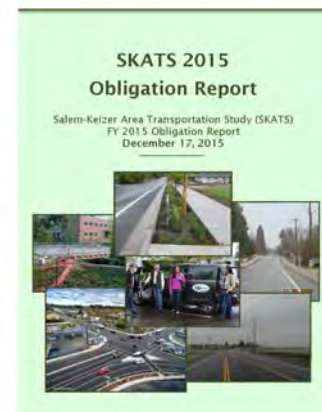
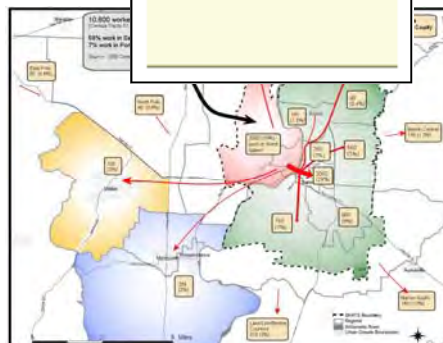
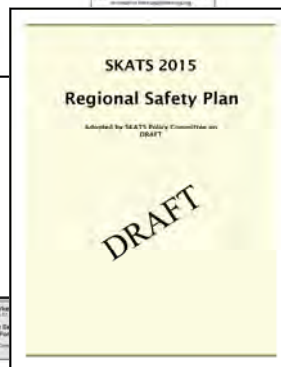
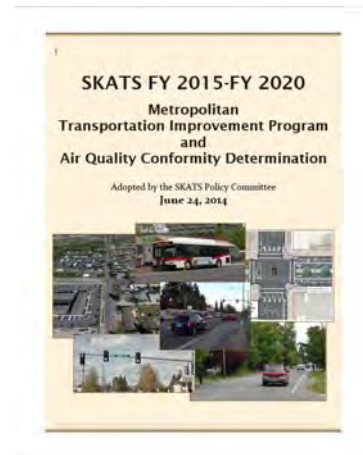
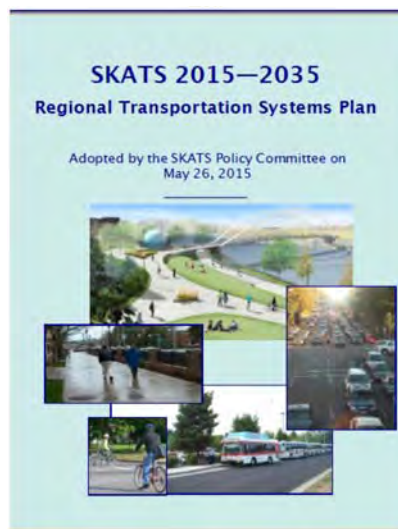


# SKATS FY 2017-2018

## Unified Planning Work Program

Adopted by the SKATS Policy Committee  
April 25, 2017



(Salem-Keizer Area Transportation Study)

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## Introduction

This document contains the FY 2017-2018 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 of the products and activities programmed in the SKATS UPWP derive directly from products and processes prescribed for Metropolitan Planning Organizations (MPOs) by federal transportation and air quality statutes and regulations including:

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

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

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

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

## Structure of the MPO

Decisions regarding regional transportation funding are made by the SKATS Policy Committee (PC). This committee is composed of elected officials from the cities of Salem, Keizer, and Turner; Marion and Polk Counties; the Salem Area Mass Transit District; 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.*)

**Map 1: SKATS Boundary**



Staff employed by the Mid-Willamette Valley Council of Governments perform the continuing and ongoing functions for the SKATS program and coordinate with ODOT and the local jurisdictions on studies and other transportation planning work tasks described in the UPWP. A Technical Advisory Committee (TAC) composed of staff from the jurisdictions included in the SKATS area, as well as representatives from state agencies, 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, the Salem Area Mass Transit District, 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 model for the region but depends on ODOT and the local jurisdictions for technical assistance (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. This UPWP provides a broad description of SKATS participation in these studies. As these studies get underway, the precise roles and tasks of SKATS and its partner jurisdictions may evolve, as needed, and by mutual consent to complete the planning work. SKATS may also enter into agreements (formal and informal) for varying degrees of cooperation and support with other agencies such as ODOT or the other Oregon MPOs, which mutually benefit both SKATS and our partners.

In April 2008, SKATS, ODOT, and the Salem Area Mass Transit District (SAMTD) approved an intergovernmental agreement (No. 24,736) identifying the roles and responsibilities for transportation planning in the MPO area. (*See Appendix C.*) How the three agencies will coordinate on major transportation planning studies in the SKATS area is documented in this agreement.

## Regional Transportation Planning Programs and Staffing

There are eight main programs undertaken by the regional transportation planning process for the SKATS area. These are:

- I. Regional Plans and Planning Activities
- II. Corridor and Area Plans
- 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

SKATS staff are primarily responsible for the first six programs. Staff from Salem Area Mass Transit District are responsible for transit planning. An ODOT Region planner provides coordination tasks between the MPO and ODOT. Each of these programs is described in more detail in the following sections of the UPWP.

## Funding the Program

The work described in this document is funded via a mixture of federal, state, and local funds. 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 (about \$469,000) is inadequate to fund the necessary planning activities, \$403,000 in 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 STP-U funds require a match of non-federal funds from local or state sources (10.27 percent of the total must be from non-federal funds). SKATS also receives about \$150,000 in Section 5303 funds for transit planning related work with the majority passed through to SAMTD to do regional and project-related transit planning. SAMTD provides the local match of 10.27 percent for the 5303 funds. The federal, state, and local funding for the SKATS program are illustrated in **Table 1. (pg. 49)** The amount of PL, STP, and 5303 for each program and sub-program task are illustrated in **Table 2. (pg. 50)**

ODOT will also provide federal and state planning funds for planning studies within the SKATS boundary for projects on the state system such as interchange area management plans or expressway plans. Competitive funding programs using federal and/or state funds -- such as ODOT's Transportation Growth Management (TGM) planning funds -- may also be the source of planning funds. Lastly, the local jurisdictions may use their own local funds on studies that have either have regional significance or are located on a regionally significant road. SKATS is often asked to participate in these state and locally funded studies, especially, if they impact the regional system.

The dollar amount listed in **Table 1 (pg. 49)** identifies the amount and source of funds that will be used by the MPO (SKATS), the MWVCOG, ODOT, and SAMTD in accomplishing these tasks. In addition, the estimate for each task is shown next to the discussion of the work presented in the eight sections of this document. The allocation of funds among tasks is approximate and will be reassigned as conditions dictate.



## Summary of Major Planning Activities and Products in FY 2017-2018

Many of the projects and activities listed in this year's UPWP are a continuation of work started in earlier years, but others are new for FY 2017-2018. A large part of the UPWP is comprised of continuous activities such as committee meetings, TIP monitoring (adjustments, coordination with ODOT's STIP, and project tracking), data collection, model refinements, or activities that are on a regular cycle (producing draft and final RTPs and TIPs on 4-year and 2-year cycles, respectively).

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.

- Update the **Public Participation Plan (PPP)** to more explicitly show when public input would be undertaken during each planning effort and how that input will be used. Other changes to the PPP will also be recommended. This will also ensure the PPP is compliant with the latest federal planning rules and guidelines, as amended by FAST.
- Work on integrating **performance-based planning** in the work SKATS does from the RTSP to the TIP. This will include working with ODOT and SAMTD to coordinate on their targets for the national performance measures as well as working to establish SKATS-specific targets. The switch to a performance-based planning paradigm was promulgated in the latest federal planning guidelines published in 2016.
- The **Regional Transportation Systems Plan (RTSP)** is updated on a four-year cycle and was last adopted **on May 26, 2015**. The next scheduled update of the RTSP will begin calendar year 2018 with an adoption in May 2019. During the first six months of 2018, staff will work on starting the update including finalizing the population and employment forecasts and allocations and revisiting the policy statements. An important change is related to performance-based planning to select projects for the RTSP. Staff will also continue to develop the data used as indicators for the goals and objectives of the adopted RTSP.
- The SKATS FY 15-FY 20 **Transportation Improvement Program (TIP)** was adopted on June 24, 2014, and normally goes through a complete update every 2-3 years. Work on the SKATS FY 18-FY 23 TIP started in March 2016. It will go out for public review in March 2017 and is scheduled for adoption in April 2017. Staff is also coordinating with ODOT on its FY 18-FY 21 STIP, which is scheduled for adoption in June 2017. After the SKATS TIP and Oregon STIP are adopted, SKATS staff will continue to monitor the progress of projects and make necessary changes. Staff will follow the new TIP/STIP revision requirements that were developed in 2016/2017. (*Note: work on the next TIP will begin in January 2019 and will need to address FHWA/FTA performance measure requirements.*)
- The final planning work on the **Salem River Crossing Study EIS (Environmental Impact Statement)** should be concluded in 2017. The lead agencies for the EIS are ODOT and city of Salem with SKATS staff on the project management team. As of December 2016, the final EIS needs to be completed and a Record of Decision (ROD) is also needed to allow federal funds to be obligated for design and construction. SKATS staff will coordinate with ODOT, the jurisdictions in SKATS, FHWA, and FTA on any needed planning work before and after the FEIS and ROD.

- Discussions about doing a **Regional Safety Plan** started in 2015 beginning with an analysis of 2008-2013 crash data in the SKATS area. (Data from 2014 will be added in early 2017.) ODOT updated their *Transportation Safety Action Plan* in 2016, and the OTC adopted it in September 2016. Building on the work of the TSAP, SKATS will begin work with the local jurisdictions on the need and possible directions for a SKATS regional safety plan. Staff envisions this will be a multi-year effort. In this first year, we will review with the regional jurisdictions and Policy Committee the scope and function of other Regional Safety Plans in Oregon and outside of Oregon and get a clear direction for future work.
- ODOT is not expected to do additional planning work on the *OR22/OR 51 Interchange Development* or the eastern half of the *OR 22W Expressway Management Plan* until 2018 or later. There was some planning work done by ODOT during the 2015-2016 UPWP to decide between several options of backage road sections (included in the Expressway Plan) to construct in the near future with \$8 million that is available in the STIP. That work may carry over into the 2017-2018 year. See ODOT's project website (<http://or22safety.org/page/schedule>) that shows additional project design in 2017 and 2018. SKATS will keep its TAC and Policy Committee updated as ODOT determines how those funds will be used.
- Assist with planning review of **corridor and area studies** that affect the regional transportation system including the *Keizer Growth Transportation Impact Study* and the *Cordon Road Corridor Study*, both of which are funded with STBGP-U funds in the SKATS TIP.
- Participate with ODOT and DLCD on a "Strategic Assessment" of transportation and land-use indicators, including greenhouse gas emissions, based on currently adopted plans in the SKATS area.

## Continuing Activities and Recurring Products

In addition to the studies and products described above, there are a number of activities that either need to be completed each year; or are done on a regular schedule (weekly, monthly, quarterly); or are continually updated; or are part of the general transportation coordination function of the MPO and our jurisdiction and agency partners.

- RTSP Activities and/or Amendments and Public Participation
  - Status Report on meeting RTSP Goals and Objectives
  - Public Participation activities, as necessary
  - Coordination on Performance-Based Planning requirements and development of targets
  - Title VI activities
  - Title VI and Public Participation Accomplishment Report
- TIP Development and Maintenance
  - Revisions (amendments and administrative revisions) to the adopted SKATS TIP
  - TIP project tracking and project assistance to ODOT and local agencies
  - Development, project selection, and analysis of CMAQ projects
  - Coordination with ODOT on STIP amendments and ODOT's Financial Plan



- Annual “Obligation Report of Transportation Projects” inside SKATS for the current federal fiscal year
- Modeling and Data
  - Travel Demand Forecasting Model improvements
  - Sharing and support of the travel model and population and employment forecasts to agencies/consultants
  - Collecting traffic count (motorized and non-motorized) data for use in the travel demand model as well as for planning studies
  - On-going collection and analysis of data related to the Congestion Management Process (CMP)
  - Upkeep and sharing of the regional land use database and land use forecasts
  - Upkeep and sharing of the geodatabase of transportation projects
  - Collision Quick Facts (yearly summary)
- Program Management
  - Monthly agendas, minutes, and meetings of the SKATS Policy Committee and SKATS Technical Advisory Committee
  - Review and process IGA(s) with ODOT
  - Quarterly reports and invoices to ODOT
  - Annual MWVCOG/SKATS budgets
  - Development of the next UPWP
  - Annual certification of the metropolitan planning process
  - Staff training
- Interagency Coordination
  - Coordination with local jurisdictions, the Salem-Keizer Area Transit District, and Salem-Keizer School District
  - Coordination with state agencies (primarily ODOT and DLCD)
  - Bi-weekly update of transportation news items for MWVCOG members as part of the “COG Friday Report”
  - Participation in the Oregon Modeling Steering Committee and Modeling Program Coordination subcommittee
  - Participate and attend meetings of MPO/Transit Managers and OMPOC (Oregon MPO Consortium)
  - AQCD interagency coordination with EPA, DEQ, ODOT, and other agencies.

<b>Status of SKATS MPO Documents</b>		
<b>Plan Name</b>	<b>Last Update</b>	<b>Next Update</b>
Unified Planning Work Program (UPWP)	2016-2017 UPWP adopted March 22, 2016	2017-2018 UPWP to be adopted in April 2017
Metropolitan Transportation Plan (MTP) aka Region Transportation System Plan	FY 2015-2035 MTP adopted May 26, 2015, amended June 28, 2016	Next MTP is due May 2019. Work on the update begins in FY 2017-2018
Metropolitan Transportation Improvement Program	FY 2015-2020 MTIP adopted June 24, 2014, amended June 28, 2016	FY 2018-2023 MTIP adoption expected April 2017
Annual Listing of Obligated Projects Report	FY 2015 Obligation Report, with date of December 17, 2015	FFY 2016 report to be completed spring 2017
Title VI/ Environmental Justice Plan	Adopted April 27, 2010	Winter 2017
Public Participation Plan	Adopted April 3, 2013, with minor amendments in 2017	Spring 2018

## I. Regional Plans and Planning Activities

The core activities and products for addressing regional transportation planning in the Salem-Keizer area are described in this section. Over the next several years, the primary task for SKATS staff will be to transition the planning efforts to a performance-based planning paradigm. This will impact all aspects of planning in the Salem-Keizer area to align with federal regulation and guidance. Work in previous years had started this process; but with the publishing by FHWA and FTA of the Final Rule on Metropolitan Planning in April 2016, there is now a clear target to meet.

Aligning with the Statewide Planning Goal #1, the update of the **Public Participation Plan (PPP)** will ensure that opportunities for comprehensive and meaningful public participation are available in all the planning being done by SKATS. It is critical to ensure that the public is aware they have the opportunity to participate and comment on proposed investments being made in the regional transportation system.

The two main products that the public is already familiar with -- **the Regional Transportation Systems Plan (RTSP) and the Transportation Improvement Program (TIP)** -- represent the long-range and short-term guiding documents for transportation investments, respectively. Changes to these documents to meet the new guidance will be met by the next update for each of these documents (2019 for the RTSP, 2020 for the TIP).

Work on the new **Regional Safety Plan** will continue in 2017-2018 as SKATS staff work with local jurisdictions and stakeholders to define expectations of what this plan will address and how it will be used in the Salem-Keizer area to make the transportation system safer for all users.

Pending a decision in early 2017, a SKATS staff member will assist DLCD and ODOT on a **Strategic Assessment** to better understand how the current transportation and land-use system are meeting the needs for the residents of the area. This work potentially will be used in several studies such as the Keizer Growth Transportation Impacts Study to provide a complete picture of how future development will effect the area. (*Note: If this work is done, funding will come from ODOT, and ODOT/DLCD staff will do the majority of the tasks.*)

### A. Public Participation Program

#### Program Description

Federal laws and regulations (23 CFR 450.316) and good planning practices require the continued refinement and implementation of a public participation program to allow the public, other public agencies, and private groups the opportunity to share in the planning of the regional transportation system.

SKATS adopted its first Public Participation Plan (PPP) in 2006 in accordance with SAFETEA-LU requirements. A revised PPP was adopted in April 2013. The PPP identifies which types of public

#### Public Participation Plan

**Status:** Update the PPP to be consistent with new federal planning regulations. Ongoing work includes outreach materials and meetings, TIP and RTSP amendments and updates as described in this UPWP, plus updating the SKATS pages on the website.

**Lead:** SKATS, in cooperation with other SKATS jurisdictions.

**Budget:** \$52,000

SKATS' Public Participation Plan was last updated and adopted in April 2013. It is available on the MWVCOG website.

In February 2016, the MWVCOG launched its new website providing a better user interface and more readily available information on SKATS including the approved plans and studies and links to maps of projects in the RTSP and MTIP with the intent to make information more accessible to outside agencies and the public.

SKATS staff is responsible for keeping information on the website current, and expanding the amount of information available that is relevant to the public and our transportation agency partners.

involvement activities are to be utilized with the various SKATS activities.

The PPP responds to the provisions of federal and state law including Environmental Justice provisions. The PPP has been, and will continue to be, used in the development of RTSP and TIP. For the last RTSP and TIP updates, SKATS increased the level of public participation by greater use of websites, mapping, public outreach, social media, and interagency coordination. The PPP is also be used for other planning studies (such as the Salem River Crossing EIS) and for providing general information on transportation planning activities taken by SKATS and within the SKATS area.

In 2015, SKATS staff helped develop the new Mid-Willamette Valley COG (MWVCOG) website which was made available to the public in early 2016. Along with information about COG activities, the website contains information about transportation planning activities in the SKATS and MWACT areas, as well as all the SKATS-related documents. In particular, in 2016-2017, SKATS staff made greater use of the website to provide public information about the update of the TIP including online maps of the draft TIP and project sheets of new proposed projects.

### Activities

- Work with local agencies on cooperatively providing public information regarding planning studies and the development of the regional RTSP and TIP. Help to form advisory committees; present information to groups, elected councils, and commissions; develop presentation materials; provide information using the web pages; coordinate meeting locations; etc. Document participation at public presentations and meetings to comply with Title VI procedures.
- Utilize the PPP as part of future planning studies, in updates and amendments to the RTSP or TIP, and in dissemination of information on regional transportation planning to the general public.
- Work with other MWVCOG staff on posting SKATS information on the website.

### Products

- Presentation materials will be created, as needed, for the public involvement processes (such as the TIP update and any RTSP amendment) and may include maps, brochures, PowerPoint presentations, fact sheets, displays, media placements, etc. To the extent practicable, include these materials on the MWVCOG webpage.
- SKATS will maintain its webpages on the MWVCOG website ([www.mwvcog.org](http://www.mwvcog.org)) with updated information on the RTSP, TIP, TIP/RTSP amendments, regional planning studies, additional online mapping features of projects etc.
- Develop and provide to ODOT an annual Accomplishment Report on Title VI activities that include the public participation activities for the year. (October 2017)

## B. Performance-Based Planning

MAP-21 introduced two important changes to how transportation planning had been conducted. First, it introduced a performance-based planning paradigm requiring all plans or amendments after May 27, 2018, to be compliant with this planning paradigm. This paradigm specifies data-driven project selection and tracking of the performance of the regional system for better accountability and transparency how funds are spent. Second, a set of national goals were defined with the associated performance measures to track progress toward meeting these goals being codified in subsequent rule making by FHWA and FTA. There are four highway/road-related groups of performance measures and two transit-related groups. The rules, and thus the measures, have been rolled out by FHWA and FTA over the last several years. As the rules are finalized, SKATS will need to establish targets for each of the performance measures in consultation with either ODOT or SAMTD. In general, ODOT or SAMTD have one year from the published date of the final rule governing the performance measure to develop a target with SKATS required to establish a target 180 days after that. In addition, some targets will need to be re-examined or re-established each year.

During the 2017-2018 fiscal year, SKATS will coordinate with both ODOT and SAMTD, as appropriate, to establish targets for use in the SKATS area. Work on these measures will be primarily attending meetings to coordinate the development of ODOT and SAMTD targets, gathering and analyzing data relevant to the SKATS area, and working with the SKATS TAC, PC, and other stakeholders to establish targets for each of the performance measures. During this UPWP period, SKATS will start the process to inform the PC and TAC of the change to performance-based planning, what that entails, and how that will change the development of the RTSP and TIP. This work will continue into subsequent years.

### Activities

- Discuss with the committees the change to performance-based planning and the implications for future RTSP and TIP development.
- Discuss and establish targets for the federal performance measures as appropriate for Safety, Bridge, Pavement, and Transit State of Good Repair. It is possible that Transit Safety and System Performance will require work during this period as well.
- The following information shows the Performance Measures and the year and agency responsible for calculating the measure:

**Transit State of Good Repair** [Yearly]  
January 2018 (SAMTD)  
June 2018 (SKATS)

**Road-Related Safety** [Yearly]  
August 2017 (ODOT)  
February 2018 (SKATS)

**NHS Pavement** —TBD

### Performance-Based Planning

**Lead Agency:** SKATS

**Budget:** \$138,000

**Deliverables:** Coordination with local jurisdictions and ODOT on development of targets and methodologies for tracking data.

**NHS Bridge—TBD**  
**Transit Related Safety – TBD**  
**Road System Performance – TBD**

**Products**

Establish targets for road safety. [February 2018]  
Establish targets for Transit State of Good Repair. [If yearly, by June 2018.]  
Targets for other performance measures may be completed in FY 2017-2018.

**C. Regional Transportation Systems Plan (RTSP)**

**Regional Transportation Systems Plan (RTSP)**

The current **2015-2035 RTSP** was adopted by the SKATS Policy Committee on May 26, 2015, and amended on June 28, 2016.

The Air Quality Conformity Determination (AQCD) for the 2015-2035 RTSP was also adopted on May 25, 2015, and amended on June 28, 2016.

The next **RTSP** and associated AQCD are scheduled for adoption by the SKATS Policy Committee in either May or June 2019.

The RTSP and AQCD can be viewed on the MWVCOG webpage.

**Program Description**

The adopted Regional Transportation Systems Plan (RTSP) represents a comprehensive policy and planning blueprint for investments and strategies related to the regionally significant transportation systems in the Salem-Keizer urban area. The RTSP complies with both federal and state regulations for regional transportation planning. Federal regulations on the development and content of a metropolitan transportation plan are in 23 CFR 450.324.

The RTSP provides coordination and guidance for implementing agencies such as ODOT and the local jurisdictions to provide a multimodal, region-wide transportation system that is effective, efficient, and sufficient to meet the changing needs of our citizens. The RTSP has a 20-year horizon: it is updated every four years to maintain a 20-year planning horizon based on current and projected demographic, travel demand, and economic forecasts, as well as to comply with transportation, environmental, and other federal and state regulations. Coupled with the transportation systems plans (TSPs) adopted by the local jurisdictions, Salem Area Mass Transit District (SAMTD), and the Oregon Department of Transportation (ODOT), the RTSP provides a consolidated area-wide transportation plan for the entire SKATS MPO area. This work element encompasses all long-range planning activities associated with the regionally significant portions of the area's transportation system including roadways, highways, transit, ridesharing, park-and-ride, bicycle, pedestrian, Transportation Systems Management (TSM), Transportation Demand Management (TDM), intermodal, Intelligent Transportation Systems (ITS), goods movement, and other transportation-related systems.

SKATS coordinates with the local jurisdictions on development of a long-range (20 year) population and employment forecast, which is used in transportation model development and transportation planning analysis. The population and employment numbers are *based on the currently adopted comprehensive land use plans* of the member jurisdictions in SKATS and take into account new and future land use development that the local jurisdictions are confident will occur. This approach complies with the requirements of the state and federal planning regulations and avoids any perceptions that the RTSP process is attempting to prematurely project the results of the local visioning efforts. The horizon year for the next RTSP will be 2040 (currently it is 2035) for the update to be adopted in 2019.



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

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

The adopted RTSP contains goals, objectives, and indicators, the latter allowing the region to track progress toward accomplishing the RTSP goals. Some of these indicators have data but others do not; therefore, SKATS staff will need to collect this information and provide updates to the SKATS committees.

In December 2015, Congress passed, and the President signed, a five-year federal transportation bill, FAST (Fixing America's Surface Transportation) Act, which continues most of the previous "Moving Ahead for Progress in the 21st Century" (MAP-21). In regards to transportation planning, MAP-21's major change was the emphasis on a performance- and outcome-based program; this will not change with FAST. The 2015 update to the plan is compliant with MAP-21 to the maximum extent possible; however, many of the planning and performance-based requirements of MAP-21 had not yet been codified by FHWA and FTA. As mentioned above, work during 2017-2018 will be carried out to ensure the 2019-2040 RTSP will be completely compliant with the latest federal regulations and guidance.

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

### Activities

Following adoption of each RTSP update, there often remain "outstanding issues" that require study. Some of these issues are being addressed in the Corridor and Area Plans section (*Section II*) of this UPWP. Some tasks, specifically, those related to the data describing the regional transportation system and its analysis, are described elsewhere in this document (*Section IV*). The main activities for this time period are focused on the upcoming update to the RTSP to be adopted in 2019. These tasks include:

### Regional Transportation System Plan and MAP-21/FAST Act Compliance

**Status:** The RTSP is updated every 4 years (next update scheduled for 2019). This year, work will include review of policy statements federal MAP-21 targets and SKATS RTSP indicators, and project solicitation for the plan.

**Lead Agency:** SKATS

**Budget:** \$130,000

### **Deliverables:**

Updated indicator data and potentially revisions to indicators (January 2018)

Background papers on Policy Updates to go out for public review (April 2018)

Develop 2040/2050 forecast and start using in new model (June 2018).

Note: The RTSP continues into the FY2018-19 UPWP, with eventual public review in Spring 2019 and adoption by May 2019.



### **Timeline for Updating the Regional Transportation Systems Plan (RTSP)**

- 2H 2017: Start population & employment estimates, review ITS project list
- 1H 2018: Finalize population & employment estimates, start update of project list and financial projections
- 2H 2018: Finalize project list and financial projections
- 1H 2019 Finalize draft document, public review and outreach, adoption by May/June 2019

- Review the policy statements and indicators in Chapter 2 and revise to reflect the federal performance measures, as necessary. Discuss additional changes to the indicators, as necessary, as well as whether to establish targets for the non-federal indicators. [Spring 2018]
- Revise the project solicitation form, and start the project solicitation process. [Continues to September 2018]
- Develop and finalize the schedule for public involvement and send out the schedule to the public involvement list. [June 2018]
- Review planning documents from ODOT, SAMTD, and local jurisdictions to reflect any changes since the update to the RTSP in 2015. [June 2018]

See **System Monitoring and Reporting (Section IV.C)** for discussion of developing a database for indicators used in the goals and objectives of the RTSP.

### **Products**

Updated indicator data by June 2018.

### ***i. Congestion Management Process (CMP)***

The Congestion Management Process (CMP) identifies areas with existing or future congestion, includes strategies or projects to address the congestion, and monitors the effectiveness after implementation. The existing CMP (Appendix E in the 2015-2035 RTSP) will be revised to address comments from FHWA and FTA in their report on the 2016 Quadrennial review. The CMP will also be modified to align with the new federal guidance and regulations concerning performance-based planning.

### **Products**

Revised CMP that addresses the FHWA/FTA comments and the MAP-21/FAST guidance. [Summer-Fall 2017]

### ***ii. Metropolitan Intelligent Transportation System (ITS)***

The Salem Metropolitan Area Intelligent Transportation System (ITS) Plan was adopted in 2005, and the project list was revised in 2014 in preparation for the 2015 update to the RTSP. In 2017-2018, the project list will be revised, and if necessary, the Regional ITS Architecture will be modified to reflect any changes in the National ITS Architecture that is relevant to the SKATS area. The revised project list will be used, as appropriate, in the 2019 Update to the RTSP.

### **Products**

Update ITS Project List and, if necessary, Regional ITS Architecture. [Spring 2018]

## **D. Regional Safety Planning**

### **Program Description**

In compliance with the FAST Act, states are required to use a data-driven, strategic, and performance-focused approach to improving

safety on all roads. State DOTs and MPOs are expected to use safety data to inform their transportation planning and programming decision making and directly link investments that will result in the greatest possible reduction in fatalities and serious injuries. States and MPOs are required to establish safety performance targets and are expected to make significant progress towards reducing fatalities and serious injuries for all modes.

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

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

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

### Activities

The following are tasks being considered to take place in FY 2017-2018; although, these could be modified as the region makes further progress and decides on its direction:

- Present the *SKATS Area Crash Data Report* to the SKATS Policy Committee and other elected officials in the area.
- Develop safety performance targets, or choose to support the state targets.
- Make a version of the safety data in Tableau available to the public.

### Regional Safety Planning

#### Activities includes:

- Updating information on SKATS area crashes and fatalities
- Reviewing national and local safety planning with local jurisdictions
- Establishing a SKATS Safety Working Group

**Lead Agency:** SKATS

**Budget:** \$90,700

#### Deliverables:

- SKATS Area Crash Data Report
- Reports on national and local safety planning approaches
- Safety Performance Targets
- Report on Coordinating Safety Planning with state and local officials

- Develop a review of national and local safety planning approaches to share with the SKATS TAC and the SKATS Safety Working Group.
- Hold one or more Safety Working Group meetings inviting staff from local jurisdictions, ODOT, and emergency responders as well as a representative(s) of the SKATS Policy Committee.
- Attend additional safety training workshops, webinars, etc.
- Partner with ODOT, SAMTD, and local jurisdictions on safety education and messaging initiatives.
- If needed, develop a scope of work and contract for consultant services.
- Describe existing safety programs and opportunities for improvement.
- Continue to review crash data and do analysis, as needed.

Lead: SKATS

Deliverables:

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

## E. Transportation Conformity Determinations

### Program Description

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

In the 1970s, the Salem-Keizer area was tested for compliance with the newly established carbon monoxide and ozone standards. At that time, CO and ozone concentrations were above the standards; and the area was officially designated by EPA as non-attainment. In 2004, EPA formally designated the entire state of Oregon in attainment for ozone. The Oregon Environmental Quality Commission (**OEQC**) adopted an Ozone Maintenance Plan for Portland and Salem on February 22, 2007.

In the SKATS region, the carbon monoxide (CO) standard has not been violated for over 20 years, and CO concentrations are now less than a third of the NAAQS for CO. In June 2007, the OEQC re-designated SKATS as a CO Maintenance Area. The OEQC also adopted a Limited CO Maintenance Plan for the SKATS region in June 2007. This plan was approved by the federal Environmental Protection Agency (EPA) and became effective on March 2, 2009. [73 Federal Register 79655, December, 2008]

Based on the area's ozone attainment status and the CO limited maintenance plan, transportation conformity determinations for the RTSP and TIP do not require a regional air quality emissions

### Transportation Air Quality Conformity Determination

#### Approvals of Current AQCDs:

- 2015-2035 RTSP: February 26, 2016
- FY 2015-2020 TIP: May 20, 2015

Lead Agency: SKATS

Budget: \$8,000

#### Deliverables for next AQCDs:

- For RTSP: May 2019
- For MTIP: March 2017

analysis each time a new transportation plan or TIP is approved or amended. However, as a maintenance area, transportation conformity determinations are still required and must demonstrate that the plan and TIP are fiscally constrained and must meet the criteria for consultation. In addition, individual transportation projects will still be subject to localized “hot spots” analysis to demonstrate those projects will not cause CO problems. The most recent FHWA and FTA Air Quality Conformity Determinations were issued on February 26, 2016, for the 2015-2035 Regional Transportation Systems Plan (RTSP) and on May 20, 2015, for the FY 15-FY 20 Transportation Improvement Program (TIP).

#### Activities and Products

- Prepare Air Quality Conformity Determinations for the RTSP, TIP, and their respective amendments, as necessary, and submit to FHWA and FTA. No emissions analysis is required as part of the AQCD. Continue required conformity consultation with federal, state, and local agencies.
- Monitor EPA changes to the federal transportation conformity regulations, NAAQS (including possible new ozone standards), and MOVES model. As necessary, coordinate SKATS activities with FHWA and DEQ in the development of responsive amendments to the State Conformity Rule.

### **F. Strategic Assessment**

At the state level, Portland Metro is the only MPO that is required to develop and adopt a plan that reduces future emissions of greenhouse gases (GHG) from light vehicles. For the other MPOs in Oregon, determining future GHGs and developing plans to reduce GHGs is voluntary.

Over the last few years, the Corvallis and Rogue Valley MPOs worked with ODOT and DLCD to conduct a Strategic Assessment of how their plans may or may not help with reducing GHGs. These assessments are also used to help understand local policy questions of interest, such as changes to land use transportation investments and behavior. At the time of this writing, SKATS is still discussing with ODOT and DLCD and the SKATS Policy Committee whether the SKATS area will do a Strategic Assessment. If the decision is to do this work, most of the work will be done by ODOT and DLCD, with SKATS staff providing the data inputs to the strategic model and reviewing the model outputs and reports. **ODOT and DLCD provide the funds (via an intergovernmental agreements) for SKATS staff to do this work—no SKATS federal funds are used for SKATS time.** Once work begins, a final product will be done in one year.

- Participate with ODOT and DLCD on a "Strategic Assessment" of transportation and land-use indicators including greenhouse gas emissions, based on currently adopted plans in the SKATS area.



## II. Corridor and Area Plans

Major planning studies are undertaken to identify and evaluate alternatives and options to transportation issues and to determine the “Preferred Alternative” given identified opportunities and constraints. Several of these problem areas have been identified in previous updates to the RTSP or in a local transportation system plan and listed as “outstanding issues.”

23 CFR 450.322 states that a 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. Most of the following major planning studies require work over several years due in part to staff workload but also due to the necessary processes to collect information, conduct analysis, develop options, and gather stakeholder and public input. While SKATS is not the lead agency in these studies, SKATS staff are actively involved in project management teams, overseeing and reviewing drafts of planning documents, and providing land use and/or transportation data (including travel demand forecasts from the SKATS model).

### A. Willamette River Crossing (Salem Bridge EIS)

#### Description

Work on the **Salem River Crossing Environmental Impact Study (EIS)** began in 2006 with a combination of federal, state, and local funds. During the 2012-2013 program year, ODOT and the city of Salem (as the lead agencies) started Work Order #4 of the project with the objective of the local jurisdictions collectively selecting a preferred alternative followed by preparation of a Final EIS for that preferred alternative.

ODOT will continue to serve as the contract manager of the EIS effort and manage the consultant team led by CH2M. ODOT and city of Salem planners are Project Managers for the EIS. SKATS staff participate on the Project Management Team, provide coordination with the SKATS Policy Committee, and provide modeling and data services, as needed. There will be continuing coordination with planners at the Oregon Division of FHWA and other federal and state agencies. Throughout the Final EIS (**FEIS**) stages, the SKATS Policy Committee will be kept informed of project milestones.

#### Activities

In February 2014, the Oversight Team selected a Preferred Alternative ("PA"), selected a bridge type, and held a funding workshop with stakeholders. In 2015 and 2016, extensive modeling was completed for the FEIS, as well as engineering refinements to the Preferred Alternative design and footprint. In late 2016, the local jurisdictions approved an expansion of the Salem-Keizer Urban Growth Boundary to incorporate the Preferred Alternative footprint. The city of Salem amended their Transportation System Plan to include the Preferred Alternative on December 5, 2016.

### Major Regional Planning Studies

#### **Willamette River Crossing**

**Status:** Continues or completes work on the Salem River Crossing Study EIS.

#### **Lead Agencies:**

ODOT, City of Salem, FHWA, and SKATS

#### **FEIS Schedule (as of Feb 2017)**

- Spring 2017 Submit FEIS to FHWA for Review.
- Summer 2017—Publish Final EIS.

#### Other Plans and Estimates of Staff cost-effort

- Salem Bridge EIS (\$10,000)
- Cordon Road Corridor Study (\$30,000)
- City of Keizer: Growth and Transportation Impacts Study (\$25,000)
- Keizer Revitalization Plan (\$5,000)

**SKATS Activities Budget all 4 studies: \$70,000**



Tasks in early 2017 include finalizing the FEIS by ODOT and city of Salem staff and the consultant team and submittal to FHWA. Other tasks that will occur sometime in 2017 is developing Alternative Mobility Targets for sections of state facilities that cannot meet the mobility standards of the Oregon Highway Plan. ODOT will take the lead on this task with SKATS staff providing assistance, as needed.

#### Products

Lead: ODOT and City of Salem

Status: Ongoing

Deliverable: mid-2017 – **Final EIS** delivered to FHWA.

### **B. Cordon Road Corridor Study and Management Plan**

#### Program Description

The purpose of the Cordon Road Corridor Study is to facilitate the development of, and culminate in, a Cordon Road Corridor Management Plan. The total length of the Cordon/Kuebler corridor is 16.9 miles beginning at Viewcrest Drive in south Salem and ending at the Chemawa Interchange at Interstate 5 in Keizer. This study will focus primarily on the portion of the corridor extending from Lancaster Drive SE (south of OR22) to Hazelgreen Road NE and including Hazelgreen Road from Cordon Road to Portland Road (OR99E) and Chemawa Road to Interstate 5. The length of the corridor as defined is approximately 10.1 miles with 2.9 miles in the city of Salem, and 7.2 miles in Marion County. These sections of the corridor are the least developed and have the most access and development pressures from adjacent land uses; hence, their selection to be addressed in this management plan. The study effort will pull together all existing identified needs and plans along the identified segments. Additional data collection and analysis will be performed on the overall route, as needed. Policies and priorities will be developed regarding the long-term management of this facility, and the process will seek commitments and agreement from all affected agencies in support of this management plan.

This project was identified through the TIP development process and is funded using STBGP-U funds.

#### Activities

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

### **C. City of Keizer Growth Transportation Impacts Study**

#### Program Description

The Keizer Growth Transportation Impacts Study is a planning study to evaluate transportation impacts of three different growth scenarios in Keizer—expand the UGB; export growth to other parts of the shared UGB; or significantly densify (or a blend of the three). This study will examine the relative impacts through conceptual design of transportation infrastructure and through modeling of potential impacts. Community involvement is an

important component of this project. This project will use consultant services and will also use consultants to update TSP information (LOS impacts, IAMP Changes, mobility standard changes, etc.).

The study would evaluate three specific scenarios and document the costs and impacts to the transportation system for each scenario.

This project was identified through the TIP development process and is funded using STBGP-U funds.

#### Activities

SKATS' role will include being a member of the Project Management Team and providing census housing and employment data.

### **D. Keizer Revitalization Plan**

#### Program Description

The Keizer Revitalization Plan will refine existing planning documents for three areas in Keizer. The project will seek to increase development densities and the mix of uses within these areas in order to help the city to meet its projected employment and residential needs.

The plan will update, refine, and/or replace the planning documents for the area surrounding the Chemawa Road / River Road intersection (River Road Renaissance Plan); the area near the intersection of Lockhaven / River Road (McNary Activity Center); and the Cherry Avenue area (Cherry Avenue Plan). The project will identify appropriate boundary locations for the areas; include strategies to promote mixed use and transit oriented development; develop design requirements for new developments; encourage increased residential density within these areas; and, will help the city to meet some of its projected employment and residential needs while at the same time fostering commercial development within these areas. The final plan will be adopted by the city council and will replace the previous documents as determined to be appropriate and will include revisions to the comprehensive plan and development code necessary to implement the plan.

#### Activities

SKATS' role will include being a member of the Project Management Team and providing census housing and employment data.



### III. Regional Project Programming

#### A. TIP Development, Amendments, and Adjustments

##### Program Description

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

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

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

- **FY 2015-2020 TIP**

The FY 2015-2020 TIP will cover the 2015 through 2018 federal fiscal years with FY 2019 and 2020 included as illustrative years for planning. This TIP will be effective until approximately September 30, 2017, or when the FY 2018-2021 STIP becomes effective.

- **FY 2018-2023 TIP**

The FY 2018-2023 TIP will cover the 2018 to 2021 federal fiscal years with FY 2022 and 2023 included as illustrative years for planning purposes. The FY 2018-2023 TIP will have been adopted prior to the effective date of this UPWP but will not be effective until the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) approves the FY 2018-2021 STIP (which includes the FY 2018-2023 TIP). The FY 2018-2023 TIP is anticipated to be effective at the beginning of the 2018 federal fiscal year (starting October 1, 2017).

- **FY 2021-2026 TIP**

The next TIP will cover federal fiscal years 2021 to 2024

##### **Regional Project Programming**

**Status:** The SKATS MTIP is updated on a 2-year cycle with MTIP revisions, as needed, between cycles. The budget includes revisions and other coordination on the existing MTIP, development of the next MTIP (FY 18-FY 23), coordination on the ODOT STIP, and tracking of TIP projects.

**Lead Agency:** SKATS

**Budget:** \$145,000

A: TIP & Amendments (\$53,000)

B: TIP Project Tracking (\$57,000)

C: TIP Management System (\$5,000)

D: CMAQ Admin (\$30,000)

##### **Deliverables:**

- Annual list of FY 2017 Obligated Projects. (*January 2018*)
- Updated revisions to project and update tables of the SKATS FY 2015-2020 and FY 2018-2023 Metropolitan Transportation Improvement Program posted on MWVCOG website.
- TIP Amendment public notice information posted on MWVCOG webpage.
- Application forms for project solicitation.
- Information about SKATS funded CMAQ projects to ODOT, including required emissions and funding information.
- ArcGIS Project Maps on MWVCOG website updated.

with FY 2025 and 2026 included as illustrative years. Formal work on this TIP will not likely begin until December of 2018, which is outside the time covered by this UPWP. However, activities related to incorporating federally required performance based planning into the TIP will start as guidance is available.

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

Activities related to the three-year cycle of the development, preparation, and maintenance of the TIP are provided under this work element, as are the public involvement activities related to the TIP as required by federal regulations. The MPO shall provide all interested parties with a reasonable opportunity to comment on the proposed TIP. Details on public participation are contained in the adopted SKATS Public Participation Plan (adopted April 2013).

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

All MTP and TIP updates and/or amendments after **May 27, 2018** must meet the new performance-based planning requirements.

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

### Activities

For FY 2017-2018, activities related to the TIP fall in three general categories:

1. Maintenance activities of the adopted SKATS MTIP
  - a. Coordinate with the ODOT Region 2 STIP Coordinator on TIP and STIP changes for projects within the SKATS MPO.
  - b. Check that projects in the adopted TIP match the adopted STIP.
  - c. Check that projects in the adopted TIP are correctly specified in ODOT's Financial Plan monthly.
  - d. Revise, when necessary, the adopted SKATS TIP (via amendments, adjustments, or administrative modifications) based on new federal or non-federal funding availability and/or changes in projects as they proceed with their development.
  - e. Follow the TIPs Management Process for all TIP revisions.

- f. Follow SKATS PPP (Public Participation Plan) for any TIP Amendments.
2. Coordinate with ODOT on the new FY 2018-FY 2021 STIP
  - a. The FY 2018-FY 2021 STIP will be in the final stages of adoption with an anticipated effective date of October 1, 2017. SKATS will coordinate with ODOT, as needed, regarding new STIP projects in the SKATS area, as well as make sure that SKATS projects are included in the final STIP.
3. Development of the SKATS FY 2018-FY 2023 TIP
  - a. The SKATS FY 2018-FY 2023 TIP will have been adopted prior to the effective date of this UPWP but will not yet be effective. Activities remaining:
    - i. Verify that the STIP and TIP are consistent; and
    - ii. Incorporate changes to the FY 2015-2020 TIP into the FY 2018– FY 2023 TIP, if appropriate.

#### Products

- Work with the SKATS TAC and Policy Committee on any revisions needed for the adopted TIP following the adopted TIP management practices.
- Upload copies of the adopted TIP, updated TIP tables, and resolutions for adjusting the TIP to the MWVCOG website. ([www.mwvcog.org](http://www.mwvcog.org))
- **Final SKATS FY 2018-FY 2023 TIP.** (Adoption by SKATS in April 2017, effective date of October 2017, with as-needed updates during the FY 2017-2018 period.)

## **B. TIP Project Development Tracking**

#### Program Description

The Transportation Improvement Program (TIP) identifies which projects are to receive federal funding. However, programming these funds in the TIP is just the first step of the project development cycle. To ensure that TIP projects and program funding levels are being carried forward expeditiously, SKATS staff works with ODOT and the local jurisdictions and agencies to help with any coordination work needed to move projects forward. This includes working the ODOT Region 2 local area liaisons, other ODOT staff, and local jurisdictions' staff to review projects as they progress through project development; make revisions to the TIP and STIP; to expedite IGAs; to track project status and funding in the ODOT Financial Plan (particularly of projects funded with STPBG-U, TA-U, and CMAQ funds); and providing other assistance, as needed. Lastly, SKATS works with ODOT and SAMTD to organize data for the Annual List of Obligated Projects (as required by 23 CFR 450.334) which shows which projects (or project phases) have been obligated by FHWA or have received an FTA grant.

#### Activities

- Assist the local jurisdictions, ODOT, and Salem Area Mass Transit District with TIP amendments, adjustments, and administrative modifications.
- Work with ODOT's Region 2 and Highway Program staff to



match the projects in the TIP with the STIP and ODOT's Financial Plan.

- Act as a liaison between SKATS, ODOT, SAMTD, and local jurisdictions to resolve delays in project development.
- Track the status of STPBG-U, TA-U, CMAQ, and other federally funded projects (status of obligation, project development phases, etc.).

#### Products

Annual list of obligated projects developed in coordination with ODOT and SAMTD. **(December 2017).**

### **C. TIP Management System**

#### Program Description

The larger MPO's are investigating a comprehensive TIP Management System using a common software program. Currently SKATS tracks the TIP projects using a spreadsheet which is not connected to the State's database. The advantages of a TIP management system include:

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

#### Activities and Products

- Continue to review collaboration on a TIP Management System with the other MPOs. **(ongoing)**

### **D. CMAQ Program Administration**

#### Program Description

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

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

Each CMAQ project must meet three basic criteria: it must be a transportation project, it must generate an emissions reduction from motor vehicles, and it must be located in, or benefit, a nonattainment or maintenance area. The expected emission reduction benefits of CMAQ projects are required to be documented. In addition, all CMAQ projects must be included in the current Regional Transportation Systems Plan (RTSP) and Transportation Improvement Program (TIP).

SKATS started receiving CMAQ funds in 2017 for the 2016, 2017, and 2018 fiscal years. The programming of CMAQ funds was combined with the process used for selecting and programming STBGP-U and TA-U funds. The process was already established and underway.

In December 2016, ODOT assembled an Advisory Committee of the affected recipients of CMAQ funds to discuss how CMAQ funds should be distributed in the state. Recommendations for modifying the CMAQ program will likely be completed in summer of 2017 and then discussed by the Oregon Transportation Commission (OTC). SKATS staff will support the two SKATS representatives and coordinate with ODOT, as needed. Once a decision is made, SKATS staff will begin developing a process for determining how to propose projects to be funded by CMAQ funds in FY 2019 and beyond.

#### Activities and Products

- Work with local project sponsors on calculating the benefits of CMAQ projects.
- As with other TIP projects, keep tabs on CMAQ projects as far as TIP and STIP entries and obligation of funds.
- Work with ODOT and the CMAQ Advisory Committee and follow-through on the OTC's direction for administration of the CMAQ program by MPOs and ODOT.



## IV. Regional Modeling and Data Program

### A. Regional Population and Employment Forecasts

#### Program Description

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

#### Relationship to Previous, Current, and Future Efforts

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

Coordinated county population forecasts are being conducted by the staff of Portland State University's Population Research Center. For Marion and Polk County, this work will be completed by June 2017. It is only after that work is completed that a 2040 or 2045 population forecast, which will be needed for the update to the RTSP, can be coordinated with the local jurisdictions for the SKATS MPO area. SKATS will lead the activities of a 2040/2045 Land Use and Forecasting Work Group using staff from the local jurisdictions.

One difficulty for developing regional population forecasts and allocations to Transportation Analysis Zones (TAZs) has been that the city of Keizer's future population forecasts assume significant increases that would be very difficult without an expansion of the shared Salem-Keizer Urban Growth Boundary (UGB). The two studies (the Growth Impacts Study and Revitalization plan) will help answer how land uses and the UGB may change in Keizer.

#### Activities and Products

- Provide census-based data (past and current year) the population and employment information and regional forecasts developed for the RTSP to local jurisdictions, special districts, and state agencies, as requested, for use in their long-range planning studies. **(As-needed)**
- Provide land use, employment, and other model input data to ODOT, local jurisdictions, and agency-contracted consultants for use in local and regional transportation studies. **(See Major Planning Studies, Section II) (As-needed)**

#### Regional Population and Employment Data and Forecasts

**Status:** Ongoing work to update information for use in the forecasts

**Lead:** SKATS

**Budget:** \$85,000

- Continue coordination and system-development activities necessary to maintain currency of GIS-based land use and population and employment forecast databases. **(On-going)**
- Work with local jurisdictions to refine data collection and maintenance procedures associated with building permits and changes in comprehensive land use plans. **(On-going)**
- Update the regional land use inventory and comprehensive plan designations using data supplied by the local jurisdictions in the region. **(On-going)**
- Update the SKATS employment data using Oregon Employment Department ES-202 data. **(As-needed)**
- Evaluate ACS 5-year products as they are released. **(As-needed)**
- Develop a 2040 or 2045 forecast **by June 2018.**

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

### Program Description

This work element contains activities related to the development and support of the travel model necessary to carry out the regional transportation planning tasks described in **Section I**. Included in these activities are the refinement, calibration, and update of the regional travel demand models necessary for the production of traffic and transit estimates for base year, committed, and future-year alternatives for the RTSP, the regional, area, and corridor planning studies (identified in **Section II** of the UPWP), the TIP, and the local TSPs, as required.

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

### Activities

#### **Refinement and maintenance of recently updated travel model:**

In 2016-2017, SKATS employed staff from Metro to help update the travel model using data from the 2010 Household Activity Survey (that work will conclude in June 2017). Activities for the 2017-2018 time period will focus on additional validation work of the updated model, in order to make it available for planning studies.

**Work on Next-Generation model and data:** Efforts have been underway for several years to research and define the structure and data required for the next version of the travel demand model. Activities that will continue for this UPWP period include:

- Continue ongoing coordination work with ODOT and their contractors and other MPOs on the development of the statewide model (and its connection with urban area model) and incorporating transportation data from the 2010 Oregon Household Activity Survey analysis (*See IV.D below*) into existing and future travel demand models.

### Travel Demand Model Data, Forecasts, and Refinement

**Status:** Ongoing work to refine the travel model and provide modeling support for regional projects.

**Lead:** SKATS

**Budget:** \$227,000

- Coordination with the Oregon Modeling Steering Committee and its Modeling Program Coordination subcommittee on improvements to MPO models and coordination between statewide and MPO models. This could include the movement to a “population synthesizer” as a way to specify the characteristics of household used as model input.
- Investigate and discuss with ODOT, the other MPOs in the state, and the regional partners the appropriateness and usefulness of alternative modeling structures (such as a person activity or tour model) for a future regional travel demand model.

### Products

Products, such as maps and tables of model results, will be produced as required by any on-going planning study.

## **C. Systems Monitoring and Reporting**

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

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

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

### Activities

- Maintain regional systems inventories required by MAP-21/FAST and the Transportation Planning Rule (TPR).
- Update and maintain regional street, transit, and other transportation-related infrastructure inventories, as appropriate, in GIS format.
- Update and maintain a database of projects on the regional road system to assist in preparing updates to the RTSP and TIP, as well as developing current and future year networks for the regional travel demand model. This includes the work started in 2013 to create a geodatabase of completed transportation projects on the

### **Regional Systems Monitoring and Reporting**

**Status:** Federally required and recurring to comply with FAST, the required Congestions Management Process, and to produce the RTSP Indicators.

**Lead:** SKATS

**Budget:** \$227,000



regional system as well as projects funded in the SKATS TIP.

- Work in-house and with the SKATS committees to revise and refine the CMP process and integrate it into the project selection framework.
- Continue to revise and refine the comprehensive traffic count and transit ridership database developed by SKATS to provide a central repository of data for internal use.
- Develop and maintain a database of collision locations and other pertinent safety related information within the SKATS study area.
- Investigate additional methods of data collection, storage, and analysis in regards to characteristics of all travel in and through the region, whether located on the regional system or not. The goal is to minimize staff effort while maximizing data collected and analyzed. This may include the purchase and use of new tools (such as permanent and portable bike count stations or BlueTooth travel time monitors) and travel time and Origin/Destination data sources (both public and private), working, as appropriate, with ODOT, SAMTD, and/or the local jurisdictions.
- Develop and maintain a database for the indicators defined in Chapter 2 of the 2015-2035 RTSP. Refine the indicators as needed. For those indicators that require data currently not collected, develop the capability to collect, process, analyze, and store the underlying data. This database will likely form the base for the data collected and analyzed as part of the requirement from MAP-21/FAST for system performance measures.

### Products

- ***Regional Operational Characteristics Report (ROCR)*** that describes travel conditions on the region's roadways based on travel time data, traffic counts, transit ridership, and collision information and that is collected, stored, and processed by SKATS. **(Currently under review with no date of completion.)**
- ***Collision Quick Facts***, a document providing a brief overview of the collisions that occurred in the region over the previous year. **(Annually, about 3-4 months after ODOT provides the data.)**
- Databases and geo-databases containing regional roads information, traffic counts, transit ridership, collision information, and completed, funded, and planned future transportation projects in the region Include this information on the MWVCOG website, as feasible. **(On-going)**
- Report of the regional system indicators identified in the 2015-2035 RTSP.

## **D. Household Travel and Activity Surveys**

Household activity and travel surveys were conducted in the SKATS area in 1994-1995 and were used in the previous travel demand models. In 2010, a household travel surveys from about 1800 households in SKATS was conducted. Data from this survey

### **2010 Household Survey**

In 2010, over 1800 households in the SKATS area completed the travel survey. (The previous survey was in 1994/1995). ODOT and the other MPOs also conducted surveys in 2009-2011.

Summaries of the survey have been completed by SKATS staff. Analysis and use of the survey for model updates and the next generation of models is being coordinated between ODOT and the MPOs.

has been used in updating and calibrating the travel demand models (auto ownership, trip generation, mode choice, destination choice, etc.). (*See Travel Demand Forecasting section IV.B.*) In addition, analysis and reports of the data have been made, and will be made, in the future, as required.

#### Activities

For FY 2017-2018, SKATS staff will work with other partners in Oregon to discuss a possible future survey effort, tentatively scheduled for 2020. In addition, other data sources that could provide similar information in a timelier manner will be investigated. (*See Systems Monitoring and Reporting section IV.C*)

#### Household Travel and Activity Survey

**Status:** Use survey data for model calibration and travel reports. Coordination for future survey or other travel behavior data collection.

**Lead:** SKATS

**Budget:** \$10,000



## V. Interagency Coordination

### Program Description

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

This work element includes activities such as participation in task forces, advisory committees, steering committees, technical committees, modeling support activities, project management committees, project subcommittees, etc., associated with these efforts to ensure the comprehensive coordination of SKATS transportation planning activities with the myriad of other related efforts occurring in the region and the state. The level of participation in these inter-jurisdictional efforts varies over time and depends on the current focus of work efforts of the groups and staff resources. The activities section below lists interagency and inter-jurisdictional studies or projects that SKATS staff expect to participate in; although, additional studies and projects may occur during the planning period.

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

### Activities

- Revise the IGA (#24,736) that defines the roles and responsibilities of SKATS, ODOT, and Salem Area Mass Transit District (SAMTD) per MAP-21 performance-based planning.
- Participate in the coordination of statewide and general corridor and facility plans and other planning and project activities in the region (in particular, those listed in ***Section II Corridor and Area Plans*** as well as others that may occur during the UPWP time period) to ensure a continuing, cooperative, and comprehensive SKATS planning process.

### Interagency, Interjurisdictional, and Other Coordination

**Status:** This covers the work by MWVCOG/SKATS staff to provide various assistance with transportation programs, projects, and coordination that affect the SKATS area or are otherwise beneficial to the MPO.

**Lead:** SKATS

**Budget:** \$109,000

- Participate in other federal, state, and locally funded studies that affect the regional transportation system.
- Participate in the update of local jurisdictional transportation plans, as needed.
- Participate in meetings and activities and support SKATS Policy Committee members as a member of the Oregon Metropolitan Planning Organization Consortium (OMPOC). Attend the quarterly meetings of MPO/Transit agencies.
- Participate in the Oregon Modeling Steering Committee, Modeling Program Committee, and other related transportation modeling and research subcommittees.
- Continue to evaluate and address new requirements resulting from the new federal transportation legislation. (MAP-21 and its successor FAST Act)
- Interagency coordination with EPA, DEQ, ODOT, etc. for consultation on Air Quality Conformity Determinations (AQCDs) for the TIP and/or RTSP, as needed.
- Interagency coordination to investigate the start-up of a Safe Routes to School program within the SKATS area. If adequate partnerships are found, participate in preliminary work for a Safe Route to School program.

## VI. Regional Program Management & Coordination

### A. Program Management and Coordination

#### Program Description

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

#### Activities

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

#### Products

- Minutes, agendas, meeting materials, documentation, and progress updates to the various committees and subcommittees. (**Monthly, as required.**)
- Quarterly reports and invoices submitted to ODOT.
- Execution and monitoring of PL Fund, Section 5303, pass-through, and other agreements necessary to carry out the existing and next UPWPs.

### B. Unified Planning Work Program

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

Every four years, FHWA and FTA do a Transportation Planning Certification Review of the SKATS TMA, with the latest in 2016. SKATS will work with the federal agencies on post-review follow-up of any corrected actions or related recommendations from the 2016 certification.

#### Program Management and Coordination

**Status:** Ongoing work that includes budgets, contracts, quarterly reports, monthly meetings of the Policy Committee and TAC, and other operations for running the MPO.

**Lead:** SKATS

**Budget:** \$165,000

#### Unified Planning Work Program

**Status:** An annual UWPW that describes the work program in the region is required each year.

**Lead:** SKATS

**Budget:** \$26,000



#### Planning Process, ADA, Title VI Certifications

**Status:** This includes work to ensure compliance with federal regulations, prepare an annual planning self-certification report, prepare environmental justice analysis for the TIP and RTSP, develop and submit a Title VI Accomplishment report to ODOT, and related activities.

**Lead:** SKATS

**Budget:** \$19,000

#### Activities

- Annual draft UPWP review with SAMTD, ODOT, FHWA, and FTA. **(March 2018)**

#### Products

- Adoption of an annual UPWP by SKATS Policy Committee. **(April 2018)**
- Production of required documentation to ODOT, FHWA, FTA, and others of SKATS activities such as quarterly narrative and financial reports. **(Quarterly and Annual)**

### **C. Self-Certification, ADA, and Title VI**

#### Program Description

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

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

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

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

#### Activities/Products

- Have in place a Title VI Plan and Assurances including discrimination complaint forms and procedures for handling discrimination complaints.
- Continue to collect data on participants of public involvement activities.

- Use procedures developed for Title VI compliance to document beneficiaries of proposed projects in RTSP and TIP.
- Review and assist, as appropriate, in the ADA, Title VI, and Environmental Justice documentation produced by SAMTD.
- Document compliance with all applicable federal regulations in order to maintain the region's planning process "certification" and eligibility to continue to receive federal transit and highway funds. **April 2018**
- Prepare an annual Title VI and Public Participation Accomplishment Report. **October 2017**
- After meeting with USDOT and ODOT officials for SKATS quadrennial review (June 2016), work with USDOT on discussion of any corrective actions or recommended changes for metropolitan planning in the SKATS area to comply with federal regulations.

## D. Staff Development and Training

### Program Description

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

### Activities

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

### Staff Development and Training

**Status:** Training to maintain and enhance professional level transportation planning services.

**Lead:** SKATS

**Budget:** \$12,000



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

### 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 funds to Salem Area Mass Transit District (SAMTD) to assist SKATS with metropolitan planning issues, particularly areas involving public transit planning. Specific guidance on eligible activities, metropolitan planning requirements, and roles and responsibilities are found in FTA Circular 8100.1C *“Program Guidance for Metropolitan Planning and State Planning and Research Grants”* (dated September 1, 2008). The joint FTA/FHWA Metropolitan Planning regulations are found at 23 CFR Part 450.

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

- coordination of transit planning between SKATS RTSP, SAMTD’s Strategic Business Plan (2004), the Comprehensive System Plan (2014), and SAMTD’s Long-Range Strategic Plan (2011) which outlines the overall district vision and goals for the next 20 years;
- coordination and review of transit projects and programs included in the SKATS TIP;
- coordinating transit planning with other transportation planning studies and land use studies in the region;
- designing transit services and Transportation Demand Management (TDM) programs to better meet the mobility needs of the community;
- financial planning; 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 funds (STP) in the SKATS TIP for the TDM activities that are provided by SAMTD. In addition, STBGP funds in the TIP are currently programmed for transit project development.

Each year SAMTD staff identifies specific Section 5303 public transportation planning tasks that they will accomplish. The work on

these specific activities will address to every extent possible FHWA/FTA federal planning emphasis areas (PEAs).

## Planning Work Program Elements

### Regional Transit System Planning

**Status:** This follows up the previous year's adoption of the Long-Range Regional Transit Plan and Salem Central Core Service Planning.

**Lead:** SAMTD

**Deliverables:**

- Development of a Long-Range Transit Plan (completion in FY 18-19).

**Budget:** \$43,000

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

#### Background

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

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

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

#### Activities in FY 2017-2018

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

#### Objective/Products

- Long-Range Regional Transit Implementation Plan (LRRTIP): baseline data and established performance measures identified.
- Develop a scope of work and submit a well-developed TGM grant application (in early 2018) to fund the writing of the LRRTIP in FY 2019.

### 2. Salem-Keizer Metropolitan Service Planning

Since the implementation of the Moving Forward service changes in September of 2015, several adjustments have been made to address

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

The primary focus in this planning emphasis area is to continue to evaluate the coordination of the Moving Forward changes to the Cherriots fixed-route service, and the regional service provided through CARTS.

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

These projects are:

- Coordination with the developing multi-modal center (at the Salem Amtrak location) that serves Amtrak, Greyhound, and Valley Retriever; and
- State Hospital North Campus redevelopment.

For service to the multi-modal center, improvements made in Moving Forward provide service to this location. At the time of the development of the 2017-2018 UPWP, no other improvements have been made to the facility that would improve transit access. Planning activities are beginning regarding the development of the State Hospital North Campus. Transit staff will continue to monitor, and provide input where appropriate in the development process in this area.

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

#### Objective/Products

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

## **B. Regionally Significant Project Planning**

### **1. Transit Centers**

Due to project interruption caused by staffing changes, progress on the South Salem Transit Center (SSTC) has been slowed temporarily. In order to accelerate the completion of this project, a project management firm will be hired to manage all capital projects for SAMTD. It is expected that a firm will be hired in the summer of 2017. The firm will have adequate resources to manage multiple projects simultaneously without negatively affecting the project schedule.

#### **Regionally Significant Project Planning**

**Status:** Continue work started in previous years on the South Salem Transit Center and the System-wide stops and shelters project.

**Lead:** SAMTD

#### **Deliverables:**

- Recommended final designs for the South Salem Transit Center. (End of Calendar year 2017)
- Updates to SKATS TAC and PC on progress of bus stops and Keizer Transit Center
- TAM and SSSP Performance Measures
- Updated ITS implementation plan (July 2017)

**Budget:** \$40,900



The status of the SSTC at the time of the development of the 2017-2018 UPWP is as follows:

The South Salem Transit Center Site Selection study was completed in December 2014. During the 2015-16 plan year, preliminary designs were completed, the NEPA process was conducted, and the Documented Categorical Exclusion was granted by FTA. Negotiations with the property owner have begun along with preparation for the development of a scope of work for issuing an RFP for engineering and design services. Once negotiations with the property owner are complete, SAMTD will commence with the engineering and design of the site.

#### Objective/Products

- Complete negotiations with the property owner, and procure services to complete engineering and design of the South Salem Transit Center.
- Have a recommendation for final design by early calendar year 2018.

### **2. System-Wide Stops and Shelters Improvement Project**

Due to project interruption caused by staffing changes, progress on the Bus Stop Improvement Program (BSIP) has been slowed temporarily. In order to accelerate the completion of this project, a project management firm will be hired to manage all capital projects for SAMTD. The firm will have adequate resources to manage multiple projects simultaneously, without negatively affecting the project schedule.

The status of the BSIP at the time of the development of the 2017-2018 UPWP is as follows:

SAMTD is in the construction stage of this project. All replacement shelters have been installed, contractors have been prequalified and improvements on stops are continuing to be made.

#### Objective/Products

- Complete majority (minor improvements needed) of improvements to existing stops by the end of fiscal year 2018;
- Complete design and construction of stops requiring major improvements over fiscal year 2018 and 2019;
- Ongoing evaluation of locations for new stops or additional improvements based on changes in service demands; and
- Provide ongoing informational updates on the project to the SKATS TAC and Policy Committee, as requested.

### **3. Keizer Transit Center Signalized Intersection Project**

Due to project interruption caused by staffing changes, progress on the Keizer Transit Center Signalized Intersection Project has been slowed temporarily. In order to accelerate the completion of this project, a project management firm will be hired to manage all capital projects for SAMTD. The firm will have adequate resources to manage multiple projects simultaneously without negatively affecting the project schedule.

The status of the Keizer Transit Center Signalized Intersection Project at the time of the development of the 2017-2018 UPWP is as follows:

The design team is under contract and the engineering, design, and NEPA work for the project is underway. Once this process is complete, a full set of construction documents will be produced for the RFP used to procure the services of a firm to build the signalized intersection. It is anticipated that construction of the signal will begin by spring of 2018 with the signal operable by September 2018.

### Objective/Products

Complete design, engineering, NEPA process, and begin solicitation of construction firms to complete the construction of the project.

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

As a new requirement under the FAST Act, transit systems are required to develop a TAM and SSSP. The rules have been adopted for the TAM, and performance measures were adopted in January 2017. Continued monitoring and reporting in regard to the TAM plan throughout the FY 2018 plan year.

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

### Objective/Products

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

#### **5. Evaluation and determination of Connector Service (Flexible Transit Pilot Project)**

The Connector service, a demand-response public transit service for limited areas, started in the summer of June of 2015. As a pilot project the service has been paid for with local revenue sources. This Connector has gone through a significant level of analysis and multiple adjustments during the pilot phase of the service.

In the FY 2018 plan year, this service design will be evaluated for use in other underserved areas of the SAMTD service area. Specific performance goals will be used to determine areas to be considered as likely candidates for the expansion of the service. The pilot phase was extended for a second twelve-month period to allow for continued evaluation and development.

#### **6. Develop a formally adopted Intelligent Transportation System (ITS) Plan for SAMTD**

During the 2015-16 planning year, a number of ITS issues were addressed by the ITS Administrator as critical to ensure continuity of business function. These included conversion of dispatch interface from Mobile Data Terminals to tablets, transitioning from analog to digital radio systems, and interim measures to maintain operation of the Automated Passenger Counter system. These actions, along with some smaller projects, were completed as a priority to maintain business function; however, this delayed the completion of ITS Master Plan. The RFP was published in December 2016, and a consultant was brought on to complete the ITS Master Plan. The plan scope includes fare collection, automated passenger counting, automatic vehicle location, computer-aided dispatch, automated stop announcements, header signs, traffic signal preemption/green extension, and real-time passenger information systems. A prioritized plan will begin to be implemented in plan year 2018.

### Products

- An updated ITS implementation plan July 2017; and
- Implementation of highest priority projects identified in the plan.

**Transportation Improvement Program Development and Maintenance**

**Status:** This covers the ongoing coordination, development, and maintenance of transit related projects in the SKATS TIP. (ongoing)

**Lead:** SAMTD and SKATS

**Budget:** \$11,900

**Compliance to Title VI, LEP, EJ, and Related**

**Status:** Compliance to federal laws and regulations. (ongoing)

**Lead:** SAMTD

**Budget:** \$13,000

**General Regional Planning Coordination/Transportation System Planning**

**Status:** Community planning and coordination work. (ongoing)

**Lead:** SAMTD

**Budget:** \$9,400

**C. Transportation Improvement Program (TIP) Development and Maintenance**

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

- Work with the ODOT, FTA, SKATS staff, and the SKATS Technical Advisory Committee (TAC) in updating and maintaining the 2015-2020 TIP by providing information for any TIP revisions that use FTA or state transit funds or other federal funds used by the transit district.
- Provide SKATS with descriptions of capital projects and program included in the TIP that are federally funded (including all eligible funds identified in MAP-21) or capital projects funding through ODOT's Public Transit Division.
- Provide information on the status of FTA grants for the annual List of Obligated Projects. (**November 2017**)

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

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

To implement this SAMTD staff will:

- Maintain current U.S. Census-based data identifying low income and minority populations in the Salem-Keizer area.
- Conduct disparate impact analysis on these populations whenever a significant service reduction or increase in fares is being proposed.
- Conduct an onboard survey to establish baseline demographic profiles of transit riders in the Salem-Keizer metropolitan service area.
- Identify options that mitigate service impacts or major changes resulting in a disparate impact on minority or low-income populations that may need to be implemented in order to remain in compliance with program requirements.

**E. General Regional Planning Coordination/Transportation System Planning**

SAMTD staff will coordinate and participate in the community's planning and development efforts.

SAMTD staff will work with local municipalities to review and update the public transit portion of their local area and regional transportation plans.

SAMTD staff will work with the SKATS and other regional partners on public involvement activities.

SAMTD will provide transit ridership data to SKATS for purposes of regional planning and for validation of the SKATS travel model.

SAMTD will coordinate with SKATS on the 2018-2019 UPWP and participate in annual self-certification with FTA/FHWA.

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

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

### Objective/Products

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

Evaluation of the potential changes in operation of the regional Medicaid trip brokerage system, "TripLink," with the statewide implementation of the Coordinated Care Organizations (CCO). SAMTD will be making a significant decision regarding the participation in the program, at the end of the 2017 plan year.

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

Continue eligibility determination within the Transit District's purview to ensure service is provided to those who qualify under ADA requirements.

Continue to deliver a regional travel-training program designed to assist elderly passengers and passengers with disabilities in learning how to use fixed route transportation. These efforts will extend to the Cherriots urban system as well as the Cherriots Regional service in Marion and Polk Counties.

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

- Pedestrian connections and curb extensions.
- Real-time bus arrival information.
- Traffic signal preparation for green extensions and queue jumps for transit.
- Right-of-way needs in preparation for construction and implementation.

### Other Transit Planning Work Areas using Federal and State Funding

**Status:** This covers planning work with the objective of refine public transit services in the area. (ongoing)

**Lead:** SAMTD

**Budget:** \$8,877

- Complete the establishment of the Business Intelligence Database to integrate all internal data collection activities.
- Continue the development and refinement of reporting systems allowing accurate and timely reporting of performance data system wide.
- Continue the development and refinement of a system of performance measures to use in service planning and analysis.

## VIII. ODOT Planning Assistance

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

- Coordination of MPO planning activities within ODOT;
- 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;
- Support the SKATS RTSP update and refinement process;
- Participate in the development and coordination of SKATS TIP and ODOT STIP;
- Assistance in development of Unified Planning Work Program; and
- Development and execution of agreements and scopes of work for funding and specific planning projects.

### ODOT Planning Assistance

**Status:** ODOT staff services to support regional planning in the SKATS area. (ongoing)

**Lead:** ODOT

**Budget:** Paid out of Region 2 planning budget





Updated: April 24, 2017

Table 1

### SKATS Planning Funds by Source

	Federal	State	Local Match <sup>(2)</sup>	Total
PL <sup>(1)</sup> (KN 20750)	\$ 468,554	\$ 53,628	\$	522,182
STP-U <sup>(1)</sup> (KN 20750)	\$ 403,000		\$ 46,126	449,126
STP-U <sup>(1)(4)</sup> CO (KN 21008)	\$ 475,921	\$	\$ 54,471	530,392
5303 <sup>(1)(3)</sup> (KN20750)	\$ 149,918	\$	\$ 17,159	167,077
<b>Total</b>	<b>\$ 1,497,393</b>	<b>\$ 53,628</b>	<b>\$ 117,756</b>	<b>\$ 1,668,777</b>

(1) Requires a 10.27% match

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

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

(4) STP-U carryover funds were previously in the following: MPO Support 2015-16 (KN 17977 )

Table 2

**UPWP Program Budget By Agency**  
(updated 4/5/2017)

	PL	STP	MMWVCOG 5303	Total	Transit District (5303)	Total
<b>I Regional Transportation Planning Program</b>						
A Public Participation Program	\$ 26,000	\$ 26,000		\$ 52,000		
B Performance-Based Planning	\$ 60,000	\$ 75,000	\$ 3,000	\$ 138,000		
C Regional Transportation Systems Plan (RTSP), CMP, ITS	\$ 50,000	\$ 80,000		\$ 130,000		
D Regional Safety Planning	\$ 39,182	\$ 51,518		\$ 90,700		
E Transportation Conformity Determinations	\$ 8,000			\$ 8,000		
F Strategic Assessment (ODOT provides state funds only)	\$ -	\$ -	\$ -	\$ -		
<b>Subtotal</b>	<b>\$ 183,182</b>	<b>\$ 232,518</b>	<b>\$ 3,000</b>	<b>\$ 418,700</b>		<b>\$ 418,700</b>
<b>II Corridor and Area Plans &amp; Studies</b>						
A Willamette River Crossing (Salem Bridge EIS)	\$ -	\$ 10,000		\$ 10,000		
B Cordon Road Corridor Study and Management Plan		\$ 30,000		\$ 30,000		
C City of Keizer: Growth Transportation Impacts Study		\$ 25,000		\$ 25,000		
D Keizer Revitalization Plan		\$ 5,000		\$ 5,000		
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ 70,000</b>		<b>\$ 70,000</b>
<b>III Regional Project Programming</b>						
A TIP Development, Amendments, and Adjustments	\$ 30,000	\$ 23,000		\$ 53,000		
B TIP Project Development Tracking	\$ 30,000	\$ 22,000	\$ 5,000	\$ 57,000		
C TIP Management System	\$ -	\$ 5,000		\$ 5,000		
D CMAQ Program Administration	\$ 5,000	\$ 25,000		\$ 30,000		
<b>Subtotal</b>	<b>\$ 65,000</b>	<b>\$ 75,000</b>	<b>\$ 5,000</b>	<b>\$ 145,000</b>		<b>\$ 145,000</b>
<b>IV Regional Modeling and Data Program</b>						
A Regional Population and Employment Data and Forecasts	\$ 25,000	\$ 60,000		\$ 85,000		
B Travel Demand Model Data, Forecasts, Refinement	\$ 50,000	\$ 200,000	\$ 5,000	\$ 255,000		
C Systems Monitoring and Reporting	\$ 45,000	\$ 170,000	\$ 12,000	\$ 227,000		
D Household Travel and Activity Surveys		\$ 10,000		\$ 10,000		
<b>Subtotal</b>	<b>\$ 120,000</b>	<b>\$ 440,000</b>	<b>\$ 17,000</b>	<b>\$ 577,000</b>		<b>\$ 577,000</b>
<b>V Interagency Coordination</b>						
Interagency Coordination	\$ 40,000	\$ 60,000	\$ 9,000	\$ 109,000		\$ 109,000
<b>VI Program Management and Coordination</b>						
A Program Management and Coordination	\$ 89,000	\$ 72,000	\$ 4,000	\$ 165,000		
B Unified Planning Work Program	\$ 15,000	\$ 10,000	\$ 1,000	\$ 26,000		
C Self Certification, ADA, and Title VI	\$ 10,000	\$ 8,000	\$ 1,000	\$ 19,000		
D Staff Development and Training	\$ -	\$ 12,000		\$ 12,000		
<b>Subtotal</b>	<b>\$ 114,000</b>	<b>\$ 102,000</b>	<b>\$ 6,000</b>	<b>\$ 222,000</b>		<b>\$ 222,000</b>
<b>VII Metropolitan Transit Planning</b>						
A Regional Transit System Planning					\$ 43,000	
B Regionally Significant Project Planning					\$ 40,900	
C Transportation Improvement Program					\$ 11,900	
D Civil Rights, LEP, Environmental Justice, etc.					\$ 13,000	
E General Regional Planning Coordination & TSP					\$ 9,400	
F Other Transit Planning with Federal and State Funding					\$ 8,877	
<b>Subtotal</b>					<b>\$ 127,077</b>	<b>\$ 127,077</b>
<b>TOTAL</b>	<b>\$ 522,182</b>	<b>\$ 979,518</b>	<b>\$ 40,000</b>	<b>\$ 1,541,700</b>	<b>\$ 127,077</b>	<b>\$ 1,668,777</b>

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

## Transportation Planning Acronyms

<b>ADA</b>	Americans with Disabilities Act	<b>OTP</b>	Oregon Transportation Plan
<b>ADT</b>	Average Daily Traffic	<b>OTC</b>	Oregon Transportation Commission
<b>AQCD</b>	Air Quality Conformity Determination	<b>PA</b>	Preferred Alternative
<b>ARRA</b>	American Recovery and Reinvestment Act of 2009	<b>PC</b>	Policy Committee
<b>ARTS</b>	All Roads Transportation Safety	<b>P &amp; E</b>	Population and Employment
<b>AVL</b>	Automatic Vehicle Location	<b>PL</b>	Metropolitan Planning Funds (Federal provided to MPO)
<b>CAAA</b>	Clean Air Act Amendments	<b>PM-10</b>	Particulate Matter (less than 10 micrometers)
<b>CAC</b>	Citizen's Advisory Committee	<b>PPP</b>	Public Participation Plan
<b>CMAQ</b>	Congestion Mitigation and Air Quality	<b>RFP</b>	Request for Proposal
<b>CMP</b>	Congestion Management Process	<b>ROD</b>	Record of Decision
<b>CNG</b>	Compressed Natural Gas	<b>RTSP</b>	Regional Transportation Systems Plan
<b>CO</b>	Carbon Monoxide	<b>SAFETEA-LU</b>	Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users
<b>CTPP</b>	Census Transportation Planning Package	<b>SAMTD</b>	Salem Area Mass Transit District
<b>DEQ</b>	Department of Environmental Quality	<b>SDC</b>	Systems Development Charge
<b>DLCD</b>	Department of Land Conservation & Development (State of Oregon)	<b>SIP</b>	State Implementation Plan for Air Quality
<b>EIS</b>	Environmental Impact Statement	<b>SKATS</b>	Salem-Keizer Area Transportation Study
<b>EMME/2</b>	Computerized Transportation Modeling Software	<b>SOV</b>	Single-Occupant Vehicle
<b>EMP</b>	Expressway Management Plan	<b>SPR</b>	State Planning & Research
<b>EOA</b>	Economic Opportunity Analysis	<b>STBGP</b>	Surface Transportation Block Grant Program
<b>EPA</b>	Environmental Protection Agency	<b>STBGP-U</b>	Surface Transportation Block Grant Program - Urban
<b>FAST</b>	Fixing America's Surface Transportation Act	<b>STIP</b>	State Transportation Improvement Program
<b>FHWA</b>	Federal Highway Administration	<b>STP</b>	Surface Transportation Program
<b>FRA</b>	Federal Railroad Administration	<b>STP-U</b>	Surface Transportation Program - Urban
<b>FTA</b>	Federal Transit Administration	<b>TAC</b>	Technical Advisory Committee
<b>GIS</b>	Geographic Information System	<b>TA</b>	Transportation Alternatives
<b>HOV</b>	High-Occupancy Vehicle (carpool, train, bus, etc.)	<b>TAP</b>	Transportation Alternatives Program
<b>IAMP</b>	Interchange Area Management Plan	<b>TAZ</b>	Transportation Analysis Zone
<b>IGA</b>	Intergovernmental Agreement	<b>TCM</b>	Transportation Control Measure
<b>ITS</b>	Intelligent Transportation System	<b>TDM</b>	Transportation Demand Management
<b>LOAC</b>	Local Officials Advisory Committee	<b>TDP</b>	Transit Development Program
<b>LOS</b>	Level of Service	<b>TGM</b>	Transportation & Growth Management (joint ODOT/DLCD grant program)
<b>MAP-21</b>	Moving Ahead for Progress in the 21st Century	<b>TIP</b>	Transportation Improvement Program
<b>MPO</b>	Metropolitan Planning Organization (such as SKATS)	<b>TMA</b>	Transportation Management Area
<b>MTIP</b>	Metropolitan Transportation Improvement Program	<b>TMA</b>	Transportation Management Association
<b>MWACT</b>	Mid-Willamette Valley Area Commission on Transportation	<b>TOD</b>	Transit Oriented Development
<b>MWVCOG</b>	Mid-Willamette Valley Council of Governments	<b>TPR</b>	Transportation Planning Rule (implementing State Land Use Goal 12)
<b>NAAQS</b>	National Ambient Air Quality Standards	<b>TSM</b>	Transportation Systems Management
<b>NEPA</b>	National Environmental Policy Act of 1969	<b>TSAP</b>	Transportation Safety Action Plan
<b>NHS</b>	National Highway System	<b>TSP</b>	Transportation Systems Plan (local)
<b>O &amp; D</b>	Origin and Destination	<b>UGB</b>	Urban Growth Boundary
<b>ODOT</b>	Oregon Department of Transportation	<b>UPWP</b>	Unified Planning Work Program
<b>OMAP</b>	Oregon Medical Assistance Program	<b>USDOT</b>	United States Department of Transportation
<b>OMPOC</b>	Oregon Metropolitan Planning Organization Consortium	<b>V/C</b>	Volume/Capacity Ratio
		<b>VISUM</b>	Computerized Transportation Modeling Software
		<b>VMT</b>	Vehicle Miles of Travel
		<b>WTW</b>	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: Bruce D. Kirby  
City Recorder

CITY OF SALEM

By: Leslie D. Miller  
Mayor

ATTEST: Ramona Hudson 4/27/87  
City Recorder

COUNTY OF MARION

Franklin L. Frank  
Chairman

Donna L. Smith  
Commissioner

Barry L. Smith  
Commissioner

COUNTY OF FOLK

Greg L. Thompson /CS  
Chairman

Barry L. Magill  
Commissioner

Bee Harland  
Commissioner

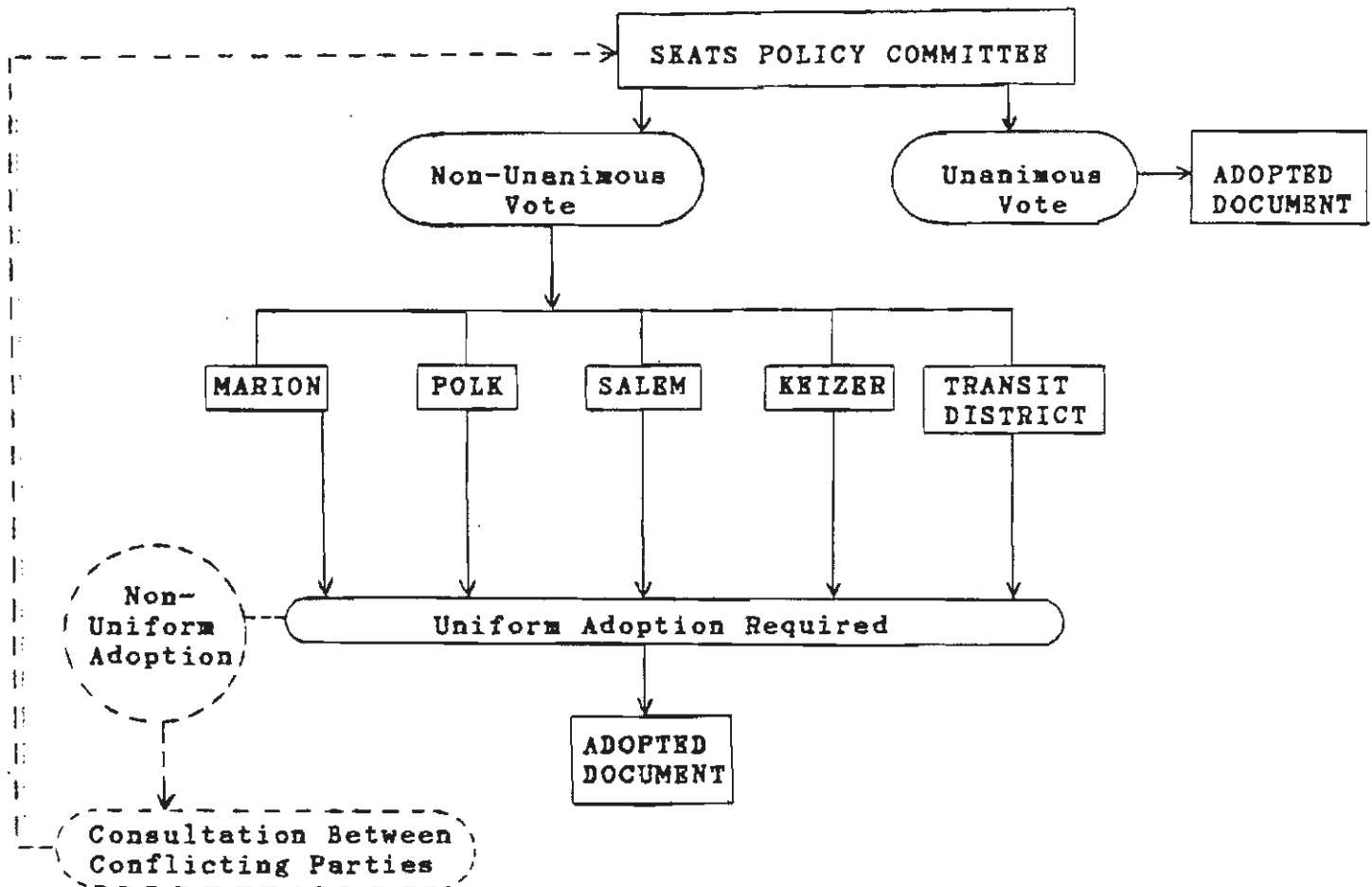
SALEM AREA TRANSIT DISTRICT  
BOARD OF DIRECTORS

Signe Peterson  
President

MID WILLAMETTE VALLEY  
COUNCIL OF GOVERNMENTS

Robert L. Smith  
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.

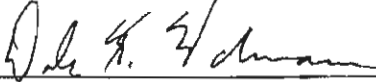
**IN WITNESS WHEREOF** the parties hereto have caused this Agreement to be signed in their respective names by their duly authorized representatives as of the dates set forth below.

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.

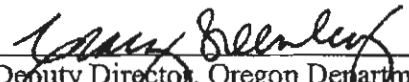
SIGNATURE PAGE TO FOLLOW

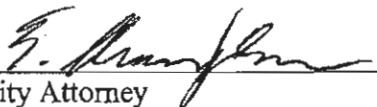
On January 31, 2002, the Director of the Oregon Department of Transportation approved Subdelegation Order No. 2, in which the Director grants authority to the Deputy Directors, Division Managers, Chief of Staff, Technical Services Manager/Chief Engineer, Branch and Region Managers for their respective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

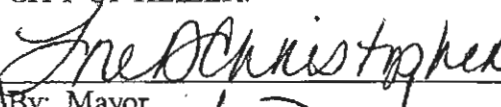
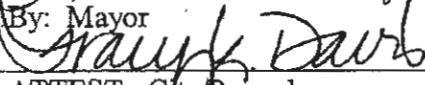
APPROVED AS TO FORM:


  
Assistant Attorney General


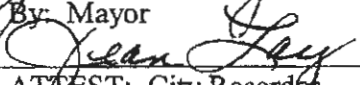
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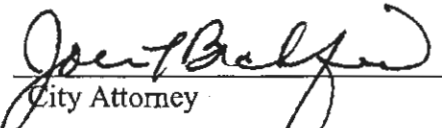
  
Deputy Director, Oregon Department  
of Transportation, Transportation  
Development Division  
Date 10-6-03

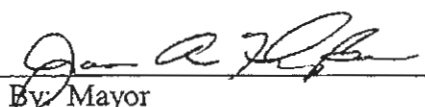
  
City Attorney  
Date 6-26-03

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

Regan Mitchell  
County Contracts Coordinator 8/15/03

Miscellaneous Contracts and Agreements  
No. 20,523

COUNTY OF MARION:

Donna Stronach  
Legal Counsel

Date 20 August 2003

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

COUNTY OF POLK:

Donna Stronach  
Legal Counsel

Date 5/12/03

Tom Rethen  
By: Chairman  
Michael R. Rife  
Commissioner  
Tom Rethen  
Commissioner  
Date \_\_\_\_\_

SALEM AREA TRANSIT DISTRICT  
BOARD OF DIRECTORS:

Donna Stronach  
Legal Counsel

Date 5/22/03

Seayd Chapman  
President  
Date 5/22/03

MID-WILLAMETTE VALLEY  
COUNCIL OF GOVERNMENTS

Donna Stronach  
Executive Director

Date 7/8/03

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

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

**RECITALS**

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

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

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

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

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

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

#### **TERMS OF AGREEMENT**

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

### **ODOT OBLIGATIONS**

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

### **SKATS OBLIGATIONS**

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

### **SAMTD OBLIGATIONS**

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



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

## **GENERAL PROVISIONS**

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



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

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

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

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

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

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

*Signature page to follow*

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

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

Date 1-26-10

**APPROVAL RECOMMENDED**

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

Date 1-26-10

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

By Shelley Hanson  
Shelley Hanson, President

Date 2-25-10

**SKATS Contact**

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

**SAMTD Contact**

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

**STATE OF OREGON**, by and through its  
Department of Transportation

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

Date 4/1/10

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

Date 3/31/2010

**APPROVAL RECOMMENDED**

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

Date 3-11-10

By Darel Capps  
Darel Capps, Highway Finance Manager

Date 3/24/10

**APPROVED AS TO LEGAL SUFFICIENCY**

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

Date 3/18/10

**ODOT Contact**

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



**EXHIBIT A**  
**STATEMENT OF WORK**

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

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

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

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

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

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

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

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

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



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

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

**Table 1**

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

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

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

## **ODOT**

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

## **SKATS**

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

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

**SAMTD**

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

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

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

**ODOT**

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

**SKATS**

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

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

#### **SAMTD**

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

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

#### **ODOT**

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

#### **SKATS**

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

#### **SAMTD**

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



## 6. CLARIFICATION AND RESOLUTION OF CONCERNS

### ODOT

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

### SKATS

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

### SAMTD

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

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

#### a. Responsibilities of Each Agency

##### ODOT

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

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

#### **SKATS**

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

#### **SAMTD**

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

### **8. COMMUNICATION AND INFORMATION SHARING**

#### **ODOT**

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

#### **SKATS**

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

#### **SAMTD**

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

### **9. GENERAL ROLES, RESPONSIBILITIES, AND OBLIGATIONS**

#### **ODOT**

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

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

#### **SKATS**

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

#### **SAMTD**

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

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

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

**RECITALS**

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

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

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



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

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

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

#### **TERMS OF AGREEMENT**

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

#### **ODOT OBLIGATIONS**

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

## **SKATS OBLIGATIONS**

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

## **SAMTD OBLIGATIONS**

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

## **GENERAL PROVISIONS**

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

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

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

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


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



SKATS/SAMTD/ODOT  
Agreement No. 24,736


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

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

By   
Executive Director

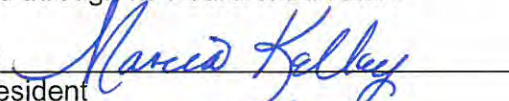
Date 3/23/08

**APPROVAL RECOMMENDED**

By   
Chair, SKATS Policy Committee

Date 3/23/08

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

By   
President

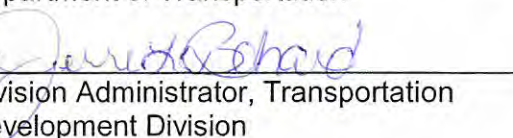
Date 3/27/08

**Agency Contacts**

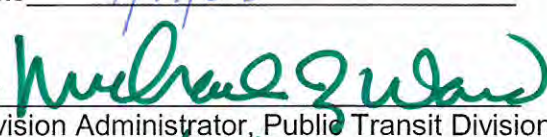
Richard Schmid  
Director of Transportation and Natural Resources  
Mid-Willamette Valley Council of Governments  
105 High Street SE  
Salem, OR 97301

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

**STATE OF OREGON**, by and through its Department of Transportation

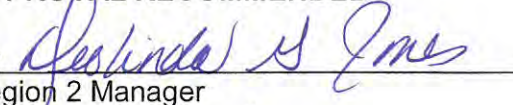
By   
Division Administrator, Transportation Development Division

Date 4/17/08


By   
Division Administrator, Public Transit Division

Date 4/16/2008

**APPROVAL RECOMMENDED**

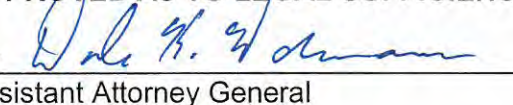
By   
Region 2 Manager

Date 04/07/08

By   
Region 2 Planning and Development Manager

Date 4-2-08

**APPROVED AS TO LEGAL SUFFICIENCY**

By   
Assistant Attorney General

Date 4/11/08

## EXHIBIT A STATEMENT OF WORK

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



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



- Environmental Impact Statements/Assessments
- State Agency Coordination Agreement

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

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

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

<sup>1</sup> Plans, other than facility plans, prepared by any of the parties

<sup>2</sup> 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.

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

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

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

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

a. Project Parties

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

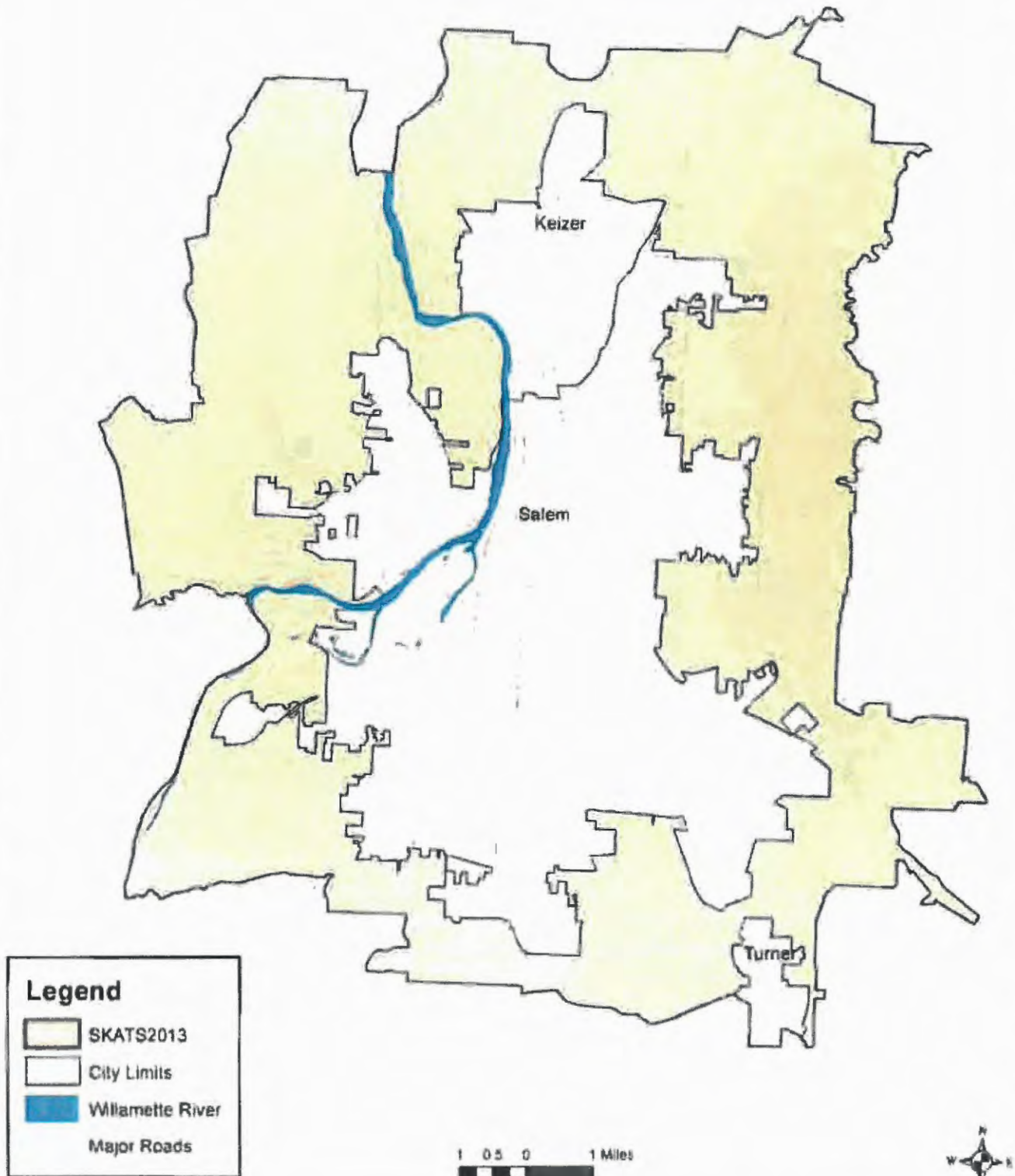
b. Communication

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

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



## SKATS TMA Boundary



**Appendix E**  
**SELF CERTIFICATION**

**Metropolitan Transportation Planning Self-Certification**

for the Salem-Keizer Metropolitan Planning Organization ( SKATS MPO)  
STIP Fiscal Year(s) 2017

The following is to demonstrate and resolve that the SKATS Metropolitan Planning Organization's (MPO) transportation planning process meets all applicable requirements of Self Certification Process as specified in 23 U.S.C. 134, 49 U.S.C. 5303 and 23 CFR 450.

Confirm MPO planning processes and briefly describe approved changes since the most recent Self-Certification, as applicable. Submit Self Certification with locally approved Transportation Improvement Program (TIP).

1. Received Governor Designation (49 U.S.C. 5303(d), 23 U.S.C. 134(d) and 23 CFR 450.310) ☒ Yes ☐ No
2. Defined Geographic Scope (49 U.S.C. 5303(e), 23 U.S.C. 134(e) and 23 CFR 450.312) ☒ Yes ☐ No
- a. Defined boundary included the metropolitan planning area, existing urbanized area, continuous area expected to become urbanized within the next 20 years, and air quality nonattainment or maintenance are (if applicable).

Summary of changes (800 characters max):

No changes in the MPO and Air Quality Boundaries have been made since the last self-certification. A SKATS area map including the areas beyond the Salem-Keizer and Turner Urban Growth Boundaries and AQ boundaries is included in Appendix D of the annual Unified Planning Work Program.

3. Established Agreements (49 U.S.C. 5303(d), 23 U.S.C. 134(d), and 23 CFR 450.310 and 450.314)
- ☒ Yes ☐ No
- a. Adopted bylaws or enabling statute of the MPO.
- b. Established agreements among participating agencies relative to the metropolitan transportation planning process.
- c. Established agreements between the State and MPO.
- d. Established agreements between the MPO and other entities.

Summary of changes (800 characters max):

The ODOT/SKATS 2017 UPWP IGA was fully executed 6-27-16. IGA #31369 includes federal 5303 funds. The Transit District/SKATS Pass Thru Agreement was fully executed on 7-15-16. No changes to the SKATS Cooperative Agreement have been made since it was amended on September 8, 2003, to add a representative from the city of Turner. The SKATS Policy Committee Bylaws were last amended on November 25, 2003. Agreements #26,254 and #24,736 define the roles and responsibilities of SKATS, ODOT, and the Salem-Keizer Transit District and were adopted 3-11-10 and 4-17-08, respectively, and have not been updated since the last SKATS self-certification.

4. Continuous, Cooperative and Comprehensive planning (49 U.S.C. 5303(c), 23 U.S.C. 134(c) and 23 CFR 450.306)

☒ Yes ☐ No

Summary of changes (800 characters max):

As noted in the SKATS 20-year, 2015-2035 Regional Transportation Systems Plan, as amended, Chapter 2-Policies, SKATS participates in continuous, cooperative, and comprehensive transportation planning with local, state, and federal representatives.

5. Metropolitan Transportation Planning Products

a. Adopted Unified Planning Work Program (23 CFR 450.308 and 23 CFR 420.111):

☒ Yes ☐ No

- i. Established consistency with the Metropolitan Transportation Plan (MTP).
- ii. Documented planning efforts to satisfy the scope of the MTP and Metropolitan Transportation Improvement Program (MTIP)
- iii. Documented all transportation activities in the MPO planning area.

Link: <http://tinyurl.com/skats-upwp>

Summary of changes (800 characters max):

The annual work plan includes tasks to maintain and update the SKATS TIP and RTP and related tasks for the year. This includes studies of regional significance, developing performance measure targets, preparatory work for the update of the RTP (policy review, population and employment forecasts, and travel model), public participation, inter-agency coordination, data collection, and program management. The 2016-2017 UPWP was adopted March 22, 2016. The 2017-2018 UPWP is anticipated to be adopted April 25, 2017.

b. Adopted Metropolitan Transportation Plan (MTP) (49 U.S.C. 5303(i), 23 U.S.C. 134(i), 23 CFR 450.322 and 450.324):

☒ Yes ☐ No

- i. Demonstrated fiscal constraint.
- ii. Established a 20-year planning horizon.
- iii. Developed in cooperation with the State Department of Transportation.
- iv. Developed in cooperation and established consistency with the capital and operational plans of the transit operator.

Link: <http://tinyurl.com/skats-rtsp>

Summary of changes (800 characters max):

The SKATS Regional Transportation Systems Plan (RTSP) was adopted on June 24, 2014 with a horizon year of 2035. A 20-year planning horizon is established in the RTSP. The plan was developed in coordination with ODOT; SAMTD; and the SKATS Technical Advisory and Policy Committees, which include representatives from the cities of Salem, Keizer, Turner; Polk and Marion Counties, the Salem-Keizer Transit District, the Salem-Keizer School District, FHWA, and ODOT.

c. Adopted Metropolitan Transportation Improvement Program (MTIP) (49 U.S.C. 5303(i), 23 U.S.C. 134(j) and 23 CFR 450.322 and 450.326):

☒ Yes ☐ No

- i. Summarized public involvement for MTIP development.
- ii. Demonstrated consistency with the MTP.
- iii. Demonstrated fiscal constraint.
- iv. Developed cooperatively with the State Department of Transportation.
- v. Developed cooperatively and is consistent with the capital and operational plans of the transit operator.
- vi. Included all Title 23 funded projects (23 U.S.C 134(j)).

Link:

Summary of changes (800 characters max):

The FY-15-20 TIP was adopted on June 24, 2014, and amended on June 28, 2016. It was approved by the governor March 19, 2015. Public outreach events and activities are documented in Appendix E of the amended TIP. Financial constraint is discussed and documented in the Financial Plan Chapter of the TIP. The FY 15-20 Program of Transportation Projects included the projects programmed for the first four years of the TIP and includes two years of illustrative projects for planning purposes. The TIP was developed in coordination with Salem-Keizer Transit District and ODOT. The TIP includes all Title 23 funded projects.

d. Adopted Public Participation Plan (23 CFR 450.316): ☒ Yes ☐ No

i. Year of Plan Adoption:

- ii. Released for at least 45 days of public review.
- iii. Defines a process for interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

Link:

Summary of changes (800 characters max):

The adopted 2013 plan is currently in the process of being revised to correspond with changes to the review period for TIP amendments, and is out for the required 45-day public review and comment period. The draft document is anticipated to be adopted by the SKATS Policy Committee during their April 25, 2017, meeting following a public hearing during that meeting.



6. Considered and addressed the following planning factors (49 U.S.C. 5303(h), 23 U.S.C. 134(h) and 23 CFR 450.306):

☒ Yes ☐ No

- a. support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- b. increase the safety of the transportation system for motorized and non-motorized users;
- c. increase the security of the transportation system for motorized and non-motorized users;
- d. increase the accessibility and mobility of people and for freight;
- e. protect and enhance the environment, promote energy conservation, and improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- f. enhance the integration and connectivity of the transportation system, across and between modes for people and freight;
- g. promote efficient system management and operation;
- h. emphasize the preservation of the existing transportation system;
- i. improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- j. enhance travel and tourism.

Summary of changes (800 characters max):

These planning factors are discussed in the various chapters of the adopted 2015-2035 Regional Transportation Systems Plan (RTSP) and its Appendices adopted on June 24, 2014, and amended on June 28, 2016. The amended document is located on the MWVCOG website at: [www.mwvcog.org/Documents/SKATS/RTSP/2016 Amendment/2015-2035 RTSP Amendment 2016.pdf](http://www.mwvcog.org/Documents/SKATS/RTSP/2016%20Amendment/2015-2035%20RTSP%20Amendment%202016.pdf). MPO staff are working with the State and local jurisdictions on moving toward MAP-21's performance-based approach for addressing many of the planning factors.

7. Adopted Title VI Plan (Title VI of the Civil Rights Act of 1964, Executive Order 13166, Executive Order 12898, 23 U.S.C. 324, 49 CFR 21 and 23 CFR 771):

☒ Yes ☐ No

Year of Plan Adoption:

Link:  (note: Link to Title VI plan on webpage for Public Participation)

Summary of changes (800 characters max):

SKATS submits to ODOT an Annual Accomplishment Report (AAR) on Title VI and Public Participation. A letter from ODOT's Office of Civil Rights (dated February 15, 2017) praised the AAR and the new website, and made a few suggestions for improvements to the website for locating the Title VI plan and including ADA information. It also suggested an update to the SKATS Title VI plan (with subsequent updates on a three-year cycle) and scheduling non-discrimination training for SKATS staff. SKATS will follow ODOT's recommendations as soon as possible.

8. Compliance with existing Disadvantage Business Enterprises (DBE) program requirements, as applicable for Federal Highway Administration subrecipients (49 CFR 26):

☒ Yes ☐ No

- a. Adopted the ODOT DBE Program Plan for FHWA funded contracts.
- b. Tracked DBE participation for inclusion in State reporting.
- c. Certify the inclusion of DBE assurances.
- d. Included DBE policy statement in standard contract language for consultants and sub-consultants.

Summary of changes (800 characters max):

The annual intergovernmental agreement (IGA) between ODOT and MWVCOG includes a DBE Policy Statement and assurances. The DBE contract goal of the IGA is 0%. DBE policy statements will be included in any contract language for consultants and sub-consultants.

9. Compliance with existing DBE program requirements, as applicable for Federal Transit Administration and Federal Aviation Administration direct recipients (49 CFR 26,13):

☐ Yes ☐ No ☒ N/A

- a. Approved DBE Plan by the State.
- b. Certify the inclusion of DBE assurances.

Summary of changes (800 characters max):

10. Americans with Disabilities ACT (ADA) compliance (Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 126, and 49 CFR 26, 37 and 38).

☒ Yes ☐ No

- a. Conducted meetings in accessible locations and provided reasonable accommodations.

Summary of changes (800 characters max):

No otherwise qualified individual with a disability is, solely by reason of their disability, excluded from participation in, denied the benefits of, or is subjected to discrimination by the SKATS transportation planning program.

MWVCOG offers, and will provide, special accommodations or translations services to attend SKATS meetings to individuals who have contacted MWVCOG at least 72 hours prior to the meeting, as necessary.

11. Air Quality compliance (Clean Air Act, as amended 42 U.S.C. 7401; 49 U.S.C. 5303(g), and 23 U.S.C. 134(g)):

☒ Yes ☐ No ☐ N/A

- a. Established roles and responsibilities for air quality monitoring, analysis and planning.
- b. Addressed air quality conformity requirements for nonattainment and maintenance areas (if applicable)

Summary of changes (800 characters max):

The Air Quality Conformity Determinations (AQCDs) for the amended 2015-2035 RTSP and amended FY 15 -20 TIP were adopted on June 28, 2016. FHWA and FTA acknowledgment and approval of the AQCDs was received February 14, 2017.

12. Compliant congestion management process in Transportation Management Areas, as applicable (49 U.S.C. 5303(k), 23 U.S.C. 134(k), 23 CFR 450.322):

☒ Yes ☐ No ☐ N/A

- a. Developed a congestion management plan reflective of, and consistent with, the MTP and TIP.

Summary of changes (800 characters max):

The congestion management process for the SKATS MPO is discussed in Appendix E of the amended 2015-2035 Regional Transportation Systems Plan (RTSP) (amended June 28, 2016).

13. Lobbying Prohibition compliance (49 CFR 20). ☒ Yes ☐ No

Summary of changes (800 characters max):

The prohibition against lobbying is included in the annual SKATS PL/5303 Agreement under MWVCOG Obligations. In IGA #31339, 2017 UPWP Agreement, it is listed on page 3, paragraph #5.

14. Established policies and procedures regarding Employment & Business Opportunity Discrimination (49 U.S.C. 5332 and 23 CFR 230); Older Americans Act (42 U.S.C. 6101); Gender Discrimination (23 U.S.C. 324); and Discrimination Against Individuals with Disabilities (29 U.S.C. 794 and 49 CFR 27).

☒ Yes ☐ No

Summary of changes (800 characters max):

The MWVCOG Employee Handbook (revised in November 2016) includes Equal Employment Opportunity Policies consistent with federal law.

15. Worked in coordination with the State to satisfy federal subrecipient compliance (23 CFR 420.121(m), 49 CFR 18.37(a)):

☒ Yes ☐ No

Additional comments (1600 characters max):

The annual agreement for the subgrant to the Salem Area Mass Transit District includes the necessary provisions of subrecipient compliance. This agreement (FTA 5303 Planning "Pass Thru" Agreement) was signed on June 23, 2016.

IN ACCORDANCE WITH 23 CFR 450.334, THE OREGON DEPARTMENT OF TRANSPORTATION AND THE XXX METROPOLITAN PLANNING ORGANIZATION HEREBY CERTIFY THAT THE METROPOLITAN TRANSPORTATION PLANNING PROCESS IS ADDRESSING THE MAJOR ISSUES IN THE METROPOLITAN PLANNING AREA AND IS BEING CONDUCTED IN ACCORDANCE WITH ALL APPLICABLE REQUIREMENTS INCLUDING:

- I. 23 U.S.C. 134, 49 U.S.C. 5303, AND 23 CFR 450;
- II. In nonattainment and maintenance areas (Clean Air Act, as amended 42 U.S.C. 7401; 49 U.S.C. 5303(g), and 23 U.S.C. 134(g));
- III. Title VI of the Civil Rights Act of 1964, as amended, Executive Order 13166, Executive Order 12898, 23 U.S.C. 324, 49 CFR 21 and 23 CFR 771;
- IV. 49 U.S.C. 5332 and 23 CFR 230, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity in Federal and Federal-aid construction contracts;
- V. 49 CFR 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- VI. The provision of the Americans With Disabilities Act of 1990, 42 U.S.C. 126 and 49 CFR 27, 37 and 38;
- VII. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving federal financial assistance;
- VIII. 23 U.S.C. 324 regarding the prohibition of discrimination based on gender; and
- IX. 29 U.S.C. 794 and 49 CFR 27 prohibiting discrimination against individuals with disabilities.

Mike Jaffe, Transportation Planning Director, SKATS MPO, Mid-Willamette Valley Council of Governments

Printed Name, Position

Authorized MPO Representative

3-28-17

Date

- ☒ By checking this box, I, the Authorized MPO Representative, certify that the metropolitan planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements.



## **Resolution 17-7**

### **Adopting the SKATS 2017-2018 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 2017-2018 UPWP have been reviewed and approved by appropriate parties and advisory committees; and

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


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

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

**That** the **attached** SKATS 2017-2018 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 and certifications (*including UPWP Appendix E 2017 Self-Certification*) 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 SKATS/SAMTD Planning Agreement (*UPWP Appendix C*) 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 25th day of April 2017.

  
\_\_\_\_\_  
Chair  
Salem-Keizer Area Transportation Study  
Policy Committee