study and Management Plan***, both of which are funded with STBGP-U funds from the SKATS TIP. SKATS will also participate as needed in the ***I-5 Brooklake Rd Interchange Area Management Plan***. ODOT is also working on alternative analysis for the **Highway 22 and Highway 51 interchange area** (based on the adopted the Highway 22 Facility Plan). This will be a two to three-year process, and updates will be provided during the year.

Continuing Activities and Recurring Products

In addition to the plans, studies, and projects described above, there are multiple activities that are completed each year, or are done on a regular schedule (weekly, monthly, quarterly), or are continually updated and part of the MPOs function for transportation planning and coordination with ODOT, other MPOs, other state agencies, and our jurisdiction and agency partners. Many of these activities are described in more detail in the sections following this summary.

- **Public Participation (TIP, RTSP, other)**
 - Public participation activities, including using virtual public events over the internet, online maps and Zoom meetings
 - Updates to the SKATS section of the MWVCOG website
 - Update to the SKATS Public Participation Plan (in 2021)
 - Title VI activities, and Title VI and Public Participation Accomplishment Report

- **TIP Development and Maintenance**
 - Coordination with ODOT on STIP amendments and ODOT's Financial Plan
 - “Annual Listing of Federally Obligated Transportation Projects” inside SKATS report
- **Modeling and Data**
 - Travel Demand Forecasting Model improvements
 - Sharing and support of the travel model and population and employment forecasts to agencies/consultants
 - Updates of the regional inventories
 - 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
 - Updates of the geodatabase of transportation projects
 - Crash Information updates on the website
- **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)
 - Consultation with tribal governments.
 - Transportation Issues shared with MWVCOG members (“COG Connections”)
 - Participation in the Oregon Modeling Steering Committee and its subcommittees
 - Participate and attend meetings of MPO/Transit Managers and OMPOC (Oregon MPO Consortium)
 - AQCD interagency coordination with ODOT and DEQ at the state level, and EPA, FHWA and FTA at the federal level
- **Program Management and SKATS Committees**
 - Annual MWVCOG/SKATS budgets
 - Financial planning with ODOT
 - Development of next SKATS UPWP
 - Review and process IGA(s) with ODOT
 - Monthly agendas, minutes, and meeting notices of the SKATS Policy Committee (PC) and SKATS Technical Advisory Committee (TAC)
 - Semi-annual and annual reports and monthly invoices to ODOT
 - Annual and quarterly reports to the MWVCOG Board
 - Coordination and participation with other MPOs – quarterly meetings and OMPOC meetings.
 - Self-certification of the metropolitan planning process with submission of a newly adopted TIP (about every three years)
 - Coordination with FHWA, FTA, ODOT on quadrennial planning reviews and addressing corrective actions (as needed)
 - Consultation using the SKATS adopted Consultation Process
 - Staff development and training
- **Transit – These are tasks/activities primarily led by SAMTD staff**
 - Develop a Long-Range Transit Plan. Starting in early 2021, with scheduled SAMTD Board adoption in June 2022.

- Cherriots Regional service planning
- Cherriots Local service planning
- South Salem Transit Center site selection
- Rider survey
- Needs assessment for developing service change proposals
- Transportation Improvement Program (TIP) activities
- Title VI service and far equity analysis
- Plan and implement an electronic fare program, implementation in Nov. 2022
- Transit Signal Priority for signals on Lancaster Drive (by September 2022).

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 Funds, PL	Federal Funds, STBG	Federal Funds 5303	State and Local Match Rate	State Match	Local Match	Total
I. Regional Transportation Planning Program	250,689	148,055	0	10.27	31,113	14,525	444,382
II. Corridor and Area Plans & Studies ²	0	33,200	0	10.27	543	3,257	37,000
III. Regional Project Programming	0	192,920	0	10.27	3,154	18,926	215,000
IV. Regional Modeling and Data Program	188,433	206,379	0	10.27	24,941	20,247	440,000
V. Interagency Coordination	26,919	68,148	0	10.27	4,195	6,686	105,948
VI. Program Management and Coordination	84,346	116,649	48,262	10.27	11,561	16,968	277,786
VII. Metropolitan Transit Planning	0	0	120,000	10.27	0	13,735	133,735
Fund Source Total	550,388	765,350	168,263		75,508	94,342	1,653,851

² Corridor and Sub-area plans also receive federal funds and local match as part of the SKATS Metropolitan Transportation Improvement Program. See Section II that shows the federal funds, local match, local match rate, and total funds for these planning activities.

Table 2: Status of MPO Documents

Status of SKATS MPO Documents (by chronological order of updates)		
Plan Name	Last Update	Next Updates & Date of Adoption by Policy Committee
Public Participation Plan	November 28, 2017	To be adopted November 2021 (policy is to re-adopt every four years)
Annual Listing of Obligated Projects Report	FY2020 Obligation Report – December 2020	Update in December 2021
Unified Planning Work Program (UPWP)	2021-2022 UPWP will be adopted in April 2021	2022-2023 UPWP to be adopted in April 2022.
Title VI Plan	Endorsed by SKATS Policy Committee in November 2019	To be updated in 2023.
Metropolitan Transportation Improvement Program (MTIP)	FY 2021-2026 MTIP adopted May 26, 2020	To be adopted April 2023: FY 2024-2029 MTIP adoption
Air Quality Conformity Determination for FY 2021-2026 TIP	Approved by FHWA/FTA on September 30, 2020	To be adopted April 2023: as part of 2024-2029 MTIP update
Metropolitan Transportation Plan (MTP) (aka RTSP)	2019-2043 RTSP adopted May 28, 2019	To be adopted in May 2023: 2023-2047 RTSP
Air Quality Conformity Determination for RTSP	Issued by FHWA/FTA on March 2, 2020 for 2019-2043 RTSP update	To be adopted May 2023: at the same time as the 2023-2047 RTSP.
TMA Planning Certification Review (USDOT)	Certification Report Issued February 8, 2021.	Scheduled for April 2024 (tentatively)

Table 3: Local Jurisdiction within SKATS - Transportation System Plans Status

Jurisdiction	Transportation System Plan	TSP's next update & notes
City of Salem	Last amended January 13, 2020	Coordinated with “Our Salem” project (likely update in 2021-22)
City of Keizer	Major update: 2009. Revised 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, TBD
Polk County	Last adopted in 2009 Partially updated in 2004	No current schedule for an update

SKATS Planning Certification Review and Resolution of 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.

The most recent certification review began in June 2020 among FHWA, FTA, staff from the SKATS TMA, as well as staff from ODOT and Salem-Keizer Transit (Cherriots). FHWA and FTA issued the final Certification Report on February 8, 2021. This 2021 Certification Review Report included six (6) corrective actions (with due dates), six recommendations, and three commendations.

On March 10, 2021, FHWA and FTA reviewed the findings in the final report with staff from SKATS, ODOT, and Cherriots (the public transportation provider in the Salem Metropolitan Area) to ensure understanding of the findings and federal actions, deadlines, and expectations. FHWA and FTA presented the findings to the SKATS Policy Board on March 23, 2021

To address the 2021 Corrective Actions and Recommendations, SKATS, ODOT, FHWA, and FTA will use the following process:

1. SKATS will form a certification action team (CAT) composed of local, state, and federal partners to assist in the successful and timely resolution of corrective actions. The CAT will meet on a routine basis to ensure timely progress on findings.
2. For applicable corrective actions, SKATS will develop a plan of action that demonstrates how the MPO can resolve corrective actions by the due dates specified in this report.
3. ODOT, as the pass-through and oversight agency for the SKATS, is responsible for ensuring compliance of the processes and documents with applicable Federal requirements, monitoring the achievement of performance goals, and ensuring SKATS sufficiently addresses compliance issues by the identified deadline. When SKATS and ODOT believe the intent of a corrective actions has been met, the SKATS will formally request ODOT review updated processes and related documents.
4. Upon ODOT's determination that the SKATS processes and documents comply with Federal requirements and the corrective action(s), ODOT sends a letter to FHWA and FTA indicating this determination and recommends to close out the corrective action(s) as resolved.
5. FHWA and FTA will review ODOT's request to close out the corrective action(s) and supporting documentation and issues a letter with a determination that:
 - a. The corrective action(s) has been sufficiently addressed, or
 - b. The corrective action(s) has not been sufficiently addressed and documents outstanding compliance issues.

I. Regional Plans and Planning Activities in SKATS

Work Items	PL funds Includes match	STBGP-U funds Includes match	5303 funds Includes match	Total Budget Estimate
Public Participation Program	60,000	10,000	0	70,000
Performance -Based Planning	40,000	20,000	0	60,000
Regional Transportation Systems Plan (RTSP), CMP, ITS	50,000	50,000	0	100,000
Congestion Management Process	30,000		0	30,000
Regional Safety Planning	80,000	40,000	0	120,000
Transportation Conformity Determinations	3,000		0	3,000
Strategic Assessment [conditional]	-	5,000	0	5,000
Safe Routes to School Planning	16,382	40,000	0	56,382
Subtotal	279,382	165,000	0	444,382

Purpose:

The core activities and products for addressing regional transportation planning in the Salem-Keizer area are described in this section. Over the last several years, a primary task for SKATS staff was 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). The two main products that are reviewed by the public -- *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. Recent updates of the RTSP (in 2019) and TIP (in 2020) were developed to comply with **performance-based planning** regulations and the latest FHWA/FTA guidance documents. Public participation is a required activity for all of SKATS' planning work, particularly for the update of the RTSP and TIP.

Previous Work

- Public Participation Plan adopted in 2017.
- RTSP Update adopted in May 2019.
- Federal Performance Measures targets for Safety, Pavement & Bridge, and System Performance and Transit State of Good Repair and Transit Safety adopted by the Policy Committee by Resolutions.
- Draft Congestion Management Process (CMP) was updated in 2020 and sent to FHWA/FTA for review and comment, but not yet adopted by the SKATS Policy Committee.

- Travel times and delays on SKATS CMP corridors collected using RITIS platform.
- Regional Safety Planning group began meeting in November 2020.
- The most recent FHWA and FTA Air Quality Conformity Determinations (AQCD) were issued on March 2, 2020, for the 2019-2043 Regional Transportation Systems Plan (RTSP) and on September 30, 2020, for the FY 2021-FY 2026 Transportation Improvement Program (TIP).
- The Safe Routes to School program was started for the Salem-Keizer School District area and a SRTS Coordinator and SRTS Program Assistant was hired by the MWVCOG.

Tasks:

1. Public Participation Program (PPP)

- Develop and conduct public participation activities for RTSP and TIP updates, following the process documented in the adopted SKATS Public Participation Plan, as per 23 CFR §450.316.
- Produce public participation materials for any major amendments to the RTSP or TIP, as necessary.
- Identify innovative public outreach and engagement techniques, as appropriate, such as interactive-mapping tools, and social media as well as more traditional methods such as presentations to citizen groups, neighborhood associations, publication of brochures, and open houses.
- Document PPP activities and use the PPP's Measures of Effectiveness (MOE) for public participation. The MOE table lists tools, evaluation criteria, objectives, and methods to meet PPP objectives.
- Use the MWVCOG website to post SKATS committee agendas and minutes, post updates of documents, and provide other SKATS-related information.
- Assist in the update of the MWVCOG website to better inform the public and make information available.
- Discuss with TAC and Policy Committee revisions for update of the SKATS Public Participation Plan in Spring 2021.
- Do the necessary research to define a Travel Behavior and Barriers (or similar type survey) to gauge the public's opinion and preferences about transportation issues. Work on a contract with an outside firm to implement this survey.
- Document informational materials, participation activities, media placements, internet postings, etc. will be documented and provided to ODOT in a SKATS Annual Accomplishment Report on Title VI and public participation activities for the year (delivered by October 2021).

2. Performance-Based Planning (PBP)

- Discuss potential targets for the federal performance measures, as appropriate, for Road Safety, Bridge, Pavement, Highway System Performance, Transit Safety, and Transit State of Good Repair, with ODOT and SAMTD.
- Amendments and updates to the RTSP and TIP will document how projects added to those documents help to achieve SKATS' Performance Targets.
- Review targets for Transit Related Safety and support. [by November 2020 (due to PC meeting schedule)]
- Review targets for Transit State of Good Repair. [by June 2021]

MAP-21 introduced important changes to how federally funded transportation planning will be conducted. It mandated a **performance-based planning (PBP) 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 PBP requirements. As part of PBP, **a set of national goals** were defined with the associated performance measures to track progress toward meeting these goals.

There are three highway/road-related groups of performance measures and two transit-related groups (*see tables below*). The rules and measures were finalized in 2016 and 2017 by FHWA and FTA. SKATS established the initial targets for each of the performance measures in consultation with ODOT or SAMTD and chose to support the targets either ODOT or SAMTD selected (*see table below*). The TIP was updated to include the adopted targets and included a discussion of how the projects in the TIP are helping to achieve the targets. Deadlines for setting SKATS targets and how frequently they need to be updated are illustrated in the table below.

The second performance reporting period for the Pavement, Bridge, and System Performance measures begins in 2022. During the 2021-2022 fiscal year, SKATS will coordinate with both ODOT and SAMTD, as appropriate, to either establish the 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 staff will continue the process to inform and work with the Policy Committee, the 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.

Table 4: Road-related Federal Performance Measures

Performance Measure	Performance Measure Information	ODOT or SAMTD Initial Targets due	SKATS Initial Targets due	MPO updates required	SKATS Specific Target or Support ODOT/SAMTD Targets
Road Safety	Five required measures with targets	Aug 31, 2017	Feb 27, 2018	Every year	ODOT
Pavement & Bridge	4-year targets for Interstate pavement, non-interstate NHS pavement, NHS bridge	May 20, 2018	Nov 16, 2018	Every 4 years - 2022	ODOT
System Performance	4-year targets for NHS travel time reliability, Freight	May 20, 2018	Nov 16, 2018	Every 4 years - 2022	ODOT

	reliability, and CMAQ Traffic Congestion and On-Road Mobile Source Emissions				
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Table 5: Transit-related Federal Performance Measures

Transit Related Safety	Three required measures with targets	July 20, 2020	January 16, 2021	Every TIP or RTSP update	SAMTD
Transit State of Good Repair	Conditions of buses and facilities/capital equipment	January 1, 2017	June 30, 2017	Every TIP or RTSP update	SAMTD

3. Regional Transportation System Plan (RTSP) Update

- a. The update of the RTSP will begin in Fall 2021, with an adoption target of May 2023. These activities span two UPWPs. The tasks to be started and/or completed for the 2021-22 UPWP include:
 - Review and update the project list for the Salem Metropolitan Area Intelligent Transportation System (ITS) Plan with local jurisdictions [Fall 2021 – Spring 2022]
 - Develop a schedule for public participation and send to the SKATS Public Participation e-mail and mail lists [Spring 2022]
 - Review planning documents from ODOT, SAMTD and local jurisdictions to reflect any changes since the update to the RTSP in 2019. [June 2022]
 - Review and update as necessary the data sources used in the RTSP (see separate discussion on Population and Employment forecast in Section IV). [Fall 2021 – Spring 2022]
 - Discuss and update, as necessary, the existing goals, objectives of the plan including any changes needed to comply with new or revised federal or state policies and regulations that effect regional transportation planning. [Spring 2022]
 - Discuss how projects will be evaluated and revise the existing process as necessary. [Spring – Summer 2022]
 - Start project solicitation process [Summer 2022, continues into the fall of 2022]
 - Use the Long-Range Financial Projections developed by ODOT when preparing the RTSP Finance Chapter.
 - Updated data on performance measures and indicators by June 2022
 - Updated Population and Employment forecasts by June 2022. (*see Section IV*)
- b. In addition to work directly related to the update of the RTSP, staff will continue the work on collecting data and performing data analysis to track the regional performance measures and indicators. These tasks are described in the Congestion Management Process (CMP), Safety Planning, Regional Modeling and Data

Program (Section IV) and Metropolitan Transit Section (Section VII).

- c. Review the Salem Metropolitan Area Intelligent Transportation System (ITS) Plan to determine if other sections require updating
- d. As part of the update of the RTSP, make necessary changes to the RTSP as described in the USDOT Planning Certification Review. (*See Appendix C.*)

4. Congestion Management Process

- a. Finalize CMP document and ask for SKATS Policy Committee adoption
- b. Report and analysis of travel times and other metrics along CMP corridors using data provided with the RITIS analytical platform. (See also section IV on data and reporting)
- c. Continue to coordinate with city of Salem as they collect data with Bluetooth readers.
- d. Work with the SAMTD to devise means of capturing, analyzing, and presenting transit ridership and other collected data to support analysis of the CMP corridors.
- e. Work with the city of Salem and SKATS TAC to determine the means, methods, and schedule for engaging the public to discuss acceptable travel times on regional corridors.
- f. Continue to collect traffic volumes using via traffic video cameras on the major regional arterials
- g. Schedule meetings of the local jurisdictions and SKATS Committees to review congestion data and discuss potential strategies, following the steps in the CMP document.

5. Regional Safety Planning

- a. Continue the work started in November 2020 for developing a Regional Transportation Safety Action Plan. If desired, contract with consultant to help with drafting a Regional TSAP.
- b. Continue to review crash data and do analysis, as needed.
- c. Report to SKATS Committees on update to the Oregon Transportation Safety Action Plan.
- d. Work with ODOT and SAMTD to update the data needed to determine the targets for the federal safety performance measures; present to the SKATS Policy Committee.
- e. Update the crash data dashboards on the MWVCOG website.
- f. Update the maps showing locations of safety projects implemented in the SKATS area.
- g. Attend safety training workshops, webinars, etc.
- h. Discuss collaborations with ODOT, SAMTD, and local jurisdictions on safety education and messaging initiatives.

6. Transportation Conformity Determinations

- a. Prepare Air Quality Conformity Determinations for updates of the TIP or RTSP.

- b. Continue interagency conformity consultation discussions with federal, state, and local agencies (as necessary).
- c. Monitor EPA changes to the federal transportation conformity regulations, National Ambient Air Quality Standards (NAAQS) (including possible new ozone standards) and MOVES model.

7. Strategic Assessment

- a. Monitor the work begun in 2020 to update the Oregon's Transportation Planning Rule and its revisions related to greenhouse gas reduction in metropolitan areas.
- b. Discuss options for working with ODOT, DLCD, and the local jurisdictions for using ODOT's tools for estimating greenhouse gases as part of a Strategic Assessment. ODOT and DLCD would be lead agencies.

8. Safe Routes to School

- a. Administrative and Personnel activities.
- b. Safe Routes to School planning activities.
- c. Other support activities (mapmaking, etc.) for the SRTS program.

II. Corridor and Sub-Area Plans and Studies

UPWP Work Items	PL Funds (includes match)	STPBG-U Funds (includes match)	5303 funds (includes match)	Total Budget
Cordon Road Corridor Study and Management Plan	-	25,000		25,000
Wheatland Road Corridor Plan	-	5,000		5,000
Brooklake Rd. Interchange Area Management Plan		5,000		5,000
OR22 at OR 51		2,000		2,000
total	-	37,000	-	37,000

Purpose: This program describes corridor and area studies in the SKATS area that use federal funds and/or are get assistance from SKATS staff (providing data, running the travel model, serving on project management teams or other committees, etc.). These studies are undertaken to identify land use and/or transportation issues, develop 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.

1. Cordon / Kuebler Corridor Study and Management Plan – KN 20744

Leads: Marion County and City of Salem (+ Project Consultant)
 Starts: Spring 2021
 Completion: January 2023
 Funding: \$262,552 in federal funds (STBG funding in TIP + local match)

Tasks:

- Coordinate project Management Team meetings (includes **SKATS** staff).
- Prepare a project-specific Public Involvement Plan.
- Develop a Corridor Vision Plan with goals and objectives.
- Hold two Community Workshops.
- Evaluate Existing Traffic Operations.
- Evaluate Safety, Emergency Detour Route and Multimodal Analysis.
- Evaluate Future (2043) Traffic Operations (using the **SKATS** travel model),

- including scenarios with and without an interchange at OR22 and Cordon Road.
- Develop up to five conceptual transportation alternatives that address safety, capacity, connectivity, and access for year 2043 conditions.
- Evaluate and prioritize recommended projects based on the Corridor Vision Plan's goals and objectives.
- Evaluate land uses along each side of Cordon Road, evaluate existing County and City access management policies; identify access management strategies and access management recommendations; develop Access Management Plan.

2. Wheatland Road Multimodal Corridor Plan -- KN 21303

Leads: City of Keizer (+ Project Consultant)
 Starts: September 2020
 Completion: November 2021
 Funding: \$191,000 of STBG funding in TIP + local match

Tasks:

- Coordinate project Management Team meetings (includes **SKATS** staff).
- Public participation throughout the duration of the corridor plan, including two Public Events (either “face-to-face” or virtual meetings).
- Project Website.
- Technical Advisory Committee (includes **SKATS** staff).
- Coordinate with SKATS Policy Committee, as needed.
- Evaluate Existing Traffic Operations.
- Evaluation Criteria Memo – criteria that reflect likely community concerns of livability, travel conditions by mode, and safety.
- Develop alternatives for configuration of travel lanes, sidewalks, bike lane, etc. on Wheatland Road.
- Determine two alternatives for a Tier 2 screening process and do Future Traffic Analysis (use of **SKATS** travel model).
- Draft and Final **Wheatland Road Multimodal Corridor Plan**.

3. Brooklake Road Interchange Area Management Plan (IAMP)

Leads: ODOT (+ Project Consultant)
 Starts: July 2020
 Completion: February 2022
 Funding: \$343,737 (Region 2 Planning Funds)

Tasks:

- Purpose: To assess existing and future traffic and safety conditions and identify potential solutions.
- Use **SKATS** travel model for baseline 2043 traffic volumes.
- Assess 2043 baseline traffic operations.
- Determine Potential Environmental Constraints.
- Identify and develop transportation system solutions.
- Prepare Access Management Plan.

- Prepare concept drawings and cost estimates.
- Develop Alternative Mobility Targets.
- Prepare draft IAMP and Final IAMP.
- Coordinate meetings with **SKATS** Policy Committee and MWACT.
- Develop Project Website.
- Develop Public Participation and Communications Plan.
- Stakeholder Outreach – Interviews and Meetings.
- Community Open Houses.

4. OR 22W at OR 51

Leads: ODOT (+ Project Consultant)
 Starts: Fall 2019
 Completion: Fall 2022
 Funding:

Background

ODOT completed the OR22 (W) Expressway Management Plan in 2010. In 2016, ODOT looked at a backage road north of the highway (“OR22 Corridor Safety Improvements” study) but needed to suspend that work due to geotechnical hazard concerns. As of January 2020, ODOT is currently working on project development in the area of the OR 22W and OR 51 intersection. The goal of this work is to get to a design acceptance phase (“DAP” – a 50 percent design of the preferred alternative) and begin initiating right-of-way acquiring with the remaining funds in the existing budget. ODOT estimates that this phase will take 12 to 18 months from the start date in late 2019. This is not a planning study, per se, but has planning components as part of the project.

III. Regional Project Programming

Work Items	PL funds (includes match)	STBGP-U funds (includes match)	5303 funds (includes match)	Total (includes match)
TIP Development, Amendments, and Adjustments	-	65,000		65,000
TIP Project Development Tracking	-	110,000	-	110,000
TIP Management System	-	30,000		30,000
CMAQ Program Administration		10,000		10,000
Subtotal	-	215,000	-	215,000

Purpose:

To develop a program of regionally significant transportation investments over a 6-year period (with the last two years as illustrative). The Transportation Improvement Program (TIP) is prepared following federal regulations for TIPs (23 CFR 450.326) and includes a financial plan. Revenue projections are coordinated with ODOT. Transportation projects within the SKATS area that receive federal funding during the first four years of the TIP are required to be listed, as well as other regionally significant projects that use non-Federal funds.

The SKATS TIP is usually updated every three years to correspond with the update of the Oregon State Transportation Improvement Plan (STIP). In the Salem-Keizer area, updates and amendments to the TIP are prepared by SKATS staff -- in cooperation with FHWA, FTA, ODOT, SAMTD, and the local jurisdictions -- under the review and approval of the SKATS Policy Committee. Updates and amendments to the TIP follow the procedures for public review as described in the SKATS Public Participation Plan. According to the Cooperative Agreement (Appendix A), the TIP must be unanimously approved by the SKATS Policy Committee.

Amendments to the TIP are processed on a frequent basis. TIP Management procedures are described in the TIP. SKATS staff work with local jurisdictional staff to track the progress of projects funded in the TIP. A new agreement between ODOT and Oregon's three Transportation Management Areas (TMAs) -- Metro, SKATS, and Central Lane -- will require that project phase obligation targets are met, rewards will be provided for meeting or exceeding the targets, while penalties will be imposed for not meeting the targets.

As a Carbon Monoxide Maintenance Area, SKATS is a recipient of Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds. Projects in the SKATS TIP that seek to use CMAQ funds must show how the project will reduce carbon monoxide (CO). The process used to calculate the CO reduction must be submitted to ODOT and sent to FHWA or FTA for their concurrence.

Previous Work in Regional Project Programming:

- Adopted the SKATS FY 2021-2026 Transportation Improvement Program and associated Air Quality Conformity Determination (AQCD) on May 26, 2020.
- Developed a virtual open house and online map for public participation outreach.
- Conducted an enhanced environmental justice analysis of the proposed projects in the TIP.

- Solicited public feedback prior to project prioritization and selection.
- Incorporated performance-based planning in project selection and evaluation.
- Worked with ODOT and other MPOs on developing a process to improve the obligation rate of federal funds.
- Processed 60 TIP modifications (including 19 full amendments requiring public participation) from October 1, 2019 to September 30, 2020.

Tasks:

1. TIP Development, Amendments, and Adjustments

- a. Maintenance Activities for the adopted FFY 2021-2026 TIP
 - Coordinate with the ODOT Region 2 STIP Coordinator on TIP and STIP changes for projects within the SKATS MPO.
 - Check that projects in the adopted TIP match the adopted STIP.
 - Check that projects in the adopted TIP are correctly specified in ODOT's Financial Plan (produced monthly).
 - 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.
 - Follow the TIP's Management Process for all TIP revisions.
 - Follow SKATS PPP (Public Participation Plan) for any TIP Amendments
 - Attend quarterly STIP/TIP meetings
- b. Begin process to develop the FFY 2024-2029 TIP
 - Work with ODOT on Revenue Estimates for the TIP timeframe
 - Coordinate with ODOT staff on development of 2024-2027 STIP, in particular projects within the SKATS area
 - Develop TIP update schedule, call for projects applications and instructions (January 2022)
 - Work with Policy Committee and Technical Advisory to determine scoring criteria for proposed projects
 - Prepare Public Participation Plan for TIP
 - Utilize Interactive Map for propose project in TIP
 - Note: Work on the TIP will continue during the FY 2022-23 UPWP, with adoption in April 2023

2. TIP Project Development and Tracking

- a. Works with ODOT Local Area Liaisons (LALs) and the local jurisdictions and agencies to help with any coordination work needed to move projects forward.
- b. Attend local jurisdiction/ODOT monthly coordination meetings
- c. Act as a liaison between federal agencies, ODOT, SAMTD, and local jurisdictions to resolve delays in project development.
- d. Revise the TIP and STIP, as necessary
- e. Assist with Intergovernmental Agreements (IGAs), as necessary
- f. Track project status and funding in ODOT's Financial Plan
- g. Track the obligation status of projects and project phases. Coordinate with local jurisdictions, ODOT, and others to meet obligation targets.
- h. Work with ODOT and SAMTD to organize data for the required Annual List of

Obligated Projects Report (per 23 CFR 450.334) which shows which projects (or project phases) have been obligated by FHWA or have received an FTA grant.

3. TIP Management System Enhancements

- a. Coordinate with ODOT and other MPOs in Oregon on the desirability and procedures of either developing or purchasing a comprehensive TIP Management System using a common software program.

4. CMAQ Program Administration

- a. Work with local project sponsors and ODOT staff on documenting the selection and emission reduction benefits of proposed CMAQ projects.
- b. As with other TIP projects, keep tabs on CMAQ projects as far as TIP and STIP entries and obligation of funds.
- c. Develop targets for CMAQ specific performance measures (*see section 1B, Performance-Based Planning*).

IV. Regional Modeling and Data Program

Work Items	PL funds (includes match)	STBGP-U funds (includes match)	5303 funds (includes match)	Total (includes match)
Regional Population and Employment Data and Forecasts	10,000	30,000		40,000
Census Data and Forecasts	10,000	10,000		20,000
Travel Demand Model Data, Forecasts, Refinement	110,000	30,000	-	140,000
Household Travel and Activity Surveys	20,000	80,000		100,000
Use of RITIS System	10,000	10,000		20,000
Systems Monitoring and Reporting	50,000	70,000	-	120,000
Subtotal	210,000	230,000	-	440,000

Purpose:

This work element provides for the collection of data and refinement and use of the travel model to support planning processes in the region. It includes: development of population and employment forecasts and allocations (for the RTSP and travel model); transportation demand modeling; data collection (e.g., traffic counts, the crash database); system monitoring and reporting (e.g., Transportation Disadvantage report); the planning and implementation of a coordinated household travel survey; and data collection associated with performance-based planning, regional indicators, and performance measures associated with the Congestion Management Process. It also includes the work to refine the sources of data; methods of collection, storage, and analysis; and methods for reporting.

Previous Work in Modeling and Data:

- Updated the Regional Travel Demand model with data from the 2010 Household Survey.
- Sensitivity testing of the Regional Travel Demand Model to modifications of land use, transportation services and socio-demographic inputs.
- Application of the Regional Travel Demand Model to planning studies, including the Keizer Growth Transportation Impact Study, Wheatland Road Corridor Study, and City of Salem's "Our Salem" study.
- Developed online presentation of transportation systems and potential generators of vehicular congestion.
- Updated the crash database and the online presentation of the data.
- Developed a new inventory of sidewalks along regional corridors and collectors
- Used RITIS to produce new tables, figures, and maps for use in the Regional Operational Characteristics Report (ROCR).
- Updated and revised the Regional Operational Characteristics Report to reflect the latest available data.

Tasks:

1. Regional Population and Employment Forecasts

- a. Analysis of state, county, and regional forecasts, particularly those developed by Portland State University's Population Research Center (PRC) for the shared Salem-Keizer UGB.
- b. Gather and summarize building permit data and state ES-202 employment data.
- c. Updating the base year GIS land use data (to 2020), include Comprehensive Plan Designations.
- d. Develop the SKATS long-range (20+ year) forecast and allocate to TAZs (Transportation Analysis Zones) in coordination with the local jurisdictions, using a Land Use Working Group.
- e. Present forecasts to SKATS Committees for approval and use in the RTSP update.
- f. Create the household (HIAs) and employment data for use as input to the travel model.
- g. Share population, employment, and TAZ forecasts with ODOT and local jurisdictions for planning studies.

2. Census Data and Forecasts

- a. Review the U.S. Census Bureau' Urban Areas Criteria (UZA) that are based on the 2020 Census, the change to the Salem urbanized area once it is made available, and its possible change the SKATS boundary. (*Note: The proposed urban area criteria for the 2020 census were published in February 2021 and are accepting public comment through May 20, 2021.*)
- b. Evaluate ACS 5-year or similar products as they are released. (as-needed)

3. Travel Demand Forecasts and Refinements

- a. Refinement, calibration, and update of the regional travel demand code (modules).
- b. Develop current- and future-year networks for the regional travel demand forecasting model.
- c. Traffic and transit estimates for base year, committed, and future-year alternatives for the RTSP.
- d. Forecasts for regional, area, and corridor planning studies (*see section II*).
- e. 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.
- f. Test ODOT's synthetic population tool PopSym for use as substitute input to SKATS' travel model.
- g. Produce maps and tables of models results (as needed).

4. Household Activity and Travel Survey

- a. Coordinate with ODOT, other MPOs, and Travel Survey Subcommittee on Phase 1 (survey scope) and Phase 2 (survey design) – from January 2021 to December 2021
- b. Coordinate (including contract) to implement the SKATS fielding of the survey – date to be determined, but the earliest will be in the spring of 2022.

5. Use of RITIS System

- a. Collection of data for the SKATS Congestion Management Process (CMP) using the RITIS tool (which uses INRIX data) as provided through ODOT's contract with the CATT Lab at the University of Maryland.

- b. Use RITIS data to describe the current operation of CMP corridors.
- c. Use RITIS data for reporting on federal performance measures.

6. System Monitoring, Inventories, and Reporting

- a. Update and maintain regional systems inventories required by MAP-21/FAST, including regional streets, sidewalk, bike facilities, transit, and other transportation-related infrastructure inventories, as appropriate, in GIS format.
- b. Update and maintain the Access database of future projects (committed, included, and illustrative) proposed for the regional road system and used in preparing updates to the RTSP.
- c. Maintain the geodatabase and map (on the MWVCOG website) of completed transportation projects on the regional system including projects funded over the years through the SKATS TIP.
- d. Traffic counts: continue to collect counts via Salem's video cameras. Evaluate whether to purchase a license of the traffic count system (MS2) licensed to ODOT to store counts and how collected counts would need to be formatted to be used by MS2.
- e. Update the regional bike map and work with Cherriots to design and print paper maps for distribution (2022).
- f. Maintain the database of crash locations and crash related information within the SKATS study area. Update the crash data in the online maps and tables (using Tableau or similar software) on the MWVCOG website.
- g. Update the table of the indicators and performance measures defined in Chapter 3 of the SKATS 2019-2043 RTSP. Refine the indicators, as needed.
- h. Update the ***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.
- i. Evaluate techniques for visualization of data and research best practices and test for applicability with SKATS data sources and customers.
- j. Continue to work with Cherriots on methods to collect transit ridership from the ITS equipment installed on buses. Data will be useful for model calibration and for the performance measure for the Congestion Management Process (CMP).
- k. Continue to investigate additional methods of data collection, storage, and analysis regarding characteristics of all travel in and through the region, whether located on the regional system or not. This may include the purchase and use of new tools and data sources from private providers, as appropriate.

V. Interagency Coordination

Work Items	PL funds (includes match)	STBGP-U funds (includes match)	5303 funds (includes match)	Total (includes match)
Interagency Coordination	30,000	75,948		105,948

Purpose

In order to ensure that SKATS maintains a continuing, cooperative, and comprehensive planning process it is necessary to coordinate and/or participate (either as staff or in support of the SKATS Policy Committee) in various transportation planning committees, transportation plan updates, studies, and other meetings with other agencies. This includes coordination with ODOT and other state agencies, federal agencies (FHWA, FTA), state and area commissions (Oregon Transportation Commissions, MWACT) and local jurisdictions and districts in the SKATS area. In addition, staff participate in other local or statewide committees and groups on either a regular or as-needed basis.

The tasks in this section lists the interagency coordination that SKATS staff expects during the 2021-2022 UPWP. However, during the year additional studies, planning issues, and other committees may require the participation by SKATS staff or the SKATS Policy Committee.

Lastly, Federal regulations (*23 CFR 450.314*) require the development of an agreement between SKATS, ODOT, and the Salem Area Mass Transit District (SAMTD) on roles and responsibilities for each agency to carry out metropolitan transportation planning and metropolitan financial planning processes. This agreement (IGA #32794) was updated and executed on February 7, 2019 and is included as an appendix (*Appendix E*) to this UPWP.

Tasks

1. Corridor plans, facility plans, and other planning projects and activities in the SKATS area, particularly work as listed in *Section II Corridor and Area Plans*.
2. Coordinate with ODOT Region 2 on the **SKATS Alternative Mobility Targets** (AMT) to develop AMTs for state highways in the SKATS MPO, should ODOT continue to require AMTs (may be changed as part of OHP).
3. ODOT's Planning Section: coordinate and/or comment on the updates to statewide Policy Plans including the following (date shows anticipated year of completion):
 - Transportation Safety Action Plan (October 2021)
 - Oregon Transportation Plan (2022)
 - Oregon Freight Plan (2022)
 - Oregon Highway Plan (2023)

4. Local transportation planning studies and committees:
 - Our Salem – (update of the Salem Comprehensive Plan)
 - Salem Climate Action Plan
 - Salem-Keizer Transit Long Range Plan (see section VII)
 - Salem area STP funding – the one that uses 5311 funds
 - Salem Active Transportation Network
 - Salem Area Safe Route to School Steering Committee
 - Oregon Safe Route to School Network
5. Collaboration with other MPOs and Transit agencies in Oregon
 - Oregon Metropolitan Planning Organization Consortium (OMPOC).
 - Quarterly meetings of MPO/Transit agencies.
 - Monthly meetings with staff from Salem Keizer Transit.
6. Modeling and Surveys
 - Participate in the Oregon Modeling Steering Committee and their related transportation modeling, research, and ad-hoc subcommittees.
 - Participate with ODOT and other MPOs in the Oregon Household Activity Survey (*see section IV*).
7. Air Quality
 - Interagency coordination with EPA, DEQ, ODOT, etc. for consultation on Air Quality Conformity Determinations (AQCDs) for updates to the TIP and/or RTSP, as needed.
8. Changes to State and Federal Legislation or Regulations
 - Coordination with ODOT on potential changes in federal regulations or legislation and their impacts to MPOs, including any that may arise with a new surface transportation act.
 - Work with agencies and jurisdictions on impact of state legislation and regulations (particularly the update of Oregon's Transportation Planning Rule) that impact transportation planning in the SKATS area.

VI. Regional Program Management & Coordination

Work Items	PL funds (includes match)	STBGP-U funds (includes match)	5303 funds (includes match)	Total (includes match)
Admin, Program Management, Personnel	64,000	75,000	53,786	192,786
Unified Planning Work Program	10,000	10,000	-	20,000
Required Reporting	10,000	20,000	-	30,000
Staff Development and Training	10,000	25,000		35,000
Subtotal	94,000	130,000	53,786	277,786

Purpose:

This work element provides for the overall program management and coordination for the MPO planning program. It also includes administration support, technology support, UPWP development, required reporting, and professional development and training.

Tasks:

1. Administration (On-going)
 - a. Perform general program management and supervisory functions
 - b. Develop budget and staffing patterns for MPO program
 - c. Coordinate on annual MWVCOG budget
 - d. Monitor MPO expenses
 - e. Participate in annual MWVCOG audit including Transportation Program)
2. Program Support and Maintenance (On-going)
 - a. Provide program support to the MPO Policy Board, SKATS Technical Advisory Committees, and other appropriate planning committees and work groups.
 - b. Scheduling and arrangements of meetings of the SKATS Policy Committee, Technical Advisory Committee, inter-agency meetings and others.
 - c. Create and distribute materials (meeting minutes, notifications, agendas, packets, schedules, documents, etc.) for meetings.
 - d. Review and update agreements, including UPWP IGA with ODOT and 5303 Pass-Through agreement with Salem-Keizer Transit.
 - e. Orientation of new Policy Committee members, including Title VI training or presentations.
 - f. Have in place a Title VI Plan and Assurances including discrimination complaint forms and procedures for handling discrimination complaints (last updated in November 2019 and endorsed by the SKATS Policy Committee).
 - g. Review and update alternative technology software and strategies for public participation/attendance, consistent with the strategies identified in the Public Participation Plan (PPP).
 - h. Supervise the purchase/lease of equipment to ensure efficiency in MPO activities.
 - i. Purchase new and update existing software to enable maximize staff productivity and allow a multitude of capabilities
 - j. Maintaining and updating the MPO section of the MWVCOG's website.

3. Personnel Management
 - a. Manage transportation personnel (on-going)
 - b. Recruit and train staff (as needed)
4. UPWP Development and Management
 - a. Implement the FY2021-2022 UPWP
 - b. Coordinate the closeout of the FY2020-20 UPWP (per ODOT-MPO protocols)
 - c. Develop the FY2022-2023 UPWP, submit draft documents to review agencies and incorporate comments into final UPWP (per ODOT-MPO protocols)
 - d. Process amendments to the adopted UPWP (as necessary)
 - e. Process budget revisions to the adopted UPWP (as necessary)
5. Required Reporting
 - a. Participate in the process to achieve Federal Review Certification;
 - b. Prepare UPWP semi-annual and annual Progress Reports and monthly invoices and submit to ODOT
 - c. Prepare annual Title VI and Public Participation Accomplishment Report and submit to ODOT's Office of Civil Rights (November, annually)
 - d. Maintain and update Title VI complaint process and report to ODOT of any Title VI complaints
6. Professional Development and Training
 - a. MPO Transportation Director and Board member attendance at meetings of the Oregon MPO Consortium (OMPOC) (approximately 3 times per year) and other regional or statewide planning and transportation forums.
 - b. Attend workshops, conferences, and training sessions to facilitate the planning process and provide staff with the necessary education to maintain and acquire professional certifications; including geographic information systems, transportation planning, congestion management, Public Participation, modeling, community livability/sustainability and other relevant subjects.

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

Work Items	PL funds (includes match)	STBGP-U funds (includes match)	5303 funds (includes match)	Total (includes match)
Regional Transit System Planning			68,000	68,000
Regionally Significant Project Planning			42,000	42,000
Transportation Improvement Program			5,000	5,000
General Regional Planning Coordination & TSP			18,735	18,735
Subtotal			133,735	133,735

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 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 during the development of a new Long-Range Transit Plan (anticipated for March 2021 - June 2022);
- 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;
- Coordination and review of the transit components of the SKATS regional travel demand model,

using the Transit Boardings Estimation Simulation Tool (**TBEST**);

- 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.

Summary of Major Planning Activities and Products in FY 2021-2022

1. Regional Transit System Planning

- **Develop Long-range transit plan project (LRTP)**
 - This plan will focus mostly on transit operations with a 20-year planning horizon. The LRTP must be consistent and compatible with local, regional, and state transportation plans. Beyond consistency and compatibility, the LRTP must articulate a unique transit vision for the Cherriots service area while integrating that vision with partner systems and the anticipated future road network. As well as coordination with these plans, the LRTP should be flexible in order to adapt to changes in these plans as they are updated, such as the City of Salem Comprehensive Plan. The LRTP is tentatively scheduled to go to the SAMTD Board for adoption in June 2022.
- **Cherriots Regional service planning**
 - Continue to monitor and report on regional service and adjust service where possible to maintain reliability. Work with regional partners to ensure collaboration on project that affect each partner.
- **Cherriots Local service planning**
 - Continue to monitor and report on Local service and adjust service where possible to maintain reliability. Work with local partners to ensure collaboration on project that affect each partner.

2. Regionally Significant Project Planning

- **South Salem Transit Center site selection**
 - Work with consultant to develop plan for a new transit center.
- **Rider survey regarding fares, demographics, and origins & destinations**
 - Survey results will be used to assess changes in the ridership profile of transit passengers by comparing the Survey results with those from the 2016 on-board surveys. This survey will be completed when ridership restrictions are lifted from COVID19. The goal would be to complete it before the end of FY22.
- **Needs assessment**
 - Determine current needs, assess current demographics, locate new and shifted development and business, and gather input from current riders, community partners and front-line employees to develop service change proposals. This assessment will be completed by June 30, 2022.

3. Transportation Improvement Program

- Work with the ODOT, FTA, SKATS staff, in updating and maintaining the 2021-2026 TIP.

4. General Regional Planning Coordination/Transportation System Planning

- 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.
 - Title VI service and fare equity analyses
- E-Fare
 - Plan and implement an electronic fare program. Installation will start in November of 2021 with completed implementation in November of 2022.
- Transit Signal Priority
 - Plan and implement signal priority for transit buses within the local service area. A pilot group of signals on the Lancaster Drive corridor will be in place by September of 2022.

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 amendment 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.

(Updated: February 16, 2021)

Table 4

SKATS Planning Funds by Source

Federal fund type	Federal Funds (1)	State Match	Local Match ⁽²⁾	Total
PL (KN 20491)	\$ 550,387	\$ 62,994	\$ -	\$ 613,382
STBGP-U (KN 20491)	\$ 620,000	\$ 10,137	\$ 60,825	\$ 690,962
STBGP-U ⁽³⁾ (KN 20491)	\$ 145,350	\$ 2,377	\$ 14,259	\$ 161,986
5303 ⁽⁴⁾ (KN 20491)	\$ 168,263	\$ -	\$ 19,258	\$ 187,521
Total	\$ 1,484,000	\$ 75,508	\$ 94,342	\$ 1,653,851

(1) Requires a 10.27% match

(2) Local match for STBGP-U is provided to COG by ODOT, Salem, Keizer, Turner, Marion County, Polk County, Salem-Keizer Transit, and the Salem-Keizer School District. Local match for 5303 provided by Salem-Keizer Transit.

(3) These are unspent federal funds from the 2018-2019 UPWP. Local match has already been collected from ODOT and the local jurisdictions

(4) With the 5303 funds, SKATS executes a pass-through agreement with Salem-Keizer Transit. SKATS uses a portion of the total for regional planning and coordination.

Table 5						
UPWP Program Budget By Fund Source						
(Updated: March 16, 2021)						
	PL	STBGP-U +	MWVCOG		SAMTD	
	+ match	+ match	+ match	Total	+ match	Total
I Regional Transportation Planning Program						
1 Public Participation Program	60,000	10,000		70,000		
2 Performance -Based Planning	40,000	20,000	-	60,000		
3 Regional Transportation Systems Plan (RTSP)	50,000	50,000		100,000		
4 Congestion Management Process	30,000			30,000		
5 Regional Safety Planning	80,000	40,000		120,000		
6 Transportation Conformity Determinations	3,000			3,000		
7 Strategic Assessment	-	5,000	-	5,000		
8 Safe Routes to School Planning	16,382	40,000		56,382		
Subtotal	279,382	165,000	-	444,382		444,382
II Corridor and Area Plans & Studies						
1 Cordon Road Corridor Study and Management F	-	25,000		25,000		
2 Wheatland Road Corridor Plan	-	5,000		5,000		
3 Brooklake Road IAMP		5,000		5,000		
4 OR22 at OR51		2,000		2,000		
Subtotal	-	37,000	-	37,000		37,000
III Regional Project Programming						
1 TIP Development, Amendments, and Adjustmer	-	65,000		65,000		
2 TIP Project Development Tracking	-	110,000	-	110,000		
3 TIP Management System	-	30,000		30,000		
4 CMAQ Program Admin		10,000		10,000		
Subtotal	-	215,000	-	215,000		215,000
IV Regional Modeling and Data Program						
1 Regional Population & Employment Data & Fore	10,000	30,000		40,000		
2 Census Data and Forecasts	10,000	10,000		20,000		
3 Travel Demand Model Data, Forecasts, Refinerr	110,000	30,000	-	140,000		
4 Household Travel and Activity Surveys	20,000	80,000		100,000		
5 Use of RITIS System	10,000	10,000		20,000		
6 Systems Monitoring and Reporting	50,000	70,000	-	120,000		
Subtotal	210,000	230,000	-	440,000		440,000
V Interagency Coordination						
Interagency Coordination	30,000	75,948		105,948		105,948
VI Regional Program Management						
1,2,3 Admin, Program Management and Personnel M	64,000	75,000	53,786	192,786		
4 Unified Planning Work Program	10,000	10,000	-	20,000		
5 Required Reporting	10,000	20,000	-	30,000		
6 Professional Development and Training	10,000	25,000		35,000		
Subtotal	94,000	130,000	53,786	277,786		277,786
VII Metropolitan Transit Planning						
1 Regional Transit System Planning				51%	68,000	68,000
2 Regionally Significant Project Planning				31%	42,000	42,000
3 Transportation Improvement Program				4%	5,000	5,000
4 General Regional Planning Coordination & TSP				14%	18,735	18,735
Subtotal					133,735	133,735
TOTAL (federal + match)	613,382	852,948	53,786	1,520,116	133,735	1,653,851
NOTE: These figures are estimates. Minor changes to these figures which do not change the scope of work will not require an amendment to this program.						

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
EJ	Environmental Justice
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)
PMT	Project Management Team
PPP	Public Participation Plan
RFP	Request for Proposal
ROCR	Regional Operational Characteristics Report
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
SRTS	Safe Routes to School
SSSP	System Safety and Security Plan
STBGP	Surface Transportation Block Grant Program
STBGP-U	Surface Transportation Block Grant Program – Urban
STIF	Statewide Transit Improvement Fund
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
STP-U	Surface Transportation Program - Urban
TAC	Technical Advisory Committee
TA	Transportation Alternatives
TAM	Transit Asset Management
TAP	Transportation Alternatives Program
TAZ	Transportation Analysis Zone
TBEST	Transit Boardings Estimation Simulation Tool
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 L. Smith
Mayor

ATTEST: Brian Darby
City Recorder

CITY OF SALEM

By: Leslie D. Miller
Mayor

ATTEST: Ramona Hudson 4/27/87
City Recorder

COUNTY OF MARION

Frankie
Chairman

Commissioner

Commissioner

COUNTY OF FOLK

Chairman

Commissioner

Commissioner

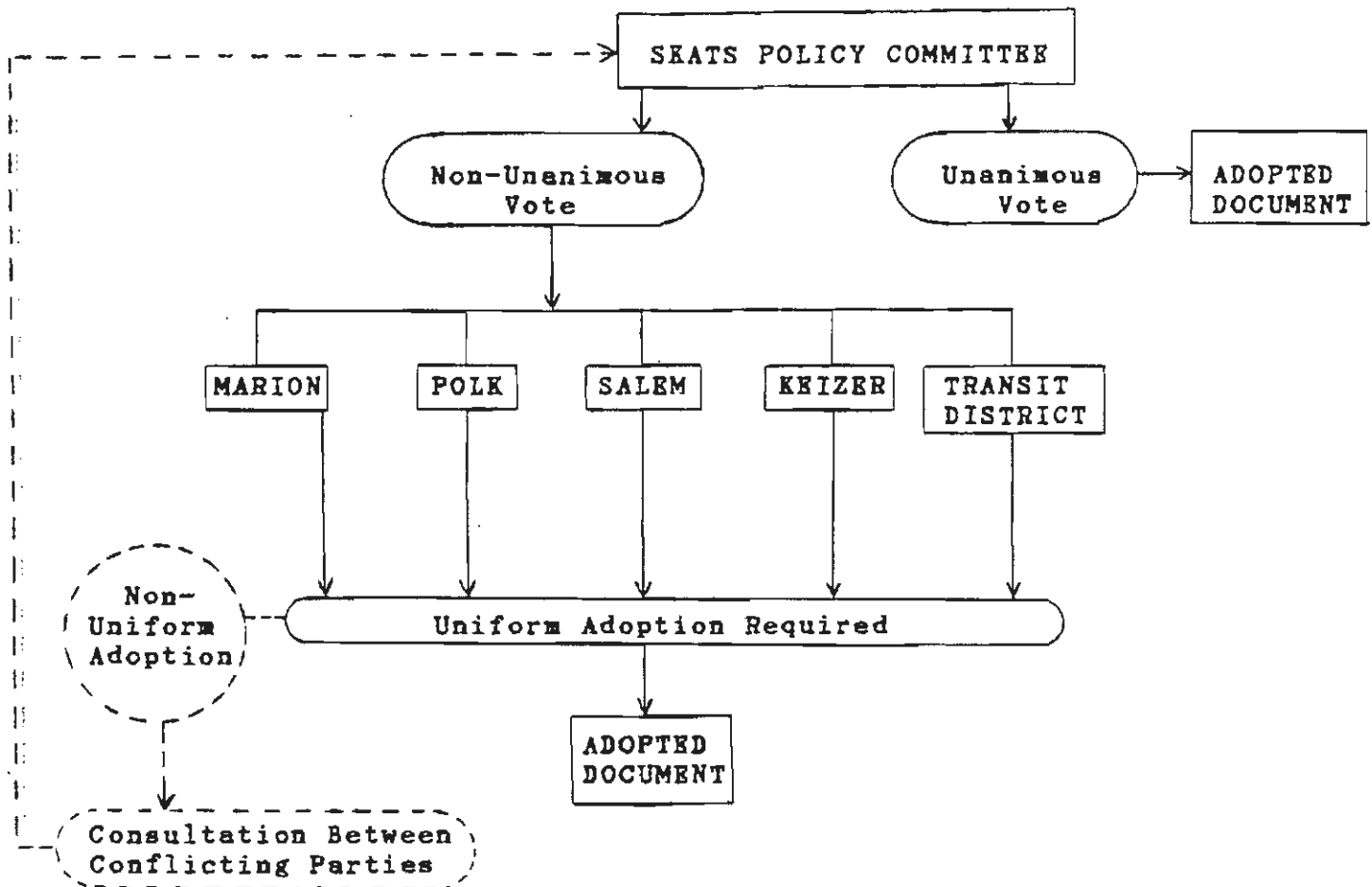
SALEM AREA TRANSIT DISTRICT
BOARD OF DIRECTORS

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.

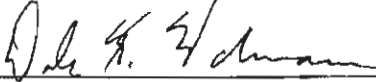
IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed in their respective names by their duly authorized representatives as of the dates set forth below.

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.

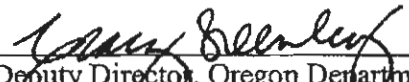
SIGNATURE PAGE TO FOLLOW

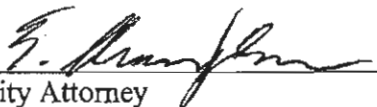
On January 31, 2002, the Director of the Oregon Department of Transportation approved Subdelegation Order No. 2, in which the Director grants authority to the Deputy Directors, Division Managers, Chief of Staff, Technical Services Manager/Chief Engineer, Branch and Region Managers for their respective 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:

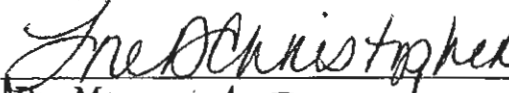
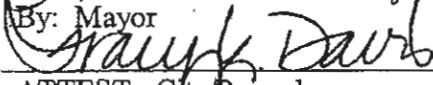

Assistant Attorney General


Date 9/30/03


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

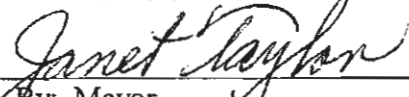
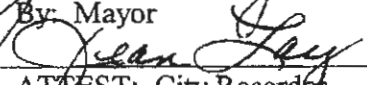

City Attorney
Date 6-26-03

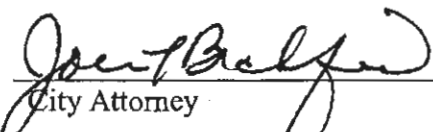
CITY OF KEIZER:


By: Mayor

ATTEST: City Recorder
Date 6-17-03

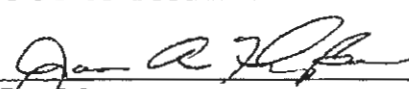

City Attorney
Date 6/14/03

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

SALEM AREA TRANSIT DISTRICT
BOARD OF DIRECTORS:

Donna Stronach
Legal Counsel

Date 5/22/03

Seay Chapman
President
Date 5/22/03

MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS

Donna Stronach
Executive Director

Date 7/8/03

Appendix B

U.S. DEPARTMENT OF TRANSPORTATION



Federal Highway Administration
Oregon Division
530 Center Street, Suite 420
Salem, Oregon 97301
503.399.5749

Federal Transit Administration
Region 10
915 Second Avenue, Room 3142
Seattle, Washington 98174-1002
206.220.7954

February 8, 2021

IN REPLY REFER TO:
HDA-OR/
FTA-TRO-10

Ms. Cathy Clark, Chair
Salem-Keizer Area Transportation Study (SKATS)
100 High St. SE, Suite 200
Salem, OR 97301

Ms. Renata Wakeley, Acting Executive Director
Mid-Willamette Valley Council of Governments
105 High St. S.E., Suite 200
Salem, OR 97301

Ms. Jerri Bohard, Administrator
Policy, Data, and Analysis Division
Oregon Department of Transportation
555 13th St. NE, Suite 2
Salem, OR 97301

Mr. Dan Fricke, Acting Planning Manager
Region 2
Oregon Department of Transportation
455 Airport Rd. SE, Bldg. B
Salem, OR 97301

Subject: 2021 SKATS Transportation Management Area (TMA) Certification

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) have completed the Federal certification review of the Salem-Keizer Area Transportation Study (SKATS) transportation planning process, as required in 23 CFR 450.336(b) for transportation management areas every four years. We find the transportation planning process for the Salem-Keizer urbanized area generally meets requirements under 23 USC 134 and 49 USC 5303, and jointly certify SKATS for a period of four years from the date of this letter. The final certification report, which documents the findings from the certification review, is enclosed.

The certification process consisted of a desk review of processes and documents, an onsite review conducted June 17 - 18, 2020, solicitation for public comment, and documentation of findings in a certification report. FHWA and FTA are committed to working closely with SKATS, the Oregon Department of Transportation (ODOT), and Cherriots to ensure expectations are understood, to provide stewardship and technical assistance, and to assist in establishing a framework for the resolution of corrective actions and recommendations. We have outlined a process to monitor progress and ensure corrective actions are resolved by the due date specified in this certification report. As part of the process outlined in this report, we expect SKATS to develop a plan of action to include in the Unified Planning Work Program.

If you have any questions regarding the certification review process or the enclosed report, please direct them to either Ms. Jasmine Marie Harris, Transportation Planner of the FHWA Oregon Division, at (503) 316-2561 or Mr. Ned Conroy, Community Planner of the FTA Region 10 at (206) 220-4318.

Sincerely,

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

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

Enclosure:

cc:

FTA: Amy Changchien, Director of Planning and Program Development
Jeremy Borrego, Transportation Program Specialist
Mark Stojak, Transportation Program Specialist
ODOT: Sonny Chickering, Region 2 Manager
Erik Havig, TDD Planning Manager
Marsha Hoskins, Public Transit Manager
Cherriots: Stephen Dickey, Director of Transportation Development
Chris French, Service Planning Manager
SKATS: Mike Jaffe, Planning Director

Appendix C - 2021 USDOT Certification Review of SKATS TMA (2/8/21)

Executive Summary

As required in 23 U.S.C. 134(k) and 49 U.S.C. 5303(k), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) conducted a certification review of the Salem-Keizer Area Transportation Study (SKATS) transportation planning process for the Salem-Keizer urbanized area. Every four years, FHWA and FTA are required to jointly review and evaluate the SKATS transportation planning process, to ensure federal regulations are being implemented. Consistent with Federal regulations, the primary purpose of the Certification Review is:

- To formalize the continuing oversight and day-to-day evaluation of the planning process and document the findings and identify federal actions as needed,
- To ensure that the planning requirements of 23 U.S.C. 134 and 49 U.S.C. 5303 are being satisfactorily implemented, and
- To provide a valuable opportunity to provide advice and guidance to the planning partners in a TMA for enhancing the planning process and improving the quality of transportation investment decisions.

The Certification Review Team reviewed and evaluated the following topic areas to determine the scope of the certification review:

- Metropolitan Transportation Plan (MTP), including associated Performance-Based Planning and Programming (PBPP) requirements
- Congestion Management Process (CMP)
- Metropolitan Transportation Improvement Program (TIP), including associated Performance-Based Planning and Programming (PBPP) requirements
- Consultation Process

Based on the review and evaluation of the SKATS transportation planning process, the Certification Review Team finds the metropolitan planning process substantially meets the Federal transportation planning requirements per 23 U.S.C. 134 and 49 U.S. C. 5303. Therefore, FHWA and FTA jointly certify the regional transportation planning process to be compliant with the above-mentioned federal requirements for the next four years as of the date of this report, subject to the following corrective actions in Table 1.

The SKATS 2021 certification includes the following Federal findings:

- 6 Corrective actions
- 6 Recommendations
- 3 Commendations

The table below summarizes the Certification Review findings. A more detail discussion of each finding is included in the Federal Certification Review Team Findings section of this report.

Table 1 – Summary of 2021 Certification Review Findings

Planning Topic	SKATS 2021 Certification Findings	Due Date (if applicable)
Metropolitan Transportation Plan (MTP)	Corrective Action 1: By May 31, 2023, SKATS must prepare a system performance report as part of the next MTP update that evaluates the condition and performance of the transportation system with respect to the performance targets described in subsection 450.306(d), including progress achieved in meeting the performance targets, an analysis of how the MTP has improved the conditions and performance of the transportation system, and how changes in local policies and investments have impacted the costs necessary to achieve the identified performance targets, as required in 23 CFR 450.324(f)(4).	May 31, 2023
	Corrective Action 2: By May 31, 2023, SKATS must document the consultation with applicable agencies and officials, including Tribal governments, during the development of the MTP, as required in 23 CFR 450.316(b)-(d), 23 CFR 450.324(f)(10), and 23 CFR 450.324(g).	May 31, 2023
	Recommendation 1: It is recommended SKATS document capital and operational strategies to ensure that the existing and future metropolitan transportation system's infrastructure is maintained and preserved in the long-term.	
	Recommendation 2: It is recommended SKATS address all federal planning factors and document how factors are considered in determining projects and strategies as part of the metropolitan transportation planning process (23 CFR 450.306(c)). Specifically, the plan must address: (9) Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and (10) Enhance travel and tourism (23 CFR 450.306(c)(9) and (10)).	
	Recommendation 3: It is recommended SKATS document how the metropolitan transportation planning process is consistent with the development of applicable Regional Intelligent Transportation Systems (ITS) (23 CFR 450.306(g); how the Human Services Transportation Plan was coordinated and consistent with the metropolitan transportation planning process (23 CFR 450.306(h); and identify strategies to preserve the existing and projected future of metropolitan transportation infrastructure (23 CFR 450.324(f)(7)).	

Planning Topic	SKATS 2021 Certification Findings	Due Date (if applicable)
	Commendation 1: SKATS MPO has made improvements to the adopted MTP since the last certification review, including greater consideration of accessible pedestrian walkways and bicycle transportation facilities, and working with local jurisdictions to complete inventories of ADA curb ramps.	
Congestion Management Process (CMP)	Corrective Action 3: By May 31, 2023, SKATS must implement a congestion management process that provides greater emphasis on multimodal performance measures, includes effective management and operation, and is based on a cooperatively developed and implemented metropolitan-wide strategy as required in 23 CFR 450.322.	May 31, 2023
	Corrective Action 4: By May 31, 2023, SKATS must establish a coordinated program for data collection and system performance monitoring to define the extent and duration of congestion and evaluate the efficiency and effectiveness of implemented actions as required in 23 CFR 450.322(d)(3).	May 31, 2023
	Corrective Action 5: By May 31, 2023, SKATS must document methods to identify an implementation schedule, implementation responsibilities, and assessment of the effectiveness of implemented strategies as required in 23 CFR 450.322(d)(5), 23 CFR 450.322(d)(6).	May 31, 2023
	Recommendation 4: It is recommended SKATS continue to utilize the Regional Operational Characteristic Report (ROCR) or equivalent data source for ongoing system evaluation, monitoring and regularly reporting, specifically how, when, and where the data and analysis applies to the congestion management process.	
Transportation Improvement Program (TIP)	Recommendation 5: It is recommended SKATS identify regionally significant and non-exempt projects for air quality conformity purposes (23 CFR 450.326(f)).	
	Recommendation 6: It is recommended SKATS provide additional documentation to fully meet TIP development requirements, including prioritizing and documenting how SKATS will link investment priorities to targets (23 CFR 450.326(d)).	
	Commendation 2: SKATS is commended for issuing award letter to each project sponsor identifying a list of requirements that will need to be met, including: intergovernmental agreement prior to the year of the first project phase; ODOT	

Planning Topic	SKATS 2021 Certification Findings	Due Date (if applicable)
	Local Agency Liaison Coordination needed to obligate funds in the year programmed; need to notify SKATs staff of any changes to the scope, schedule, or costs that affect project delivery, and opportunity to work with the TIP manager to ensure projects are on time and avoid delays.	
	Commendation 3: SKATS is commended for adopting a virtual approach to public involvement for the recent adoption of the 2021-2026 TIP to address constraints during the COVID-19 pandemic. The virtual open house included an interactive project map that provided an opportunity for the public to comment on a project. As a result, public participation for the 2021-2026 TIP, despite the COVID-19 constraints, was much higher than expected.	
Consultation Process	By May 31, 2022, SKATS must finalize the <i>Consultation Process for use During Development of the SKATS RTSP and TIP</i> , including more explicit information on procedures for Tribal government consultation and correction of editorial errors, to meet all requirements in 23 CFR 450.316(b-e), 23 CFR 450.324(g).	May 31, 2022

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.

Appendix E

ODOT/MPO/Public Transportation Provider
Agreement No. 32794

INTERGOVERNMENTAL AGREEMENT
ODOT/MPO/Public Transportation Providers Agreement
Metropolitan Planning, 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 AREA TRANSPORTATION STUDY is the designated Metropolitan Planning Organization for the Salem-Keizer area, acting by and through its MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS, hereinafter referred to as "MPO;" and SALEM AREA MASS TRANSIT DISTRICT acting by and through its Board of Directors, hereinafter referred to as "Public Transportation Provider," all herein referred to individually as "Party" and collectively as "Parties."

RECITALS

1. By the authority granted in Oregon Revised Statute (ORS) [190.110](#), state agencies may enter into agreements with units of local government 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 for an area, and the public transportation provider for the area are required by 23 U.S.C. 134 and 23 CFR 450.314."
3. MPO is an ORS 190 intergovernmental organization consisting of representatives of the following jurisdictions and agencies from the City of Salem, City of Keizer, City of Turner, Marion County, Polk County, Salem-Keizer School District, MPO, and ODOT, and designated in April, 1974 by the Governor of Oregon as the MPO for the Salem-Keizer-Turner Area.
4. MPO is a recipient of Federal Highway Administration (FHWA) Planning (PL) funds and Federal Transit Administration (FTA) Section 5303 funds. ODOT's Annual State Fiscal Year Unified Planning Work Program Agreement and any Project Specific Agreements are separate agreements with specific deliverables and funding that remain in effect and are not in any way modified by this Agreement.
5. MPO is responsible for complying with the Metropolitan Planning requirements of 23 CFR 450 and 49 CFR 613 for the development of transportation plans, transportation improvement programs, work programs, and all other actions necessary to carry out the metropolitan transportation planning process. A decision must be made by the MPO Policy Board using the procedures established to adopt the Metropolitan Transportation Plan (MTP) and the 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 MTP and TIP. Therefore, it is the general policy of MPO that transportation planning products

be developed with the goal of obtaining support from the MPO Policy Board. This general approach requires a high level of communication between all of the MPO participants.

6. Public Transportation Provider is the designated recipient of the FTA Section 5307 Program (49 U.S.C. 5307) funds in the MPO area. The designated recipients are the public bodies with the legal authority to receive and dispense these federal funds.

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

SECTION 1. TERMS OF AGREEMENT

1. Pursuant to the authority above, ODOT, MPO, and Public Transportation Provider agree to define roles and responsibilities in carrying out the metropolitan transportation planning and metropolitan transportation financial planning processes, 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. Each party shall be responsible for funding their own duties and obligations under this Agreement. The Parties may choose to enter into additional agreement(s) detailing deliverables and funding for the specific projects identified in Exhibit A.
3. The term of this Agreement shall begin on the date all required signatures are obtained. The work identified in Section 1, Paragraph 1 shall be completed no later than December 31, 2024, on which date this Agreement terminates unless extended by an executed agreement.
4. This Agreement may be revisited as needed, including upon adoption of any new Federal Transportation Authorization, and will be reviewed upon commencement of the MPO recertification 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.

SECTION 2. ODOT OBLIGATIONS

1. ODOT will fulfill its stewardship obligations to FHWA by providing oversight of the MPO to ensure that the MPO carries out its federal duties in a manner that complies with 23 U.S.C. 106(g).
2. ODOT will engage the other Parties to this Agreement in its transportation planning processes, including financial planning processes, ("Processes") and planning products ("Products"), as identified in "Exhibit A." Where ODOT is the lead agency for a Process or Product, it will be responsible for pursuing communication with the other Parties as agreed. ODOT will communicate early and in good faith, such that affected Parties have the opportunity to influence the final outcome or decisions.
3. Where ODOT is a party of interest, as identified in Exhibit A, to a Process or Product, it will participate in the development of the Process or 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.

4. ODOT, in cooperation with the MPO and the Public Transportation Provider, will establish and conduct a continuous, cooperative, and comprehensive transportation planning process in the development of projects, Processes, Products, and programs that address the required federal planning factors and 23 CFR 450.
5. ODOT's Project Manager for this Agreement is Dan Fricke, MPO Liaison Planner, ODOT Region 2, 455 Airport Road SE, Bldg. B, Salem, Oregon 97301-5395; phone (503) 986-2663; email: daniel.l.fricke@odot.state.or.us or assigned designee upon individual's absence. ODOT shall notify the other Parties in writing of any contact information changes during the term of this Agreement.

SECTION 3. MPO OBLIGATIONS

1. MPO will engage the other Parties to this Agreement in its Processes and Products as identified in Exhibit A. Where MPO is the lead agency for a Process or Product, it will be responsible for pursuing communication with the other Parties as agreed. MPO will communicate early and in good faith, such that affected Parties have the opportunity to influence the final outcome or decisions.
2. Where MPO is a party of interest, as identified in Exhibit A, to a Process or Product, it will participate in the development of the Process or Product as specified in this Agreement. MPO 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. MPO, in cooperation with ODOT and the Public Transportation Provider, will establish and conduct a continuous, cooperative, and comprehensive transportation planning process in the projects, Processes, Products, and programs that address the required federal planning factors and 23 CFR 450.
4. MPO will work with Public Transportation Provider and local agencies to provide a yearly report of obligated projects each October.
5. MPO's Project Manager for this Agreement is Michael Jaffe, Transportation Planning Director, MPO, 100 High Street SE, Suite 200, Salem, Oregon 97391-3667; phone: (503) 540-1606; email: mjaffe@mwvcog.org, or assigned designee upon individual's absence. MPO shall notify the other Parties in writing of any contact information changes during the term of this Agreement.

SECTION 4. PUBLIC TRANSPORTATION PROVIDER OBLIGATIONS

1. Public Transportation Provider will engage the other Parties to this Agreement in its Processes and Products as identified in Exhibit A. Where Public Transportation Provider is

the lead agency for a Process or Product, it will be responsible for pursuing communication with the other Parties as agreed. Public Transportation Provider will communicate early and in good faith, such that affected Parties have the opportunity to influence the final outcome or decisions.

2. Where Public Transportation Provider is a party of interest, as identified in Exhibit A, to a Process or Product, it will participate in the development of the Process or Product or the financial planning process as specified in this Agreement. Public Transportation Provider 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. Public Transportation Provider, in cooperation with ODOT and the MPO will establish and conduct a continuous, cooperative, and comprehensive transportation planning process in the development of projects, Processes, Products, and programs that address the required federal planning factors and 23 CFR 450.
4. Public Transportation Provider will provide a yearly report of obligated FTA projects to MPO and ODOT each October.
5. Public Transportation Provider's Project Manager for this Agreement is Stephen Dickey, Director, Transportation Development Division, 555 Court Street NE, Suite 5230, Salem, Oregon 97301; phone: (503) 588-2424; email: Steve.dickey@cherriots.org, or assigned designee upon individual's absence. Public Transportation Provider shall notify the other Parties in writing of any contact information changes during the term of this Agreement.

SECTION 5. GENERAL PROVISIONS

1. This Agreement may be terminated by mutual written consent of all Parties.
2. ODOT may terminate this Agreement effective upon delivery of written notice to MPO and Public Transportation Provider, or at such later date as may be established by ODOT, under any of the following conditions:
 - a. If MPO or Public Transportation Provider fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If MPO or Public Transportation Provider fails to perform any of the other provisions of this Agreement or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from ODOT fails to correct such failures within ten (10) days or such longer period as ODOT may authorize.
 - c. If ODOT fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to fund performance of this Agreement.
 - d. 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 if ODOT 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. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a Party with respect to which any other Party may have liability, the notified Party must promptly notify the other Parties in writing of the Third Party Claim and deliver to the other Parties a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
5. With respect to a Third Party Claim for which ODOT is jointly liable with MPO or Public Transportation Provider (or would be if joined in the Third Party Claim), ODOT shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by MPO or Public Transportation Provider in such proportion as is appropriate to reflect the relative fault of ODOT on the one hand and of MPO and Public Transportation Provider on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of ODOT on the one hand and of MPO and Public Transportation Provider on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. ODOT's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if ODOT had sole liability in the proceeding.
6. With respect to a Third Party Claim for which MPO or Public Transportation Provider is jointly liable with ODOT (or would be if joined in the Third Party Claim), MPO and Public Transportation Provider shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonable incurred and paid or payable by ODOT in such proportion as is appropriate to reflect the relative fault of MPO and Public Transportation Provider on the one hand and of ODOT on the other hand in connection with the events which resulted in such expenses, judgements, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of MPO and Public Transportation Provider on the one hand and ODOT on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines, or settlement amounts. MPO's and Public Transportation Provider's contribution amount(s) in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

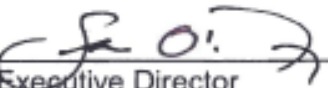
7. The Parties shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, the Parties expressly agrees 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) ORS 659A.142 and the Americans with Disabilities Act of 1990 as Amended by the ADA Amendments Act of 2008; (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. In addition, MPO and Public Transit Provider expressly agrees to comply with 23 CFR 420.121(g) and 49 CFR Part 20 regarding lobbying restrictions on influencing certain Federal activities, which are applicable to all tiers of recipients of FHWA and FTA planning and research funds.
8. Each Party shall ensure that its activities under this Agreement comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008 (together, "ADA"). The Parties agree that all Processes, Products, and projects identified in Exhibit A shall be ADA-compliant, and that all options and alternatives evaluated as part of such Processes, Products, and projects shall meet ADA requirements. MPO and Public Transportation Provider agree to ensure that each of its planners responsible for carrying out activities under this Agreement attend at least one ADA-related ODOT training course within two years of the effective date of this Agreement.
9. If MPO or Public Transportation Provider fails to comply with the requirements of this Agreement or the underlying federal laws or regulations, ODOT may:
 - a. Withhold approvals related to the Process or Products identified in Exhibit A until MPO or Public Transportation Provider comes into compliance, and
 - b. Determine that MPO or Public Transportation Provider is ineligible to receive or apply for Title 23, United States Code funds until ODOT receives full reimbursement of any costs incurred.
10. All employers, including MPO and Public Transportation Provider, 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. Employers Liability insurance with coverage limits of not less than \$500,000 must be included. MPO and Public Transportation Provider shall ensure that each of their subcontractors complies with these requirements.
11. MPO and Public Transportation Provider 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 MPO and Public Transportation Provider 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.

12. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
13. The Parties certify and represent that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of their Party, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind the Party.
14. 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.
15. 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 either Party unless in writing and signed by both 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.

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THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

Mid-Willamette Valley Council of Governments, by and through its Policy Board

By 
Executive Director

Date 19 Oct 2018

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

By 
President

Date 12-13-18

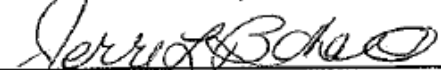
MPO Contact

Michael Jaffe
Transportation Planning Director
Resource Program Director
MWVCOG
100 High Street SE, Suite 200
Salem, OR 97391-3667
Phone: (503) 540-1606
Email: mjaffe@mwvcoq.org

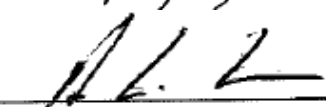
Public Transportation Provider Contact

Stephen Dickey, Director, Transportation Development Division
Salem Area Mass Transit District
555 Court Street NE, Suite 5230
Salem, OR 97301
Phone: (503) 588-2424
Email: Steve.dickey@cherriots.org

STATE OF OREGON, by and through its Department of Transportation

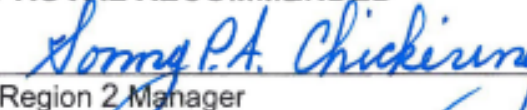
By 
Division Administrator
Transportation Development

Date 2/7/19


By 
Division Administrator
Public Transit

Date 7 Feb 2019

APPROVAL RECOMMENDED

By 
Region 2 Manager

Date 2-6-19

By 
Region 2 Planning and Development Manager

Date 2-6-19

APPROVED AS TO LEGAL SUFFICIENCY

By Jennifer O'Brien, Assistant Attorney General by email dated 06/01/2018.

ODOT Contact

Dan Fricke, MPO Liaison Planner
ODOT Region 2
455 Airport Road SE, Bldg. Salem, OR 97301-5395
Phone: (503) 986-2663
Email: daniel.l.fricke@odot.state.or.us

EXHIBIT A STATEMENT OF WORK

SECTION I. ACRONYMS – These acronyms used in Exhibit A are common to financial plan and obligated projects development and maintenance processes, and are defined as follows:

- FHWA:** Federal Highway Administration
- FMIS:** Federal Management Information System
- FTA:** Federal Transit Administration
- MPO:** Metropolitan Planning Organization
- ODOT:** Oregon Department of Transportation
- RPTD:** ODOT Rail & Public Transit Division

SECTION II. 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.

- a. **Air Quality Conformity:** A clean Air Act requirement that ensures Federal funding and approval are given to transportation plan, programs and projects that are consistent with the air quality goals established by a State Implementation Plan (SIP). Applicable to MPOs in designated nonattainment or maintenance areas as defined in 23 CFR 450.104.
- b. **Congestion Management Process (CMP):** A systematic approach that provides for effective management and operation, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. through the use of travel demand reduction and operational management strategies required by TMAs only.
- 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 all applicable established processes; 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 and 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 cooperatively among agencies and entities with legal standing and adjustment of such plans, programs, and schedules to achieve general consistency, as appropriate. Coordinated projects are usually those for which all Parties, other than the lead agency, do not have a vested interest and are often a 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:** The MTP, TIP, and STIP demonstrate sufficient financial information and can be implemented using committed, available, or reasonably available revenue sources, with reasonable assurance that the 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 the 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 required documentation included with both the MTP 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 MTP, TIP, or STIP if reasonable additional resources were to become available.
- j. **Indian Tribal Government:** Duly formed governing body for an Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian Tribe pursuant to the federally recognized Indian Tribe List Act of 1994, Public Law 103-454.
- k. **Lead Agency:** Agency responsible for making sure the project, Process, or Product is completed and communication protocols are followed.
- l. **Levels of Communication:** Consider, Consult, Coordinate, Cooperate, or Collaborate. The Agreement may employ any or all of these terms and different Processes or Products may utilize these different levels of communication between the Parties involved.
- m. **Measure:** An expression based on a metric that is used to establish a target and to assess progress toward achieving the established targets.

- n. **Metropolitan Planning Area (MPA):** The geographic area determined by agreement between the MPO for the area and the Governor, which must include the entire urbanized area and the contiguous area expected to become urbanized within a 20-year forecast period in which the metropolitan transportation planning process is carried out.
- o. **Metropolitan Planning Organization:** The Policy Board of an organization created and designated to carry out the metropolitan transportation planning process.
- p. **Metropolitan Transportation Plan (MTP):** A plan prepared by a Metropolitan Planning Organization in accordance with 23 CFR 450 Subpart C and 49 USC 5303(i), in order to accomplish the objectives outlined by the metropolitan planning organization, the state, and the public transportation providers with respect to the development of the metropolitan area's transportation network. This plan must identify how the metropolitan area will manage and operate a multi-modal transportation system (including transit, highway, bicycle, pedestrian, and accessible transportation) to meet the region's economic, transportation, development and sustainability goals – among others – for a 20+-year planning horizon, while remaining fiscally constrained.
- q. **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 or current program year, and authorized by the FHWA or awarded as a grant by the FTA.
- r. **Oversight:** Activities undertaken to ensure Federal programs are in compliance with applicable laws and regulations.
- s. **Owner:** The agency that keeps and maintains the final Product as referenced in Exhibit A.
- t. **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.
- u. **Performance Based Planning and Programming (PBPP):** Refers to the application of performance management principles within the planning and programming processes of transportation agencies to achieve desired performance outcomes for the multimodal transportation system. This includes a range of activities and products undertaken by a transportation agency together with other parties, stakeholders, and the public as part of a 3C (cooperative, continuing and comprehensive) process. PBPP attempts to ensure that transportation investment decisions are made – both in long-term planning and short-term programming of projects – based on their ability to meet established goals for improving the overall transportation system. It also involves measuring progress toward meeting goals, and using information on past and anticipated future performance trend to inform investment decisions.
- v. **Performance Measure Coordination Process –** Provides an overview of the required coordination and collaboration between ODOT and the metropolitan planning organizations within Oregon in establishing federally required performance targets.

- w. **Performance Target** – A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FHWA or FTA.
- x. **Performance Period:** A determined time period during which condition/performance is measured and evaluated to: assess condition/performance with respect to baseline condition/performance; and track progress toward the achievement of the targets that represent the intended condition/performance level at the midpoint and at the end of that time period. The “performance period” applies to all measures in this part except the measures for the Highway Safety Improvement Program. Each performance period covers a 4-year duration beginning on a specified date as provided in CFR 490.105.
- y. **Planning Process:** A procedure by which ODOT, MPO and Public Transportation Provider cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process.
- z. **Planning Product:** The final documented result of a planning activity. Planning products that may be developed may include plans, programs, tools, and administrative products.
- aa. **Public Transportation Provider (PTP):** The primary provider(s) of public transportation services in an area.
- bb. **Reasonably Available Funds:** New funding sources that are reasonably expected to be available. New funding sources are revenue that do not currently exist or that may require additional steps before the ODOT, a metropolitan planning organization, or a public transportation provider can commit such funding to transportation projects.
- cc. **Regional Intelligent Transportation System (ITS) Architecture:** A regional framework for ensuring institutional agreement and technical integration for the implementation of ITS projects or groups of projects.
- dd. **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.
- ee. **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.
- ff. **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.
- gg. **Stewardship**: Activities undertaken to ensure the efficient and effective use and management of the public funds that have been entrusted by the FHWA and FTA.
- hh. **Sufficient Financial Information**: Financial information that is required in the PCS (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).
- ii. **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 Metropolitan Planning Organization 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. 5303. The TIP must be developed in cooperation with the state and public transit providers.
- jj. **Unified Planning Work Program (UPWP)**: A statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work, time frames for completing the work, the cost of the work, and the source(s) of funds.
- kk. **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.
- ll. **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.

SECTION III. SUMMARY OF PROCESS AND PRODUCT RESPONSIBILITIES

1. All Parties agree to cooperatively develop and share information related to the development of the Products and Processes that support the MTP, the TIP, and the development of the annual listing of obligated Projects, and other transportation-related Processes, tools, and administrative products.
2. Exhibit A, Table 1 shows the Plans, Programs, Tools, and Administrative Products covered by this Agreement and each Party's level of responsibility for each product. The lead Party holds overall responsibility for the product and the other Parties assist by cooperating, communicating, and sharing information necessary to complete and maintain the product. Each of these Products has one or more lead Party and the others are partners in completion of the Products by cooperating and providing support and information as needed.

EXHIBIT A
Table 1

Project, Process, or Product	Owner	ODOT	MPO	PUBLIC TRANSPORTATION PROVIDER
I. PLANS ¹				
Area/Concept Plans ²	MPO Transportation Provider ODOT	Product Owner Lead Agency Cooperate/Collaborate	Product Owner Lead Agency Cooperate/Collaborate	Product Owner Lead Agency Cooperate/Collaborate
Congestion Management Process (CMP) (TMAs only)	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
Coordinated Public Transit Human Services Transportation Plans	Public Transportation Provider	Cooperate/Collaborate	Cooperate/Collaborate	Product Owner Lead Agency
Facility Plans ³	ODOT	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
ITS Architecture	ODOT MPO	Product Owner Lead Agency Cooperate/Collaborate	Product Owner Lead Agency Cooperate/Collaborate	Cooperate/Collaborate
Metropolitan Transportation Plan	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
Oregon Transportation Plan and Modal Plans	ODOT	Product Owner Lead Agency	Consult	Consult

Project, Process, or Product	Owner	ODOT	MPO	PUBLIC TRANSPORTATION PROVIDER
Transit Plans	MPO Public Transportation Provider	Cooperate/Collaborate	Product Owner Lead Agency Cooperate/Collaborate	Product Owner Lead Agency Cooperate/Collaborate
Transportation System Plans	ODOT	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
II. PROGRAMS				
Metropolitan Transportation Plan Financial Plan and Processes	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
Statewide Transportation Improvement Program	ODOT	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
Statewide Transportation Improvement Program Financial Plan and Processes	ODOT	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
Transportation Improvement Program ⁴	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
Transportation Improvement Program Financial Plan and Processes	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
III. TOOLS				
Data Resources	ODOT	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
Geographic Information System Resources	ODOT	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
Integrated Models	ODOT	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
Land Use Models	ODOT	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
Transit Planning Resources	Public Transportation Provider	Cooperate/Collaborate	Cooperate/Collaborate	Product Owner Lead Agency
Transportation Demand Models	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate

Project, Process, or Product	Owner	ODOT	MPO	PUBLIC TRANSPORTATION PROVIDER
IV. ADMINISTRATIVE PRODUCTS				
Air Quality Conformity	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
Disadvantaged, Minority Business Enterprise Use Plans	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
MPO Federal Certification	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
Performance Based Planning and Programming ⁵	ODOT MPO Public Transportation Provider	Product Owner Lead Agency Cooperate/Collaborate	Product Owner Lead Agency Cooperate/Collaborate	Product Owner Lead Agency Cooperate/Collaborate
Annual Obligation Report	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
Public Participation Plan	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
State Agency Coordination Agreement	ODOT	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
Title VI Plan	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
Environmental Justice Plan	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
Unified Planning Work Program	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate

¹ Party roles, responsibilities and funding may be further refined in a specific product agreement.

² Plans, other than facility plans, prepared by any of the Parties.

³ 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.

⁴ Pursuant to 23 CFR 450.326. The TIP 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..."*).

⁵ Pursuant to 23 CFR 450.206(c), 23 CFR 450.2116(f), 23 CFR 450.218 (q), 23 CFR 490, 49 CFR 625, 49 CFR 630 and 49 CFR 670(3).

- Each time a new transportation planning Process or Product commences, the roles, responsibilities, and expectations of each Party will be written down and distributed to each participant of the Product as applicable. 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.

- a. Product Owner
- b. Lead Agency
- c. Responsibilities of each Party
- 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, Product subpart, or other conditions, the responsibilities of each Party under each condition will be specified. (Definitions set forth in this Agreement will apply). An example of such a Product may be an Interchange Area Management Plan, where the lead Party would be ODOT, or a Transit Center study conducted by Public Transportation Provider. However, any of the Parties may request that the roles and responsibilities of any "Planning Project" be clarified and redefined within the constraints of a separate cooperative agreement. MPO may develop a form to facilitate the identification of responsibilities.

4. The questions that follow are examples of items to consider when answering the nine (9) items above. Not all items may apply to a specific Process or Product, nor is this list intended to be all inclusive. Parties should use these considerations as a starting point to answer the nine (9) items above and to evaluate what information may need to be set forth in a separate Product-specific agreement.

a. Product Parties

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

b. Communication

- What levels of communication are appropriate for the planning Product? (See Definitions)
- What procedures for communication are appropriate for the level of interaction needed? (See Definitions)
- Who from each Party 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 Parties?

c. Consultants

- Will consultants assist with the Product?
- Which Party is responsible for recruiting for and/or selecting any consultants to assist the Product?
- 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 Party 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 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 Party 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 PTP's in the area?
- How will the PTP's participate in the planning Product?
- Have private providers been considered?

SECTION IV. FINANCIAL PLAN DEVELOPMENT AND MAINTENANCE ROLES AND RESPONSIBILITIES

– There are different financial plan requirements for ODOT and MPO with regard to the long-range plans and the transportation improvement programs. Work under this task will address 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 MTP. 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 MTP enables fiscal constraint for the long-range plan.

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

ODOT

1. ODOT's Active Transportation Section, Program and Funding Services Unit is the lead agency for administration of the STIP financial plan. ODOT's Active Transportation Section, Program and Funding Services Unit 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.
2. ODOT, including the Rail and Public Transit Division, shall provide MPO and Public Transportation Provider sufficient financial information (including information regarding 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.
3. ODOT coordinates the special purpose committee described below. The special purpose committee projects long range federal and state revenues for development of the financially constrained MTP also referred to as the Regional Transportation Plan (RTP). The special purpose committee consists of a representative from ODOT and each metropolitan planning organization and each metropolitan public transportation provider. 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 metropolitan planning organization to produce its next MTP.
4. ODOT will coordinate a meeting with MPO and Public Transportation Provider during each STIP/TIP cycle to mutually agree upon funding assumptions.
5. ODOT is responsible for demonstrating fiscal constraint for the STIP.

MPO

1. MPO is the lead agency for administration of the TIP financial plan. MPO shall ensure that all federally funded or regionally significant projects within the MPA are included in the TIP, which will then be included in the STIP and in the STIP financial plan.
2. To provide consistency and transparency the MPO shall establish a PBPP process for their Region to clearly define the parameters and factors considered in the

project evaluation process, as well as share all of the evaluation results used in the decision making process.

3. MPO 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 ODOT's Active Transportation Section, Program and Funding Services Unit prior to programming being submitted for inclusion in the STIP.
4. MPO shall provide sufficient financial information (including information regarding funding obligations, as applicable) to ODOT and Public Transportation Provider in a timely manner.
5. MPO shall submit to ODOT cost-estimates for local projects that include year-of-expenditure dollars consistent with programming years.
6. MPO is the lead agency for completion of the MTP financial plan and for projecting local and private funds for the preparation of the financially constrained MTP. MPO will cooperatively develop these projections with ODOT and the Public Transportation Provider. MPO will participate on the special purpose committee on state and federal funds that is coordinated by ODOT.
7. MPO agrees to utilize the mutually agreed upon funding assumption for their TIP development forecasts.
8. MPO is responsible for demonstrating fiscal constraint for the MTIP.

PUBLIC TRANSPORTATION PROVIDER

1. Public Transportation Provider shall provide MPO and ODOT sufficient financial information in a timely manner.
 2. Public Transportation Provider shall provide MPO with project cost-estimates, in year-of-expenditure dollars, for federally funded or regionally significant projects.
 3. Public Transportation Provider is the lead agency in projecting long-range local and private revenues for public transit investments. Public Transportation Provider will cooperatively develop these projections with ODOT and MPO. Public Transportation Provider will participate on the special purpose committee on state and federal funds that is coordinated by ODOT.
 4. Public Transportation Provider is responsible for demonstrating fiscal constraint for the MTIP.
- b. Responsibilities of Each Agency for ODOT's STIP Financial Plan and Fiscal Constraint Amendments (TIP/STIP Activity)**

ODOT

1. ODOT's Active Transportation Section, Program and Funding Services Unit will reconcile funds to the FHWA's FMIS through transactions that are posted. These transactions will be captured in the ODOT's STIP financial plan and made available monthly to MPO. Information in the financial plan will include all fund activities of authorizations, apportionments/appropriations, limitations, rescissions, and revenue aligned budget authority.
2. The ODOT's 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 MPO funding balance. At the end of each federal fiscal year, ODOT's Active Transportation Section, Program and Funding Services will ensure that there are no planned projects unaccounted for and that any such projects are slipped into later years or cancelled via amendments.
3. ODOT's Active Transportation Section, Program and Funding Services Unit shall provide the MPO their obligation authority amounts.
4. ODOT, including the Rail and Public Transit Division, shall provide MPO and Public Transportation Provider sufficient financial information (including TIP/STIP amendments 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.

MPO

1. MPO will maintain the TIP financial plan, which will include the current programming for all projects located within the MPA 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.
2. MPO shall ensure that the transactions identified in the STIP financial plan are accurate and must alert ODOT's Active Transportation Section, Program and Funding Services Unit to any changes, errors, or omissions.
3. MPO shall cooperate with ODOT's Active Transportation Section, Program and Funding Services Unit on the development of financial forecasts, authorizations, apportionments and regional sub-allocation of FTA funding.
4. MPO shall provide TIP amendments, as applicable and sufficient financial information, to ODOT and Public Transportation Provider in a timely manner.

PUBLIC TRANSPORTATION PROVIDER

1. Public Transportation Provider shall cooperate with MPO on the development of financial forecasts, authorizations, apportionments and regional sub-allocation of FTA funding. Public Transportation Provider 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.

c. Communication and Information Sharing related to the Financial Plan – Development and maintenance of STIP and TIP financial plans and obligated project lists requires ongoing, effective communication among ODOT, MPO, and Public Transportation Provider. 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

1. ODOT's Active Transportation Section, Program and Funding Services Unit shall reconcile the STIP financial plan on a monthly basis and make it available to the MPO. MPO will be notified of the availability of the updated STIP financial plan. ODOT's Active Transportation Section, Program and Funding Services Unit shall also provide FMIS information upon request, to enable MPO to track the funding and obligation status of federally funded projects. In addition, ODOT's Active Transportation Section, Program and Funding Services Unit will be available for any other issues/questions via telephone, email and in person during regular business hours.
2. ODOT will utilize the most current STIP amendment matrix to communicate proposed programming changes to MPO.

MPO

1. MPO shall communicate and work directly with ODOT. MPO will utilize the most current STIP amendment matrix to communicate programming changes to ODOT's regional STIP coordinator and Active Transportation Section, Program and Funding Services Unit.

PUBLIC TRANSPORTATION PROVIDER

1. Public Transportation Provider shall primarily communicate directly with MPO on any finance related issue, specifically changes to the TIP or STIP. As necessary, Public Transportation Provider may request joint meetings with MPO and ODOT's Active Transportation Section, Program and Funding Services Unit. In addition, the Public Transportation Provider may work with RPTD where appropriate.

SECTION V. CLARIFICATION AND RESOLUTION OF CONCERNS

ODOT

1. ODOT's Active Transportation Section, Program and Funding Services Unit has the responsibility to ensure the correct funding levels are identified through working with FHWA and FTA. Any changes to Processes will be communicated initially through the quarterly meetings between ODOT, MPOs, FHWA, and FTA. If more immediate action is necessary, ODOT's Active Transportation Section, Program and Funding Services Unit will contact those affected either by phone or email.
2. If there are questions relating to the implementation 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 MPO and ODOT's Active Transportation Section, Program and Funding Services Unit at the quarterly meeting or via email.

MPO

1. If MPO disputes a decision made by ODOT, MPO will contact or consult the respective federal agency for further clarification.

PUBLIC TRANSPORTATION PROVIDER

1. Public Transportation Provider has responsibility to ensure the correct funding levels are identified by working with FTA and RPTD. If there are questions regarding the interpretation of federal rules, the respective federal agency will be consulted for further clarification.

SECTION VI. ANNUAL LISTING OF OBLIGATED PROJECTS ROLES AND RESPONSIBILITIES

– Pursuant to 23 CFR 450.332 the MPO 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. The program year corresponds to the Federal fiscal year of October 1 to September 30. ODOT, MPO, and Public Transportation Provider must cooperatively develop the listing of projects. The list must include all Title 23 and Title 49 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 requested 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

1. ODOT's Active Transportation Section, Program and Funding Services Unit shall provide documentation of obligated projects roles and responsibilities from FHWA to MPO 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 federal regulations, summarized in the preceding paragraph, including the identification of bicycle and pedestrian projects.

2. ODOT's Active Transportation Section, Program and Funding Services Unit will provide FMIS data sheets in PDF format to MPO upon request.
3. ODOT's Geographic Information Services (GIS) Unit will provide geographic data (shapefiles and/or PDF maps) for ODOT's obligated projects upon request by MPO.

MPO

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

PUBLIC TRANSPORTATION PROVIDER

1. Public Transportation Provider shall provide MPO with documentation that includes the necessary data elements as required in federal regulations, including the identification of bicycle and pedestrian projects.
2. Public Transportation Provider will provide FTA Transit Award Management System (TrAMS) data to MPO in a format that meets the federal reporting requirements.
3. Public Transportation Provider will also provide visualization techniques – geographic data (shapefiles and/or PDF maps) for all of its obligated projects.

b. Communication and Information Sharing related to the annual listing of Obligated projects

ODOT

1. ODOT's Active Transportation Section, Program and Funding Services Unit will deliver documentation identified in Section VI in an electronic medium to MPO. If a report is created, then ODOT's Active Transportation Section, Program and Funding Services Unit will send an email notifying MPO that the report is ready and including a link to the report.

MPO

1. MPO will utilize the data provided by ODOT's Active Transportation Section, Program and Funding Services Unit and the Public Transportation Provider to create the required annual report. MPO shall make the report available to all Parties.

PUBLIC TRANSPORTATION PROVIDER

1. Public Transportation Provider will deliver documentation as identified in Section VI in an electronic medium to MPO in a format consistent with the report required by the MPO.

SECTION VII. PERFORMANCE BASED PLANNING AND PROGRAMMING PROCESS ROLES AND RESPONSIBILITIES

ODOT

1. ODOT shall collaboratively develop with all metropolitan planning organizations and public transportation providers in Oregon one or more Performance Measure Coordination Processes for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance information to be used in tracking progress toward attainment of critical outcome for the region of each metropolitan planning organization and the collection of data for the risk based transportation asset management plan for the National Highway System (NHS) and post this process document(s) to the ODOT Website at <http://www.oregon.gov/ODOT/Planning/Pages/Plans.aspx#OHP> This process document(s) will include the following:
 - a. ODOT's responsibilities regarding data and data sharing with metropolitan planning organizations necessary to develop targets and calculate performance for federal reporting.
 - b. ODOT's responsibilities regarding performing analysis necessary to calculate performance measure results for both state and metropolitan planning organization targets.
 - c. ODOT's responsibilities for coordinating with metropolitan planning organizations and public transportation providers for reporting both state and metropolitan planning organization level performance target reports.
 - d. ODOT's responsibilities to consult with metropolitan planning organizations in amending and revising state targets in accordance with federal rules.
 - e. ODOT's responsibilities for coordinating with metropolitan planning organizations and public transportation providers when amending and revising metropolitan planning organization-specific targets.
 - f. ODOT's role for documenting how the state is using a PBPP approach to programming projects as part of the STIP and how the selected projects help the state achieve its designated targets.

MPO

1. MPO shall collaboratively develop with ODOT the Performance Measure Coordination Process described in Section VII above, and to the maximum extent practical ensure consistency with the State. This process includes the following:
 - a. MPO will fulfill all MPO responsibilities outlined in the Performance Measure Coordination Process.
 - b. MPO in coordination with ODOT will establish, adjust, and report as necessary, MPO performance targets.

- c. MPO will be responsible for documenting, to the extent possible, how the performance measure information was used in project selection and prioritization processes with funds under the responsibility of the MPO, as well as how the selected projects help support the MPO in achieving performance targets, to the extent possible. This will be documented as part of MPO's submittal of the self-certification with the TIP.

PUBLIC TRANSPORTATION PROVIDER

1. Public Transportation Provider shall collaboratively develop with ODOT and MPO a Performance Measure Coordination Process described in Section VII above for cooperatively developing and sharing information related to public transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcome for the Public Transportation Provider, and to the maximum extent practical ensure consistency with the State. This process includes the following:
 - a. Public Transportation Provider will fulfill all Public Transportation Provider responsibilities outlined in the Performance Measure Coordination Process.
 - b. Public Transportation Provider, in coordination with ODOT and MPO, shall document performance of the transportation system, to ensure consistency and report the performance measure results to the appropriate federal agency.

SECTION VIII. GENERAL ROLES, RESPONSIBILITIES, AND OBLIGATIONS

ODOT

1. 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. ODOT will communicate early and 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, it will participate in the development of each 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 will develop a formula for allocation of planning funds authorized by 23 U.S.C. 104(f) among metropolitan planning organizations within Oregon, in consultation with MPO and other metropolitan planning organizations, subject to approval by FHWA.

MPO

1. MPO 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. MPO will communicate early and in good faith, such that affected Parties have the opportunity to influence the final outcome or decisions.
2. Where MPO is a party of interest, it will participate in the development of each Product as specified in this Agreement. MPO 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. MPO in accordance with 23 U.S.C. 104(f) will consult with ODOT on the formula developed by the State, and approved by the FHWA.

PUBLIC TRANSPORTATION PROVIDER

1. Public Transportation Provider 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. Public Transportation Provider will communicate early and in good faith, such that affected Parties have the opportunity to influence the final outcome or decisions.
2. Where Public Transportation Provider is a party of interest, it will participate in the development of each Product as specified in this Agreement. Public Transportation Provider 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.

Appendix F

Resolution 21-3

Adopting the SKATS 2021-2022 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 2021-2022 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 between ODOT, SKATS, and 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 2021-2022 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 E*) 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 27th day of April 2021.



Chair
Salem-Keizer Area Transportation Study
Policy Committee