



UPWP

Unified Planning Work Program FY 2012 and 2013

Covering July 1 2011 to June 30 2013

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City of Coburg

Lane County

Lane Transit District

Oregon Department of Transportation

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UPWP

Unified Planning Work Program
FY 2012 and 2013

SECTION I OVERVIEW OF THE UPWP

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Section I. Overview of the UPWP

INTRODUCTION

The Unified Planning Work Program (UPWP) is a federally required certification document describing the transportation planning activities to be undertaken in the Central Lane metropolitan area for a specific fiscal year or years. Development of the UPWP provides local agencies with an opportunity to identify transportation needs, objectives and products. The UPWP sets priorities for regional transportation planning activities that are responsive to the goals set by the regional transportation plan, and the federal mandates of the current transportation funding bill within the guidelines set by the U.S. Department of Transportation.

The Unified Planning Work Program for Fiscal Years 2012 and 2013 contains the following:

- Planning tasks in seven program areas to be conducted over a one- to two-year period;
- Federally funded studies and all relevant state and local planning activities related to integrated transportation planning conducted without federal funds;
- Funding sources for each program area; and
- The agency or agencies responsible for each task or study.

The UPWP describes the amount of funding available for each major activity. It does not detail the level of effort and the level of funding each item within the work task will receive. This is because the amount of work required to accomplish each task is heavily dependent on the context of the work at the time it is undertaken. Also, unforeseen events or requirements often arise that necessitate a shift in resources. The MPO policy board can direct staff effort toward certain tasks or can direct amendment of the UPWP to respond to changing needs.

Objectives

The activities described in this UPWP support seven major objectives for the Central Lane MPO's transportation planning program:

1. Provide a neutral forum that allows local officials to make informed decisions and set priorities on area-wide transportation matters.
2. Ensure timely and logical development of the transportation system in the Central Lane metropolitan area.
3. Ensure maintenance of federal and state ambient air standards for carbon monoxide; work with Lane Regional Air Pollution Authority to ensure that other criteria pollutants remain below the National Ambient Air Quality Standards.
4. Ensure development of the Regional Transportation Plan and the Metropolitan Transportation Improvement Program in a manner that is consistent with local plans.
5. Ensure consistency with federal and state transportation planning requirements including the Safe, Accountable, Flexible, Efficient Transportation Equity Act – Legacy for Users (SAFETEA-LU), the Clean Air Act, Title VI, the Statewide Transportation Planning Rule (TPR), the Oregon Transportation Plan (OTP), the Oregon Highway Plan (OHP), new MPO Greenhouse Gas Planning rules, and the other state modal or topic plans, and state facility plans.
6. Ensure consideration of the needs of all persons in transportation planning, especially the elderly and persons with disabilities.
7. Ensure participation by the public and by the public sector in all phases of transportation planning, programming and decision-making.

Development of the UPWP

The UPWP is developed by assembling local, state, and federal transportation planning needs using U.S. Department of Transportation rules for Metropolitan Transportation Planning. It is a coordinated effort of staff from the state DOT and all of the local transportation planning agencies, including Lane Council of Governments, Lane County, the Cities of Coburg, Eugene, and Springfield, and Lane Transit District.

A public comment period of approximately 30 days is provided for citizen input which includes review by the Central Lane MPO Citizens Advisory Committee. The draft is reviewed and approved by the Transportation Planning Committee (TPC), which recommends adoption to the Metropolitan Policy Committee (MPC), the MPO Policy Board. Finally it is adopted by the MPC and forwarded to the Oregon Department of Transportation (ODOT), the US Department of Transportation (USDOT) the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

Roles and Responsibilities

Lane Council of Governments (LCOG), ODOT, the Cities of Springfield, Eugene, and Coburg, Lane County, Lane Transit District (LTD), and point2point Solutions each have specific responsibilities in performing the activities of this UPWP. LCOG is the lead transportation planning agency for regional metropolitan issues. ODOT assists with the planning process by assigning staff to the MPO's projects, committees, and by providing the match for federal planning funds awarded to LCOG. Lane County, LTD, and the cities assign staff to coordinate and participate on UPWP tasks. Point2point Solutions promotes and offers transportation options programs to employees and/or staff of the Lane County region's businesses, organizations, and educational institutions. It is supported by STP-U funding through the MPO, STP funding by ODOT Region 2, local funds from LTD, Lane County, and Cities of Eugene and Springfield. It is housed at Lane Transit District.

Included with the UPWP is a Memorandum of Understanding (MOU) concerning Agency Responsibilities for Transportation-related Air Quality Planning in the Central Lane Transportation Management Area. This MOU describes the responsibilities concerning air quality planning for each partner agency in the designated air quality management area. Also included is an intergovernmental agreement titled ODOT/MPO/Transit Operator Agreement for Central Lane Transportation Management Area. This agreement defines the roles and responsibilities for transportation planning between ODOT, the MPO and LTD as required by federal regulation.

By adopting this UPWP, LCOG reaffirms its commitment to the **continuing, cooperative and comprehensive** transportation planning process as described in and required by SAFETEA-LU.

Funding Sources

The work described in this UPWP is funded by a variety of federal, state and local sources. Local funding sources include direct funds as well as in-kind services. Funding sources include:

- Federal Highway Administration Planning (PL) Funds;
- ODOT Match for FHWA PL funds;
- Federal Transit Administration (FTA) Funds--Section 5303, Section 5307, Section 5309, Section 5316, Section 5317, and Section 5339;

- LTD Match for FTA funds;
- MPO Discretionary Surface Transportation Program Funds (STP-U);
- Local Match for STP-U Funds and Other Local Funding; and
- Transportation and Growth Management (TGM) Funds.

In some program areas, in particular the Air Quality and Modeling program areas, the planning activities outlined may not be able to be accomplished using the programmed PL, FTA and STP-U funds. These activities reflect work that could be accomplished if additional funding were to become available.

Additional funding sources beyond those set out in the UPWP work program may also become available during the fiscal year for work on special projects. These projects are typically part of the broader multi-jurisdictional transportation planning effort within the MPO. These projects may be financed by ODOT using federal funds for the purpose of facility planning projects and TGM grants focused on providing refinement to and implementation of Transportation System Plans.

Details on specific products are described in [Section II. Work Elements](#). Details on specific amounts and use of these funds are provided in [Section III. Funding](#).

LOOKING BACK: AN OVERVIEW OF FY2010 AND 2011 UPWP

In April 2009, the MPO adopted a two-year UPWP covering the period of time from July 1, 2009 to June 30, 2011. An addendum was issued in April, 2010 to describe changes to action items, additional action items that were anticipated to occur from July 1, 2010 to June 30, 2011, and revisions to estimated timelines as needed.

During the time frame covered under the FY2010 and 2011 UPWP, the MPO accomplished many of the activities, projects and studies outlined in the UPWP. The MPO also responded to a number of unanticipated challenges and opportunities that impacted some of the timelines estimated in the UPWP. The following summarizes key accomplishments of the past two years.

Accomplishments and Trends

Over the two-year UPWP extending from July 1, 2009 to June 30, 2011, the Central Lane MPO and its partner agencies have increasingly been focused on incorporating livability principles into the region's transportation plans and programs. Incorporating livability into transportation planning, programs, and projects is not a new concept within the Central Lane MPO. The Central Lane MPO and its partner agencies have been working together for decades to make this region more livable through transportation initiatives. However, several recent initiatives have helped to ensure that the region's transportation planning and project development are being more fully integrated with broader community goals, addressing a wider range of needs and leveraging the effectiveness of other programs.

These initiatives center around the region's long-range land use and transportation planning updates that began within the FY2010 and 2011 UPWP. The cities of Eugene, Springfield and Coburg as well as the Central Lane MPO and Lane Transit District have all initiated planning

processes that will ultimately guide future policies and infrastructure investments with respect to transportation, housing, land use, and the environment in order to meet the long-term needs of the region's residents, businesses, and visitors. In these efforts, the Central Lane MPO and its partner agencies are working to address local needs and collaborating together to achieve broader community goals such as access to good jobs, affordable housing, quality schools, and safe streets, as well as long-term economic health and equity.

The region has also continued its long-standing effort to provide more transportation choices and develop safe, reliable, and economical transportation choices that will reduce single-occupant vehicle travel, decrease household transportation costs, reduce dependence on foreign oil, improve air quality, and reduce greenhouse gas. Efforts within the region have focused on addressing road safety and capacity issues through better planning and design, maximizing and expanding new technologies such as intelligent transportation systems (ITS), supporting public transit, and using travel demand management (TDM) approaches in system planning and operations.

These initiatives and related efforts are described in more detail below.

Regional Long Range Planning: Through its planning efforts, the Central MPO has been working to institute planning approaches that promote livability. As noted above, the Central Lane MPO and its partner agencies have initiated coordination on a number of simultaneous transportation planning projects within the region, including the Regional Transportation Plan (RTP); Regional System Plan (RTSP); Coburg Transportation System Plan (TSP); Eugene TSP; Springfield TSP; Regional Transportation Options Plan (RTOP); and Lane Transit District's Long Range Transit Plan.

Over the course of the FY2010 and 2011 UPWP, there has been extensive background work to prepare for the eventual adoption of a new RTP by November, 2011. Work on the RTP and RTSP plans continues in the FY2012 and 2013 UPWP and is anticipated to be a major focus area for the MPO.

Work in this area also included the adoption of a congestion management process that the MPO uses to assess and monitor current and future forecasted congestion, as well as assess the performance of potential or planned projects in addressing congestion.

There has also been a renewed interest in planning for rail in the region and the MPO has participated in a number of events over the last year, including the Northwest Rail Summit, held in Eugene, to begin a conversation and develop an understanding of the mechanisms needed to implement higher speed rail.

There has also been progress made or completion of several major facility studies of regional projects, including the Franklin Boulevard Planning and Design, West 11th Avenue Transportation Corridor Study, West Eugene EmX Extension, Main Street (OR 126) Safety Study, and Beltline Study Phase II.

Programming and Implementation: The region has also been working towards aligning its transportation investments with livability goals in order to build more choice, convenience, and cost-effectiveness into the transportation system. The region programmed \$13.6 million of

Surface Transportation Program - Urban (STP-U) funds to support planning and transportation demand management activities and to complete high priority preservation and modernization projects. The region also received, programmed and tracked over \$6.5 million American Recovery and Reinvestment Act (ARRA) funds through the MPO. An additional \$6.4 million were distributed to LTD and \$2.9 million in ARRA funds through ODOT.

The Central Lane MPO also adopted the Metropolitan Transportation Improvement Program (MTIP) for Federal Fiscal Years 2010- 2013. The FFY2010-2013 MTIP identifies more than \$270M of federally funded or otherwise regionally significant transportation and transit projects to enhance, maintain, and operate roads, bicycle and pedestrian facilities, and public transit in the Central Lane MPO area. Accompanying this work was the completion and adoption of the FY2010-2013 Air Quality Conformity Determination to ensure compliance with the Clean Air Act.

Work in this area also included completion of a new MTIP database and reports to use in maintaining and tracking project data. In addition, while implementing the FY2010 and 2011 UPWP, significant progress was made relating to the following capital construction of regionally significant transportation infrastructure:

Pedestrian and Bicycle

- Pedestrian and bicycle bridge crossing over Interstate-5 near the Beltline Highway.
- Delta Ponds Shared-Use Path and Bridge.
- Middle Fork Willamette River path.
- Eugene Safe Routes to School Infrastructure Improvements

Roadway Preservation, Safety, and Operations

- Beltline Highway/Coburg Road Interchange local road network improvements.
- I-5/Willamette River Bridge Replacement.
- Installation of several Intelligent Transportation Solutions, including the Delta Highway Variable Message Sign and three CCTV cameras, together with Reader Boards, to support TripCheck operations in the region.
- Redesign of Alder Street between 18th Avenue and Franklin Boulevard to accommodate two-way bicycle traffic through a cycletrack design (construction scheduled for summer 2011).
- Approximately 10 federally funded roadway preservation projects throughout the region.

Roadway Modernization

- I-5/Beltline interchange improvements.
- Implementation of four to three lane conversion on Bailey Hill Road between Warren Street and 18th Avenue. The project converted a four lane road to a three lane facility with two new pedestrian crossing islands and also added planted medians, wider bike lanes, and a new section of sidewalk.

Transit

- Lane Transit District transit station at Gateway Mall (Gateway Station) in Springfield.
- Extension of EmX service to the Gateway area, the region's second bus rapid transit line.

Public Participation: The Central Lane MPO has continued its efforts to improve public engagement and participation in order to ensure consensus on broader community goals, solutions, and follow-through.

A significant portion of the MPO's public engagement efforts has been through the Citizen Advisory Committee (CAC). The MPO has worked to strengthen the relationship between the CAC and MPO partners, with outcomes such as increasing MPO partner support of the CAC and MPO partners increasingly seeking CAC representation on their local committees. The CAC is becoming a strong seasoned voice for advocating local priorities.

The MPO has also improved its website and visual representation of funded projects. The MPO has implemented a new web application and web-accessible map to provide the public access to transportation project information contained in the MTIP. The MPO has also coordinated with local partner agencies on an integrated public outreach approach for TSP Updates, including development of new websites, smart mapping tools, survey instruments for web surveys, and public workshops.

The MPO adopted the Central Lane MPO Title VI Plan establishing policies for ensuring nondiscrimination and environmental justice, and also completed a successful audit of its Transportation Equity Program with the Oregon Department of Transportation Office of Civil Rights Title VI Program (OCR) which found that the MPO is meeting basic requirements and, in many areas, is exceeding program requirements. The MPO also has engaged representatives from communities that traditionally have not fully participated in the transportation planning process, holding a community focus group with invited representatives from underrepresented groups.

Air Quality Planning: The MPO has been working to improve air quality, reduce greenhouse gas emissions, and promote public health in its programs and plans. The MPO has spent considerable time and effort participating in MPO Greenhouse Gas (GhG) Planning efforts. The MPO is working to meet the requirements of two different bills (the 2009 Oregon Jobs and Transportation Act (House Bill 2001) and the 2010 Oregon Sustainable Transportation Initiative (Senate Bill 1059)) that were passed over the course of the FY2010 and 2011 UPWP. These bills require the MPO to incorporate scenario planning to develop and investigate alternative land use and transportation scenarios that reduce greenhouse gas emissions from light vehicle transportation.

The MPO has completed a characterization and inventory of community greenhouse gas emissions, including transportation sector greenhouse gas emissions. The MPO has also coordinated with MPOs, ODOT and others to identify tools and data sets to measure and estimate greenhouse gas emissions from transportation sources, complete scenario planning processes, and identify how regional transportation plans can be altered to reduce greenhouse gas emissions, including co-hosting a workshop with ODOT and FHWA to discuss scenario planning and climate change strategies.

Transportation System Modeling and Data Maintenance: The MPO has also been working on improving its technical capabilities in order to promote effective visioning, incorporating scenario planning and complex modeling to assess impacts and benefits of alternative futures.

The MPO has been pursuing the development of advanced land use models including LUSDR and UrbanSim that can be integrated with the regional travel demand model. This work is a necessary component of integrating land use and transportation modeling for testing alternative scenarios of transportation infrastructure and traveler behavior. This work complements the work needed to meet the requirements of the Oregon Jobs and Transportation Act (HB 2001), which requires the Central Lane MPO to develop a robust scenario planning process by July 1, 2013.

The MPO is upgrading our current 4-step travel demand model to incorporate up-to-date research on travel behavior and responses to socioeconomic, land use and travel conditions. The mode choice model was expanded to differentiate between local and premium (BRT) transit service. The Park and Ride model was also improved. The MPO has also worked with Metro and PSU to implement a bicycle model for this region which will assist in the planning for new and improved routes encourage greater bicycle mode share.

The Central Lane MPO participated in a statewide effort to plan and administer the Oregon Household Activity Survey (OHAS). The data will be used to update key assumptions and model parameters, and will also be used in later specification and estimation of more advanced tour-based/activity-based models. During FY11, a project was initiated with PSU and the University of Oregon to develop a web-based survey instrument in preparation for surveying UO students (in particular, those living in dorms on campus) and UO staff on their travel behavior.

Work in this area also included providing significant project support to West Eugene EmX Extension project, Beltline Facilities Planning, I26 East Refinement Planning, and local Transportation System Plan updates, as well as core MPO activities in this area, including providing technical assistance to local agencies.

Transportation Options (TO): The Central Lane MPO has continued to look for opportunities to increase multimodal mobility and access in the transportation system, as well as strategically connect the modal pieces—bikeways, pedestrian facilities, transit services and roadways—into an intermodal, interconnected system. The MPO has initiated work on a Regional Transportation Options Plan (RTOP). The RTOP will help identify and assess appropriate transportation strategies to reduce reliance on single occupancy vehicle travel. The plan will replace the current chapter on Transportation Demand Management in the Regional Transportation Plan and create a best practices document and strategic plan. This work will continue under the FY2012 and 2013 UPWP.

The MPO also assisted with the completion of the point2point Solutions branding change program. Work in this area also included public outreach program enhancements such as the Business Commute Challenge, DriveLessSaveMore campaign, Eugene's Smart Trip programs, the iCarpool campaign, and the Eye-to-Eye Safety Campaign. In addition, point2point Solutions administered a number of programs and activities, including employer/employee transportation benefits, Smart Ways to School, congestion mitigation, park and ride promotion, and other ongoing programs.

Intergovernmental Coordination: The Central Lane MPO has also continued its work to improve collaboration. Work in this area included activities that provide the overall support for the committee structure and functions, including the MPO Policy Committee, the Transportation Planning Committee, and the Transportation Advisory Subcommittee. The MPO participated in the formation of the Lane County Area Commission on Transportation. Work also included core intergovernmental coordination functions, such as completion of billing and financial reports, contract management, and program management.

The MPO collaborated with regional partners on grant projects, including submittal and award of a \$1.45 Million grant from the U.S. Dept. of Housing and Urban Development to promote smarter, more sustainable planning for transportation, housing, equity, and jobs and economic growth in Lane County.

Activities Not Addressed

Due to limitations in the available staff and resources, revised scheduling, as well as prioritization of work activities in the UPWP, there are a number of activities outlined in the FY2010 and 2011 that were not addressed, as follows:

- *Regional ITS Plan.* The completion of this plan was originally scheduled for Late FY2011, and now is proposed to be included as a work activity in FY2013.
- *Economic Analyses in Project Selection.* The completion of this plan was originally scheduled for late FY2011 and now is proposed to be included as a work activity in FY2013. This schedule will better align with work on Least Cost Planning and the HUD Sustainable Communities Grant.
- *Central Clearinghouse.* This project transitioned to the integrated public engagement activities occurring as part of the Transportation System Plan Updates occurring within the region.
- *State CO Implementation Plan Work Program.* This activity is not proposed to be carried forward into the FY2012-2013 UPWP.
- *University of Oregon Travel Behavior Survey.* A project has been initiated to develop a web-based survey instrument in preparing for surveying UO students and UO staff on their travel behavior. The intent is to deploy the survey in FY2012.
- *Regional Travel Database Development.* The acquisition of travel time data was explored in several presentations provided by consultant's to the MPO's Operations/ITS subcommittee. This work will be continued during FY2012-2013 with the expectation that an auto travel time database will be established with an ongoing process for continual data collection.
- *Functional Classification Update.* The Functional Class Update project has been delayed until the Census 2010 data is released and the MPO boundaries have been established. It is anticipated that the work will begin in mid-FY 2012 and be complete in 2013.
- *8-hour Ozone Standard Revisions.* Changes to these standards were not completed by EPA. As more information becomes available, it is increasingly looking like the anticipated changes will not affect the MPO.

LOOKING FORWARD: CENTRAL LANE MPO PRIORITIES

In the two years covered under the FY2012 and 2013 UPWP, the MPO will continue its work to incorporate livability principles into the region's transportation plans and programs. The following outlines some of the key priorities in the FY2012 and 2013 UPWP:

2011-2035 Regional Transportation Plan

The MPO anticipates the adoption of a 2011-2035 RTP in November 2011. Initiation of the 2015-2039 RTP will begin soon thereafter in anticipation of a major plan update incorporating the completed Transportation System Plans for Coburg, Eugene, and Springfield.

Regional Transportation Work Plan

The years 2011 and 2012 mark the third and fourth years of the five year work plan approved by the Oregon Department of Land Conservation and Development in Fall 2008. The MPO will continue with technical support for the related TSPs, development of the Regional TSP, and coordination of public information and public involvement programs.

Greenhouse Gas Planning

Significant resources and effort will be devoted to implementation of greenhouse gas emission reduction planning under the 2009 Oregon Jobs and Transportation Act (House Bill 2001) and the 2010 Oregon Sustainable Transportation Initiative (Senate Bill 1059)). These efforts will include data collection, the development of modeling tools and other capabilities to support scenario planning, as well as the creation of evaluation metrics, public outreach tools, and performance measures.

Lane Livability Consortium

The Central Lane MPO is one of more than ten local agencies participating in the Lane Livability Consortium work to develop more sustainable planning and decision-making processes that link affordable housing, transportation choices, and economic development. The project is funded by HUD through their Sustainable Communities program.

Least Cost Planning

Incorporate a least-cost planning model for use as a decision-making tool in the development of plans and projects. The Oregon Legislature defined least cost planning for Oregon and directed ODOT to work with stakeholders to develop least cost planning for transportation decision-making. Work on this project is ongoing at ODOT and it is anticipated that least cost planning tools will be available to implement in FY 2013.

Federal Transportation Authorization

The MPO will be monitoring the reauthorization of a new federal transportation act closely, and will liaison with the FHWA and FTA to better understand the implications of this reauthorization on the MPO planning and operations. Transportation funding at the federal level is currently provided through legislation passed in 2003 under the Safe, Accountable, Flexible, Efficient Transportation Equity Act – Legacy for Users (SAFETEA-LU).

High Speed Rail

The MPO will continue efforts to lay the groundwork for a high-speed intercity passenger rail network within Oregon and serving the Eugene-Springfield region.

In addition, based upon the emerging trends and emphasis areas from the FY 2010 and 2011 UPWP as well as anticipated legislation at the state and federal level, the following are additional priorities in the FY2012 and 2013 UPWP, described by work program area:

Programming and Implementation

- Continue to align the programming process with the Regional Transportation Plan, foster timely use of funds, provide assistance to partner jurisdictions in delivering projects, and improve project readiness.

Regional Transportation Plan and Long Range Planning

- The Regional Transportation Plan (RTP) update is anticipated to be approved by November 2011 and is a key priority for the first half of FY 2012. Based upon the current work program, the 2011-2035 RTP will not present significant policy or project changes. This will allow local land use discussions to proceed as part of each agencies transportation system plan development process. The subsequent 2015-2039 RTP, which will be developed under a future UPWP, will be able to incorporate the results of these local planning processes and more effectively integrate transportation and land use decision-making.
- The state-required Regional Transportation System Plan (RTSP) is estimated to be approved at the end of 2013 and is a key priority for this UPWP. This timing will allow the local transportation system plans for the MPO partner agencies to finish in order to incorporate the findings from these processes in the RTSP. A significant challenge exists with aligning this RTSP Update to coincide with the implementation of the 2010 Oregon Sustainable Transportation Initiative (Senate Bill 1059) and the region's Sustainable Communities Strategy under the grant from the U.S. Dept. of Housing and Urban Development. It is anticipated that the scenario planning work to be completed as part of the 2010 Oregon Sustainable Transportation Initiative (Senate Bill 1059) and the region's Sustainable Communities Strategy will be completed after the end of 2013.
- FHWA and FTA anticipate that an emphasis on measuring the outcomes of the planning process via performance measures will be a key feature of the reauthorization of the federal transportation bill. The Central Lane MPO has adopted local performance measures within the Eugene-Springfield Transportation System Plan ("TransPlan"), but additional review is needed to determine whether these performance measures are an effective feedback mechanism to guide the development and implementation of future transportation and land use policies and investments.

Public Participation

- Significant public involvement and policy development relating to land use and transportation will be occurring in Eugene, Springfield, Coburg and regionally over the next few years as part of the Transportation System Plan Updates and scenario planning efforts in the region.
- In addition, the MPO will be working under the grant from the U.S. Dept. of Housing and Urban Development to improve the effectiveness of regional public outreach programs and communication protocols addressing issues of sustainability. This work will involve further integration of the broad range of existing public engagement activities, including developing shared trainings relating to sustainability across disciplines, identification of common goals, and discussion/clarification of competing goals or perceptions of conflicting goals. This work also includes identifying under-represented community groups and individuals and developing a specific public outreach program to include those traditionally absent from the

decision-making process. Many of these organizations have fostered relationships with marginalized groups and that trust will need to be carefully leveraged to involve their members in the broader dialogue of sustainability. This work will be incorporated into regional transportation and greenhouse gas reduction planning and public outreach efforts.

Air Quality Planning

- Significant resources and effort will be devoted to implementation of greenhouse gas emission reduction planning under the 2009 Oregon Jobs and Transportation Act (House Bill 2001) and the 2010 Oregon Sustainable Transportation Initiative (Senate Bill 1059). These efforts will include data collection, the development of modeling tools and other capabilities to support scenario planning, as well as the creation of evaluation metrics, public outreach tools, and performance measures.
- MPO staff will continue to upgrade air emission modeling and assessment capabilities to be able to respond to policy questions for various scenarios and multiple pollutants.

Transportation System Modeling and Data Maintenance

- The 2009 Oregon Jobs and Transportation Act (House Bill 2001) require the Central Lane MPO to develop transportation modeling and technical capabilities needed to support greenhouse gas planning. These capabilities are to allow the MPO to develop two or more land use and transportation scenarios that accommodate population and employment growth and achieve reduce greenhouse gas emissions to meet state targets. The MPO has begun the work by developing an MPO greenhouse gas system-based inventory, and investigating sketch planning tools, but significant additional work is needed to develop the modeling and other technical capabilities needed to support scenario planning.
- The MPO will continue to upgrade its current 4-step travel demand model to incorporate up-to-date research on travel behavior and responses to socioeconomic, land use and travel conditions, including findings from the Oregon Household Activity Survey.

Transportation Options

- Work on a Regional Transportation Options Plan (RTOP) will continue in FY 2012, enabling the information from this plan to be incorporated into transportation system plan updates. The plan will replace the current chapter on Transportation Demand Management in the Regional Transportation Plan and create a best practices document and strategic plan.
- Work on efforts to diversify funding sources for Lane Transit District (LTD) to increase the long-term reliability of mass transit service while maintaining cost effective and fuel efficient transit service.

Intergovernmental Coordination

- Transportation funding at the federal level is currently provided through legislation passed in 2005 under the Safe, Accountable, Flexible, Efficient Transportation Equity Act – Legacy for Users (SAFETEA-LU). The MPO will be monitoring the reauthorization of a new federal transportation act closely, and will liaison with the FHWA and FTA to better understand the implications of this reauthorization on MPO planning and operations.

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UPWP

Unified Planning Work Program
FY 2012 and 2013

SECTION II

UPWP WORK ELEMENTS

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A. Regional Transportation Plan (RTP) and Long-Range Planning

Source of Funds			TOTALS	
Sec 5303	FHWA PL	STP-U	LCOG Total	UPWP Total
\$18,000	\$80,000	\$80,000	\$178,000	\$191,656

OBJECTIVE

Build consensus on policies, strategies and projects to address the transportation needs of the region. Balance state and federal mandates with the needs and interests of our partner jurisdictions. Carry out the goals and objectives and implement the work activities of the RTP, the area's long-range transportation plan. Continue to meet requirements of SAFETEA-LU and/or subsequent federal regulations in a manner consistent with state and local plans and requirements. Meet requirements of the Oregon Transportation Planning Rule as they apply to the MPO.

DISCUSSION

Development of the 2035 RTP is underway and will continue through mid-FY12. After adoption of that RTP, work on the RTP in the latter half of FY12 and all of FY13 will focus on the development of a new RTP framework. Significant work efforts in both FY12 and FY13 will focus on development of a new state-mandated Regional Transportation System Plan (RTSP) and development of updates to the local Transportation System Plans (TSP) for the cities of Coburg, Eugene and Springfield. Also included in this work area is development of the Lane Transit District Long-Range Transit Plan, implementation and refinement of the Regional Intelligent Transportation System (ITS) Plan, and work on other discreet elements of the RTP.

Over the next two years the MPO will also start to consider and plan for the possible expansion of the MPO/TMA boundary, and the possible resulting inclusion of one or more additional local jurisdictions in the MPO, as the result of findings from the 2010 census.

ACTION ITEMS (LCOG)

I. Regional Transportation Plan (RTP)

Tasks Year 1

- Develop refinements to plan policy/project elements consistent with direction from elected officials and input from the public, as needed.
- Develop updated draft financial forecasts for the anticipated 2035 plan horizon, including forecasts for roadway capital improvements, transit, bicycle and pedestrian improvements, operations and maintenance, and more.

- Generate, monitor, and maintain benchmarks and performance measures as included in RTP.
- Prepare air quality conformity determination including modeling of all regionally significant projects to ensure compliance with Clean Air Act. This will use the travel demand model scenarios produced under other tasks for 2008, 2017, and 2035. The 2026 model will be developed as a part of this task.
- Design and implement a new web based application to provide an integrated map for RTP projects. Use the interface designed for the MTIP projects map as a template for the new RTP map.

RTP Safety and Security Element

- Refine updated Safety and Security element language for RTP, as needed. Continue to participate in statewide *Oregon Transportation Safety Committee* and *Oregon Transportation Safety Action Plan* update.

RTP Freight Element

- Refine updated freight element language for RTP, as needed.

RTP Environmental Coordination

- Update Environmental Coordination element of RTP with current data, maps and other information.

RTP Transportation Demand Management (RTP) Element

- Incorporate *point2point Solutions Strategic Plan* into RTP
- Incorporate *point2point Solutions* analysis of priority congested corridors into RTP
- Incorporate *point2point Solutions Transportation Options Performance Measures* into RTP
- Incorporate initial work from the *Regional Transportation Options Plan (RTOP)* project into both the RTP TDM Element and the RTP Policies.

Products

- Final updates of the following components of the RTP:
 - Policy Element;
 - Capital Investment Actions, including the Financially Constrained and Illustrative Project Lists;
 - Financial Plan;
 - Air Quality Conformity Analysis and Determination;
 - Planning and Program Actions;
 - Plan Performance and Implementation Monitoring section;
 - Environmental Coordination Plan and Documentation; and
 - Transportation Demand Management element
- Interim/draft update products, including technical memorandum, forecasts, scenarios, modeling results and other products as appropriate.
- Memos and reports as necessary to support plan implementation.
- Adopted Air Quality Conformity Determination for updated RTP
- Web-accessible map of 2035 RTP projects

2. Regional Transportation System Plan (RTSP)

The Oregon Transportation Planning Rule (TPR) places responsibility for development of the required Regional Transportation System Plan on the MPO. The RTSP acts as a “bridge” between the local transportation system plans and the RTP. Over fiscal years 2012 and 2013, the MPO, working with all of the regional partners, will continue the development of a new RTSP covering the entire TMA. Work on this RTSP began in late calendar year 2008, and is scheduled to result in adoption of the RTSP in 2013. The MPO is managing the regional work program for this effort and will directly engage in significant technical, policy and other tasks. Work activities also include providing leadership in coordinating public involvement activities and coordinating regional policy discussions.

Tasks Year 1

- Participate in public information and public involvement efforts to help communicate the differences and similarities between the RTP and other transportation planning projects and plans.
- Participate in Coburg, Eugene, and Springfield Transportation System Plan projects, as needed, to ensure regional coordination, identify areas of potential conflict, and advocate for ongoing implementation of RTP policies.
- Continue to analyze and report on existing performance measures, as needed.
- Review existing performance measures in light of regional and local policy sets and RTP goals and objectives.
- Hold discussions with elected officials and public on RTSP structural and policy framework.
- Continue discussions and refinement of regional transportation concepts.
- Hold discussions with ODOT and DLCD representatives about the project timing and consolidation with scenario planning efforts for Central Lane MPO under the 2009 Oregon Jobs and Transportation Act (House Bill 2001) and the 2010 Oregon Sustainable Transportation Initiative (Senate Bill 1059).

Products Year 1

- Regional Transportation Work Plan Status Reports to MPC.
- Public involvement materials.
- Benchmark and performance measure reporting, as needed.

Tasks Year 2

- Continue public involvement and public participation efforts.
- Continue to participate in on-going Transportation System Plan updates.
- Consider and develop adjustments to performance and/or implementation measures to achieve benchmarks.
- Consider modified benchmarks and performance measures for the extended planning period.

- Create draft of RTSP structural and policy framework based upon elected official discussions and public input.
- Begin developing RTSP policy language.
- Continue discussions and refinement of regional transportation concepts.

Products Year 2

- Regional Transportation Work Plan Status Reports to MPC.
- Public involvement materials.
- Proposal for updated benchmarks and performance measures.
- Draft RTSP structural and policy framework.

3. Transportation System Plan(s) (TSP)

Assisting in the development of updates to the Eugene, Springfield, and Coburg Transportation System Plans and Lane Transit District Long-Range Transit Plan is part of this element. The MPO will focus on ensuring consistency with the existing RTP and coordinating all aspects of the updates of these local plans with the on-going update of the RTP. This work is anticipated to last through FY2012.

Tasks Year 1

- Support and assist updating and implementation of the local TSPs and other local and regional transportation planning and integrated transportation-land use planning efforts, as appropriate.
- Provide assistance to local agencies as appropriate in the following areas:
 - System modeling;
 - Scenario development and refinement;
 - Transportation Options/TDM studies;
 - Policy scan; and
 - Public participation.

4. Regional ITS Plan

The Regional Intelligent Transportation System (ITS) Operations and Implementation Plan for the Eugene-Springfield Metropolitan Area was completed in 2003. In FY09, the MPO re-formed the regional ITS committee and will continue to conduct regular meetings for the purpose of reviewing the existing ITS plan and coordinating activities between local agencies and ODOT.

Tasks Year 1

- Conduct and facilitate ITS committee meetings to improve coordination in the MPO area.
- Identify ITS priority issues and develop a strategy for updating the 2003 ITS Plan. This includes determine the extent of update, the partners, and source of funds to address the scope.
- Initiate update of ITS Plan.
- Pursue funding for implementation of ITS projects as identified in ITS Plan.

- Educate MPO Policy Board, Citizen Advisory Committee, and general public on the effectiveness of ITS.

Products Year 1

- Regional ITS Committee meeting notes
- Regional ITS Plan Update Strategy

Tasks Year 2

- Conduct and facilitate ITS committee meetings to improve coordination in the MPO area.
- Continue update of ITS Plan and produce full draft of updated Plan to integrate into 2035 RTP update.
- Pursue funding for implementation of ITS projects as identified in ITS Plan.

Products Year 2

- Draft Regional ITS Plan Update

5. Major Facility Studies

MPO staff anticipates involvement in a number of facility studies over the next two years. These facility studies are lead by the individual jurisdictions, but may require coordination, data and modeling support, and other technical assistance as necessary. Detailed project descriptions are provided within the work items listed under the lead agency, or within the descriptions of Special Projects at the end of this chapter.

Major studies and projects with significant MPO staff involvement over the next two years include the following:

Lead Agency: ODOT

- I-5/Glenwood Area Planning (IGAPS);
- OR 126 Expressway Management Plan (EMP) Phase 3;
- Oregon 126: Veneta-Eugene Facility Plan;
- I-5/Beltline Interchange Area Management Plan (IAMP) Update;
- Beltline Highway River Road to Coburg Road System Planning (Phase 3); and
- High-Speed Intercity Passenger Rail Study for the Portland-Eugene corridor.

Other Lead Agencies

- Franklin Boulevard Planning and Design (Cities of Eugene and Springfield);
- Pedestrian and Bicycle Master Plan Update (City of Eugene);
- Springfield Downtown Two-Way Traffic Study;
- Springfield Downtown Parking Implementation;
- West Eugene EmX Extension (LTD); and
- Bus Rapid Transit System Phase IV – Next Corridor Planning (LTD).

Tasks Year 1

- Committee and public outreach support for the I-5/Glenwood Area Planning Study (IGAPS) project, including IGAPS project web site, meeting and public outreach materials, etc.
- Committee and public outreach support for the Beltline project, including Beltline project web site, meeting and public outreach materials, etc. Modeling and data support, as contracted with ODOT under separate agreements. Project Management Team participation by MPO staff.
- Committee and public outreach support for the West Eugene EmX Extension.
- Committee and public outreach support for the Bus Rapid Transit System Phase IV.

Products Year 1

- Public outreach materials as needed
- Modeling and data products provided to LTD planners.

CORE MPO ACTIVITIES: RTP/Long Range Planning

Tasks

- Prepare and adopt minor amendments, if necessary, to keep the RTP current. Assess amendments for regional significance and air quality conformity requirements.
- Assist local agencies in implementation of RTP recommendations such as nodal development, bus rapid transit, Transportation Options, and corridor studies.
- Monitor performance measures as included in RTP.
- Develop refinements to plan policy/project elements consistent with direction from elected officials and input from the public including elements related to freight planning, congestion management and transportation demand management.
- Provide public displays of RTP update products.
- Prepare documentation of RTP update public involvement process.
- Employ visualization techniques to describe changes in the RTP and other key MPO products. Continued distribution of the adopted 2031 RTP, as needed.
- Include evaluation criteria that address issues of environmental justice when selecting projects to include in the RTP.
- Assess the regional benefits and burdens of transportation system investments for different socio-economic groups when updating the RTP.
- Continue to implement Congestion Management Process in discrete regional processes, plans, and products as appropriate.
- Utilize the results of Congestion Management Process analysis as part of the regional prioritization of projects for the MTIP and STIP.
- Participate in freight movement groups including the state-wide Oregon Freight Advisory Committee and the West Coast Corridor Coalition.

Products

- RTP amendments as necessary
 - Interim update products as necessary
 - Analysis of other MPO work tasks and products with respect to RTP Goals, Objectives and Policies
 - Memos and reports to support plan implementation
 - Nodal development code implementation with transportation analysis as needed to support the RTP.
 - Congestion Management Process outputs and refinements – data, process and other improvements.
-
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PARTNER AGENCY TASKS

Partner Agencies: City of Eugene, City of Springfield, City of Coburg, Lane County, Lane Transit District, and ODOT

- Participate in long range planning in the Central Lane MPO through involvement in the Technical Advisory Subcommittee and the Transportation Policy Committee.
- Participate in the HUD Sustainable Communities Grant implementation.
- Contribute to the development and implementation of the Regional Transportation Plan and the Regional Transportation System Plan and coordinate these regional plans with local TSP development.
- Contribute to Congestion Management Process and Regional ITS efforts by participating in regional transportation management and operations discussions.
- Participate in rail planning studies, including the update to the Oregon Rail Plan and High-Speed Intercity Passenger Rail Study for the Portland-Eugene corridor.

ODOT

- Conduct facility studies in partnership with other MPO agencies, including I-5/Glenwood Area Planning, OR 126 Expressway Management Plan (EMP) Phase 3; Oregon 126: Veneta-Eugene Facility Plan; I-5/Beltline Interchange Area Management Plan (IAMP) Update; and High-Speed Intercity Passenger Rail Study for the Portland-Eugene corridor.
- Participate in relevant studies conducted by other agencies in the MPO area, including the LTD Long Range Transit Plan, Bus Rapid Transit System Phase IV – Next Corridor Planning, Franklin Boulevard Planning and Design, Springfield Downtown Two-Way Traffic Study, and Springfield Downtown Parking Implementation.

City of Springfield

- Conduct facility studies, transportation system plans, and other related studies in partnership with MPO agencies on projects including Franklin Boulevard Planning and Design, City of Springfield TSP Update, Springfield Downtown Two-Way Traffic Study; and Springfield Downtown Parking Implementation.
- Participate in relevant studies conducted by other agencies in the MPO area, including the LTD Long Range Transit Plan, I-5/Glenwood Area Planning, OR 126 Expressway Management Plan (EMP) Phase 3, I-5/Beltline Interchange Area Management Plan (IAMP) Update, and Bus Rapid Transit System Phase IV – Next Corridor Planning.

City of Eugene

- Conduct facility studies, transportation system plans, and other related studies in partnership with MPO agencies on projects including City of Eugene TSP Update and Pedestrian and Bicycle Master Plan Update.
- Participate in relevant studies conducted by other agencies in the MPO area, including the LTD Long Range Transit Plan, I-5/Glenwood Area Planning, West Eugene EmX Extension, Oregon 126: Veneta-Eugene

Facility Plan, I-5/Beltline Interchange Area Management Plan (IAMP) Update, Beltline Highway River Road to Coburg Road System Planning (Phase 3), and Bus Rapid Transit System Phase IV – Next Corridor Planning.

Lane Transit District

- Conduct planning for the development of the district's Long Range Transit Plan, working in collaboration with regional transportation partners.
- Update the Lane Coordinated Public Transit-Human Services Plan, as needed, to guide the investment of FTA §5310, §5316 and §5317 and Special Transportation Fund moneys to help the elderly and people with disabilities get needed transportation within that area.
- Participate in relevant studies conducted by other agencies in the MPO area, including the LTD Long Range Transit Plan, I-5/Glenwood Area Planning, OR 126 Expressway Management Plan (EMP) Phase 3, Beltline Highway River Road to Coburg Road System Planning (Phase 3), Springfield Downtown Two-Way Traffic Study, Springfield Downtown Parking Implementation, and Bus Rapid Transit System Phase IV – Next Corridor Planning.

Lane County

- Participate in relevant studies conducted by other agencies in the MPO area, including the LTD Long Range Transit Plan, I-5/Glenwood Area Planning, OR 126 Expressway Management Plan (EMP) Phase 3, Oregon 126: Veneta-Eugene Facility Plan, I-5/Beltline Interchange Area Management Plan (IAMP) Update, Beltline Highway River Road to Coburg Road System Planning (Phase 3), and Bus Rapid Transit System Phase IV – Next Corridor Planning.

Regional Transportation Plan (RTP) and Long-Range Planning

ESTIMATED TIMELINE

Action Item Number/Title		Early FY 2012	Late FY 2012	Early FY 2013	Late FY 2013
1	Regional Transportation Plan (RTP)	Public Involvement and full Policy Board/Citizen Advisory Committee/Staff/Public Review of Draft 2035 RTP; Adopt & complete Air Quality Conformity of 2035 RTP	Initiate Discussion regarding 2039 RTP Update	Discuss and Formulate Proposed 2039 RTP Framework	Continue Development of 2039 RTP
2	Regional Transportation System Plan (RTSP)	Performance measure reporting RTSP structural and policy framework		Draft RTSP Project Lists and Financial Plan	Prepare Draft RTSP; Initiate Public Involvement and Overall Review of Draft
3	Transportation System Plans (TSP)	Performance measure reporting	Ongoing technical assistance	Ongoing technical assistance	Ongoing technical assistance
4	Regional ITS Plan		Strategy development for plan update		Draft ITS Plan Update
5	Major Facility Studies	See Special Projects Section			

B. Programming and Implementation

Source of Funds			TOTALS	
Sec 5303	FHWA PL	STP-U	LCOG Total	UPWP Total
\$10,000	\$25,000	\$25,000	\$60,000	\$65,361

OBJECTIVE

Translate goals, objectives, policies, priorities and recommendations of the long range Regional Transportation Plan into practical use by public agencies, private enterprise and the general citizenry. Work in a cooperative, continuous, and comprehensive process to prioritize projects from the RTP for funding. Develop and adopt the area-wide Metropolitan Transportation Improvement Program (MTIP). Develop priorities for the Statewide Transportation Improvement Program (STIP).

DISCUSSION

Programming and coordination activities include identifying and allocating funds for short- to mid-range projects and setting area-wide priorities for various classes of federal and state transportation fund sources. In this activity in particular, the planning process provides a neutral forum for local officials to set area-wide transportation priorities. Action items in this work category include participation in the State Transportation Improvement Program, development of the regional Metropolitan Transportation Improvement Program (MTIP), programming of Surface Transportation Program - Urban (STP-U) funds, and development of the Unified Planning Work Program.

ACTION ITEMS (LCOG)

I. State Transportation Improvement Program (STIP)

Continue participation in the development of the FY12-15 STIP by reviewing regional priorities for roadway, transit and TDM projects. Maintain consistency of the FY10-13 STIP with the FY10-13 MTIP by monitoring amendments to, and other actions on, the FY10-13 STIP.

Tasks Year 1

- Review Central Lane MPO STIP priorities for roadway, transit and TDM projects. If update is needed, develop new and/or amend existing criteria to assist in evaluating STIP priorities.
- Coordinate with ODOT Region and State Coordinators to ensure draft STIP accurately reflects existing MTIP projects.
- Work with ODOT financial staff to develop revenue estimates, and with project partners to ensure that year of expenditure estimates are used in programmed projects.
- Participate in the statewide development of a Least Cost Planning (LCP) framework and tool, including serving as a member of the LCP Working Group. Communicate information regarding the development of the LCP

framework to staff, MPC and CAC as appropriate. Consider application of LCP principles and tool, as available, to MPO's development of projects and priorities.

- Participate in the statewide TIP managers' working group.
- Assist ODOT and local staff with public involvement including review by the MPO's Citizen's Advisory Committee.
- Conduct air quality conformity determination on the regionally significant projects within the MPO area.
- Adopt region's STIP projects.

Products Year 1

- Amendments to projects within the Central Lane MPO in the adopted FY10-13 STIP.
- Public involvement materials for the review of the draft FY12-15 STIP.
- Projects within the Central Lane MPO adopted into the approved FY12-15 STIP

2. Metropolitan Transportation Improvement Program (MTIP)

Develop, conform and adopt the FY12-15 MTIP. Maintain the FY10-13 MTIP through amendments as needed. Ensure that the current FY10-13 MTIP is accurately reflected in the current FY10-13 STIP.

Tasks Year 1

- Develop new and/or amend existing criteria to assist in evaluating TIP priorities.
- Work with partners to develop the list of projects expected to be underway in FY12 through FY15. Ensure inclusion of all regionally significant projects from local capital improvement programs and from ODOT STIP process, and of all projects using federal funds, including STP-U funds. List full cost of projects including funds spent outside the TIP programming period.
- Describe scope, timing and funding by phase of each project ensuring fiscal constraint and year of expenditure estimates. Prepare map of project locations.
- Prepare air quality conformity determination including modeling of all regionally significant projects to ensure compliance with Clean Air Act. This will use the travel demand model scenarios produced under other tasks for 2008, 2017, 2026 and 2035.
- Prepare the FY12-15 MTIP document.
- Conduct public involvement process to review the MTIP as described in Public Participation Plan.

Products Year 1

- Adopted FY12-15 MTIP
- Adopted FY12-15 Air Quality Conformity Determination from MTIP

3. Surface Transportation Program-Urban (STP-U)

Establish project priorities and program FY14-15 STP-U funds for inclusion into MTIP/STIP.

Tasks Year 1

- Review and update regional criteria and priorities for use of STP-U federal funds.
- With partner agencies, develop prioritized list of projects for STP-U funding within the FY12-15 period.
- Conduct comprehensive public involvement as described in the Public Participation Plan. Process through the Transportation Planning Committee and the Citizens Advisory Committee, with final adoption by the MPC.
- Adopt recommendations and include in the FY12-15 MTIP.

Products Year 1

- Regional priority criteria
- Adopted project list for STP-U funded projects

4. Unified Planning Work Program

The Unified Planning Work Program describes the scope of work anticipated over a two-year period by MPO staff and MPO partner agencies, including Lane Council of Governments, City of Eugene, City of Coburg, City of Springfield, Lane County, Lane Transit District, and point2point Solutions. Work includes conduct a biennium review of the FY2012 and 2013 UPWP and creation of a new UPWP covering fiscal years 2014 and 2015.

Tasks Year 1

- Conduct a biennium review of the adopted Unified Work Program for July 2011 to June 31 2013.
- Meet with USDOT, FHWA, and ODOT to review progress on the first year of the Unified Work Program for July 2011 to June 31 2013 and document any needed changes.
- Review the updated UPWP with the Citizens Advisory Committee and conduct public involvement as described in Public Participation Plan.
- Prepare final updated document.

Products Year 1

- Adopt addendum to FY2012 and 2013 Unified Planning Work Program to reflect any changes in the scope of activities

Tasks Year 2

- Update the current Unified Planning Work Program to describe the scope of work anticipated over the next two years by MPO staff and MPO partner agencies, including Lane Council of Governments, City of Eugene, City of Coburg, City of Springfield, Lane County, Lane Transit District, and point2point Solutions.

- Develop draft work program for regional transportation planning activities within the MPO area over next two years.
- Meet with USDOT, FHWA, and ODOT to review draft UPWP.
- Review UPWP with the Citizens Advisory Committee and conduct public involvement as described in Public Participation Plan.
- Prepare final document.

Products Year 2

- ☐ Adopted Unified Planning Work Program for July 2013-June 2015.

5. Economic Analyses in Project Selection (Phase I)

HERS-ST is an engineering/economic analysis tool that uses engineering standards to identify highway deficiencies, and then applies economic criteria to select the most cost-effective mix of improvements for system-wide implementation. HERS-ST is designed to evaluate the implications of alternative programs and policies on the conditions, performance, and user cost levels associated with highway systems. The purpose of this task is to determine the feasibility of using HERS-ST in this area to incorporate economic analyses into project selection for the RTP and MTIP. This work complements the Least Cost Planning work being undertaken by ODOT, as well as the development of a Triple Bottom Line Tool and regional investment strategy under the HUD Sustainable Communities Grant (see Special Projects).

Tasks Year 2

- Investigate the availability of local data that are required by the HERS-ST or other similar software as a first step in determining feasibility.
- Implement required software and test data bases, and train staff in use. Exercise and test.

CORE MPO ACTIVITIES: Programming/Implementation

Tasks

- Work with partner agencies to coordinate grant and project funding opportunities for regional projects of or consistent with the RTP.
- Prepare and process MTIP/STIP amendments. Work with project managers to obtain scope, timing and funding estimates, and project details including bike and pedestrian components. Document connection to RTP and RTP policies. Demonstrate support of ODOT and USDOT priorities including preservation and enhancement of the existing system. Review all amendments for air quality conformity and fiscal constraint. Coordinate amendments with USDOT prior to ODOT STIP action.
- Process administrative amendments through the Transportation Planning Committee (TPC) and non-administrative amendments through the MPO Policy Board (Metropolitan Policy Committee, or MPC). Facilitate Citizen Advisory Committee review of significant amendments.
- Update and maintain project database and on-line and hard copy maps. Maintain amendment log, project list and fiscal summaries on MPO web site.
- Track projects throughout the year and publish annual summary of obligated projects.
- Work with ODOT Region and State Coordinators to improve and MTIP-STIP coordination and maintenance of the ODOT Fiscal Plan.
- Work with partners to develop proposals for funding through State and Federal programs of projects that implement the RTP. Maintain list of prioritized projects,
- Participate in grant review committees.
- Represent the MPO at ODOT and other project coordination meetings including the ODOT-MPO STIP coordination quarterly meetings, and in ODOT Local Government Services and ODOT Region meetings. Work with ODOT fiscal planners to obtain revenue estimates as needed.
- Attend conferences and workshops to maintain staff expertise and knowledge of State and Federal project implementation processes and tools.
- Continue to work with MPC to develop and revise policies, criteria and processes to ensure programming of funds reflects current priorities.

Products

- Approved amendments to the current Metropolitan Transportation Improvement Program.
 - Annual listing of obligated transportation projects.
 - Updated web-accessible list of projects programmed for the FY12-15 time period.
 - Prioritized list of unfunded projects
-

PARTNER AGENCY TASKS

Lane Transit District (LTD) Tasks

- Conduct a planning and public engagement process under the Discretionary Grant Program review process. The Oregon Public Transit Division (PTD) administers the Older Adults and People with Disabilities Grant Program. Lane Transit District manages the planning process for this program locally and is responsible for identifying the projects that will be proposed for funding by State Special Transportation Grant (STG) and Federal Transit Administration Section 5310 Older Adults and People with Disabilities funds.
- Conduct the grant review process for FTA Section 5316 and Section 5317 projects in the Eugene-Springfield metro area. FTA Section 5316: Job Access and Reverse Commute projects focus on work trips for people with low incomes. FTA Section 5317: New Freedom projects are for transportation services for people with disabilities that exceed the minimum requirements established under the American with Disabilities Act.

OTHER PARTNER AGENCY TASKS

Partner Agencies: City of Eugene, City of Springfield, City of Coburg, Lane County, Lane Transit District, and ODOT

- Participate in programming and implementation processes in the Central Lane MPO through involvement in the Transportation Advisory Subcommittee and the Transportation Policy Committee. Contribute to the development and implementation of the Metropolitan Transportation Improvement Program (MTIP), the designation of STP-U funds, and the Statewide TIP process. Coordinate these regional programs with local capital improvement programming.
- Participate in the development of the Central Lane MPO Unified Planning Work Program by identifying special projects, grant projects, and local transportation planning needs relevant to the regional system. Provide information needed for updates or amendments to the UPWP.

Programming and Implementation

ESTIMATED TIMELINE

Action Item Number/Title		Early FY 2012	Late FY 2012	Early FY 2013	Late FY 2013
1	FFY12-15 State Transportation Improvement Program (STIP)	STIP project selection	Public Involvement and MPO Review of Draft STIP		
2	FFY12-15 Metropolitan Transportation Improvement Program (MTIP)	MTIP Development;	Public Involvement; Air Quality Conformity; MTIP Adoption		
3	MTIP Annual Report		Publish 2011 Annual Report; Inform Policy Board and Citizen Advisory Committee		Publish 2012 Annual Report; Inform Policy Board and Citizen Advisory Committee
4	Allocate FFY14-15 Surface Transportation Program-Urban (STP-U) Funding	Regional criteria and priorities for STP-U project selection for 14-15 and Public Involvement	Public Involvement and Project Selection for FY14-15 STP-U Funding		
5	Unified Planning Work Program (UPWP)		UPWP mid-year review and addendum adoption		Prepare draft FY14-15 UPWP; Public involvement and adoption
6	Economic Analyses in Project Selection (Phase I)			Existing data assessment	Database testing

C. Public Participation

Source of Funds			TOTALS	
Sec 5303	FHWA PL	STP-U	LCOG Total	UPWP Total
\$12,000	\$65,000	\$65,000	\$142,000	\$152,439

OBJECTIVE

Provide for a proactive two-way public involvement process. Ensure complete and accurate information and documentation, timely public notice, equal and full public access to public information and decision-making. Support early and continuing involvement of the public in developing the Regional Transportation Plan (RTP) and the Metropolitan Transportation Improvement Plan (MTIP).

DISCUSSION

The public involvement work program element is described as action items or core MPO operational activities in the paragraphs that follow. Core MPO Operations relating to Public Participation include staffing the Citizen's Advisory Committee, implementing the Title VI Program, and performing Ongoing Public Involvement Activities. The public involvement efforts cover several work elements described elsewhere in the UPWP, including the RTP update, MTIP updates and amendments, air quality, and refinement plans as required by SAFETEA-LU.

ACTION ITEMS (LCOG)

I. Public Participation Program Annual Review

The Public Participation Plan calls for an annual review process to consider the effectiveness of public engagement techniques as well as demographic changes in the community, and to adjust strategies to improve performance. The PPP was adopted in January 2007 to ensure broad public participation during the development, review, and refinement of regional transportation programs and to meet the requirements in SAFETEA-LU.

Tasks

- Conduct an annual review of the Public Participation Plan. Coordinate with the Citizen Advisory Committee and the Metropolitan Policy Committee.
- Collect data to ensure policies are being followed and to assess and improve evaluation measurements in the PPP.
- Use comment forms at public outreach events to assess evaluation measurements from the PPP, such as participant satisfaction, level of understanding after attending the event, and how people found out about the event.
- Conduct evaluation assessments at the completion of public outreach for each key MPO product.

- Continue implementing the Public Participation Plan adopted in January 2007. Conduct public involvement in conformance with SAFETEA-LU requirements.
- Continue to work with the CAC and TPC to implement the CAC recommendations about public outreach that came out of previous Annual Reviews of the PPP.

Products

- Annual PPP Review Report
- Amendments to the PPP
- Memorandum to the MPC
- Agenda materials to the CAC
- Annual Review Subcommittee meeting agendas and materials
- Comment forms
- Evaluation measurements and data
- Evaluation assessments

CORE MPO ACTIVITIES: Public Participation

Citizen Advisory Committee

The Citizen Advisory Committee (CAC) is advisory to the policy board, the MPC. A major component of the public outreach for the MPO, the CAC is tasked with advising the MPC on both key MPO products and public outreach. The CAC meets monthly, takes one or two field trips each year to various transportation facilities in the MPO area, holds occasional retreats and special meetings. The work of staffing, coordinating, and support of the CAC are major tasks for the MPO.

Tasks

- Convene, facilitate, and support the Citizen Advisory Committee by providing staff support for monthly CAC meetings.
- Meet with CAC officers to prepare for meetings and to conduct follow-up and provide ongoing coordination with officers and staff to strategize and carry out CAC activities, including keeping a 9-month calendar of agenda items to sequence with MPC and TPC activities, and update of membership and distribution lists.
- Report monthly to MPC on CAC meetings;
- Provide ongoing support to address concerns, questions, requests, as they come up between meetings.
- Fill vacancies and conduct recruitment and training of new CAC members as needed.

Products

- Agenda packets, minutes, and support materials for Citizen Advisory Committee meetings.
- Recruitment materials in Spanish and English, including applications, flyers, advertisements, bus posters, press releases, and email messages.
- Monthly memorandums to MPC.
- Primers for new members.
- Briefing notebooks for new members.
- Nine-month calendars of agenda items.
- Updated membership and distribution lists.

Title VI Program

The Central Lane Metropolitan Planning Organization (MPO) has prepared a nondiscrimination policy and procedures, also referred to as the Title VI Plan, which addresses how the MPO is integrating nondiscriminatory practices in its transportation planning, public participation, and decision making. The MPO is committed to providing services, programs, and activities fairly, without regard to race, color, national origin, gender, age, disability or economic status. The Central Lane MPO will work to prevent discrimination through the impacts of its programs on minority and low-income populations. In addition, the MPO takes

reasonable steps to provide meaningful access to programs for persons with limited English proficiency. Administration of the MPO's Title VI program is integrated throughout the key program areas, including public participation.

Tasks

- Continue implementing the Title VI Plan adopted in June 2009. Conduct MPO activities in conformance with the MPO Title VI policy statement and assurances contained in the plan.
- Conduct annual evaluation assessments of the Title VI Program.
- Identify, investigate, and eliminate discrimination when found to exist in connection with Central Lane MPO program areas.
- Process, investigate, and attempt to resolve Title VI complaints regarding Central Lane MPO and its sub-recipients, consultants or contractors that are received by the Central Lane MPO.
- Collect and analyze data to ensure policies are being followed and to assess evaluation measurements developed for participation of Title VI protected groups.
- Collect statistical data on the MPO constituency (e.g. race, color, sex, age, disability, and language proficiency) for use in planning. Update statistical data with new 2010 Census information when it becomes available.
- Monitor progress, implementation, and compliance issues.
- Review important Title VI-related issues with the Metropolitan Policy Committee, as needed.
- Assess communications and public involvement strategies to ensure adequate participation of impacted Title VI protected groups and address language needs as appropriate.
- Continually investigate and evaluate public outreach techniques and tools to ensure an inclusive public participation process.
- Provide, assist to coordinate, or identify opportunities for Title VI Training for staff of the MPO and MPO partners, the CAC, and the MPC.
- Provide resources to facilitate participation for those whose primary language is Spanish.
- Implement the recommendations from the 2010 ODOT Review of the MPO's Title VI Program.

Products

- Title VI complaints documentation
- Title VI data plan and summary maps and figures
- Annual report of Title VI accomplishments and goals
- Program to review subrecipients Title VI compliance
- Title VI training program and resource materials
- Guide detailing how to assist Limited English Proficiency individuals in person or on a telephone call.
- List of Spanish-speaking interpreters, in-house if possible
- List of other non-English interpretation services

Ongoing Public Involvement Activities

Tasks

- Incorporate findings and recommendations addressing public engagement from Sustainable Communities Regional Planning Grant.
- Provide technical support to ensure opportunity for public review of transportation studies, plans, and programs. Include private providers of transportation service and private sector representatives.
- Maintain an up-to-date email distribution list of interested parties and stakeholder groups that is reviewed on an ongoing basis to remove outdated contact information and add new ones.
- Conduct annual update of distribution list to ensure adequate coverage of varied interests such as freight and to meet goals for environmental justice.
- Conduct ongoing assessment of the eMPO website.
- Design outreach materials that show how and by whom decisions are made, how investments achieve public goals, and describe the MPO.
- Create fact sheets to describe key MPO products for use on the website and in other outreach. Create executive summaries of each key MPO product.
- Distribute and reprint the brochure — *It's How We Get There That Matters, A Citizen's Guide to Transportation Planning* to explain MPO transportation planning to citizens. Include schools in the distribution plan.
- Develop strategies to improve outreach to and participation of members of the business community and other economic development interests.
- Make presentations to community groups including outreach to minority and low-income groups. Respond to inquiries and comments from the public.
- Televisе and webcast MPO Policy Board meetings. Meetings are televised and also available for review on-demand via a webcast by MetroTV to maximize opportunities for the public to participate and be engaged in the process if they are unable to attend public meeting dates.
- Ensure ongoing coordination with TASC and TPC to exchange information about public outreach events.
- Maintain existing web based application that provides a digital illustration of regionally significant and/or federally funded projects. Include complete periodic data updates, develop new data fields or new minor functionality updates to the eMPO databases. Evaluate navigation of website on an ongoing basis.
- Develop Dynamic Project Fact Sheets for RTP and MTIP including project photos from local jurisdictions and thorough project information including the need for project and solution statements.
- Enhance visualization for identified priority projects either directly on the MPO site or by providing direct links to project illustrations developed by partner agencies, such as LTD and ODOT.
- Provide ongoing development and maintenance of the MPO website to provide information about transportation related meetings, plans and

reports. Consider porting the website to Drupal, a new content management system, if additional capabilities on the website, such as blogging, are desired. Continue to make the MPO website more citizen-friendly and employ visualization techniques to describe plans. Update the website to reflect status of key products and public involvement opportunities.

- Coordinate and support implementation of point2point Solutions Transportation Demand Management programs with Eugene, Springfield, Lane County, LTD, LRAPA and ODOT.

Products

- Digital illustration of regionally significant and/or federally funded projects.
- Public outreach materials, including media notices, display ads, email messages
- Public information materials such as fact sheets, Citizen's Guide, and other graphics to explain the key products and activities of the MPO
- Informational materials to assist private providers of transportation understand the transportation planning process, public meetings and hearings.
- Archived and on-demand webcasts of MPC meetings.
- Active and current MPO website www.thempo.org

PARTNER AGENCY TASKS

Partner Agencies: City of Eugene, City of Springfield, City of Coburg, Lane County, Lane Transit District, and ODOT

- Contribute to public participation relating to regional transportation through engagement with the Citizen Advisory Committee. Contribute information to monthly meetings, attend meetings as may be necessary, and include CAC members as stakeholders in local transportation project public involvement as appropriate. Assist with occasional field trips, retreats, and special meetings.
- Provide assistance in implementing the coordinated regional projects website. Coordinate local and regional public outreach for transportation planning and construction projects.
- Participate in the development and implementation of the federally required Title VI Plan to comply with Civil Rights law.

D. Air Quality Planning

Source of Funds			TOTALS	
Sec 5303	FHWA PL	STP-U	LCOG Total	UPWP Total
\$7,000	\$15,000	\$35,000	\$57,000	\$62,756

OBJECTIVE

Reduce vehicle miles travelled and associated greenhouse gas and criteria air pollutant emissions consistent with the region's desired outcomes and State goals. Maintain conformity with Federal Clean Air Act Amendments and the Oregon conformity rules. Remain informed and engaged in upcoming state and/or federal planning and rule-making to address air pollution from transportation sources. Ensure that staff has the ability and the tools to respond to policy questions and inform policy discussions and decision-making. Participate in the development of programs, projects and policies to reduce transportation air pollution.

DISCUSSION

The Central Lane MPO area was declared a *maintenance* area for carbon monoxide (CO) in 1994, triggering the start of a 20 year period during which transportation conformity must be demonstrated for all federal transportation plans and programs. Since then, CO levels have steadily dropped to a very low level far below the Clean Air Act standards. Compared to the standard of 9 parts per million (ppm), the level recorded in this area in 2010 was 1.3 ppm.

The Eugene-Springfield Area is also designated as a *non-attainment* area for particulate matter of diameter 10 micrometers or less (PM10), although measured levels are now significantly below the standard. However, since transportation is not identified as a significant source of that pollution, transportation conformity determinations are not required for PM10.

As of January 2011, the Central Lane MPO area is designated as *in attainment* of National Ambient Air Quality Standards for all other Clean Air Act pollutants, including ozone (O3) and particulate matter (PM2.5). Although EPA is currently considering lowering the ozone standard, recent ozone measurements and expectations of the new level indicate that this area will remain in attainment.

While not required by regulation, the MPO intends to calculate levels of ozone and of certain air toxics as well as CO when conformity analyses are done in the future with the EPA MOVES emissions model. This will begin to provide an understanding of how these quantities are forecast to trend in the future.

The conformity determination for the FY10-13 MTIP was approved by USDOT on November 17, 2010. The 2031 RTP was conformed on January 16, 2008. The upcoming 2035 RTP and the FY12-15 MTIP will require a conformity determination in order to obtain FHWA approval. Also, changes to regionally significant projects in the current MTIP or the RTP will require evaluation for their impact on air quality conformity issues. These activities are an integral part

of approval of any RTP and MTIP action, and are thus included in those sections of this work program.

Included in this element are actions related to State climate change and greenhouse gas policies. The 2009 Oregon Legislature passed Senate Bill 1059, a statewide, comprehensive bill aimed at reducing greenhouse gas (GHG) emissions from transportation in MPO areas. SB 1059, now known as the Sustainable Transportation Initiative, builds on the provisions in the 2009 Jobs and Transportation Act (House Bill 2001) which requires the Central Lane MPO to develop at least two land use and transportation scenarios that meet the state targets for GHG emissions by light passenger vehicles.

Under these provisions, the MPO is required to develop analysis tools and data bases, and conduct a scenario planning process under guidelines and targets developed by the State in Spring 2011. Funding is to be provided by the State for the required work with the bulk of the work complete by June 2013. This project is described at the end of this element as a 'special planning project'. Within the MPO UPWP funding, collaboration with ODOT and DLCD will continue to develop the framework for this work.

Regardless of any state mandates, the MPO is proceeding to develop a regional greenhouse gas emissions reduction plan that responds to State sustainability goals. Work in this area is intended to complement and support work undertaken in the Sustainable Transportation Initiative.

ACTION ITEMS (LCOG)

I. Greenhouse Gas (GHG) Reduction Planning

Following the completion of a regional community greenhouse gas inventory in FY11, a greenhouse gas reduction plan for transportation sources will be developed in FY12/FY13. This plan will focus on GHG reduction strategies, their relative effectiveness, cost, and the time needed to derive benefit. 'Bundles' of strategies will be assembled along with an estimate cost and timeline for implementation.

To aid in this task, the ODOT strategy analysis tool, GREENSTEP, will be used along with other calculators and tools. A "score-card" report detailing the status and progress of the region towards the reduction goals will be designed, and the first issue will be published.

Tasks Year 1

- Coordinate with regional partners, including the MPO GHG Subcommittee and Regional Transportation Options Subcommittee, and the MPO's Citizen Advisory Committee.
- Define and describe measured and calculated metrics that can enable tracking of regional progress using data available to the MPO.
- Acquire, store and display data that provides both direct and indirect measurements of progress toward State GHG reduction goals. This includes computation of alternative mode metrics including transit

passenger miles and fuel usage, tracking of bike volumes, group pass participation and use; VMT, auto volume counts; residential and employment density; walkable neighborhood maps, vehicle (auto and transit) and fuel characteristics for this MPO area.

- Implement GREENSTEP, the ODOT strategy-analysis tool, when it is released by ODOT for MPO use. Tailor it to the Central Lane area. Train staff. Review and compile strategies identified by ODOT and others.

Products Year 1

- GREENSTEP model implemented at MPO
- Reporting metrics and associated databases and displays

Tasks Year 2

- Using GREENSTEP and other tools as appropriate define “strategy bundles” and investigate their GHG reduction capability. Define cost and define timeline to achieve benefits.
- Rank strategy bundles by time of potential implementation within available/potential budgets.
- Review and consult with MPO Citizen Advisory Committee, and with MPC.
- Produce MPO Greenhouse Gas Reduction Plan. Prioritize project lists; propose for funding.
- Design and publish the first State of the Region report describing regional trends that directly or indirectly impact GHG reduction levels.

Products Year 2

- Regional GHG reduction plan
- State of the Region report

2. Oregon Sustainable Transportation Initiative

This project continues the involvement of the MPO in the development of the Sustainable Transportation Initiative along with State agencies and other Oregon MPOs. This work is already underway. This project will also allow the MPO to work with the State and other MPOs to respond to Federal initiatives should they be enacted.

Tasks

- Collaborate with ODOT, DLCD and other Oregon MPOs on statewide strategy.
- Serve on statewide committees established to assist ODOT and DLCD in meeting the requirements of this legislation.
- Review the LCDC-adopted GHG emissions reduction target for the region with the MPC.
- Further develop Scenario Planning Project scope, budget and timeline.

Products

- Agendas and minutes from committees

- Funded project scope of work to address State scenario planning requirements.

3. Advanced Emissions Model, MOVES

The MOVES 2010 model must be used in conformity determinations started after March 2, 2012. This task will prepare and test EPA's greenhouse gas model (MOVES 2010) for use in the Central Lane MPO area conformity determinations. The procedures for using MOVES with the regional travel model will be updated to work efficiently with MOVES. Staff will continue training in the use of MOVES.

Tasks

- Acquire and incorporate local data into MOVES.
- Produce emission factors by facility type and congested speed
- Integrate MOVES with the regional travel model. Document process.
- Train staff in use of model

Products

- MOVES model ready for use in MPO area.

CORE MPO ACTIVITIES: Air Quality Planning

Coordination Tasks

- Provide limited technical assistance to LRAPA and other local partners including air emissions modeling and data analyses.

Information and Training Tasks

- Attend training sessions and workshops to remain informed of new air quality regulations and analysis tools.
- Update air quality emissions model software and required data as needed.
- Maintain data sets and displays to track trends that describe impacts on air quality. Publish these to the web for public information.

Products

- Data and model products as requested.
 - Data and model products web-published.
-

SPECIAL MPO PLANNING PROJECT: Air Quality Planning

The following project is not currently funded and is not included in the MPO work program. Should it be funded, it will complement the UPWP tasks 1 and 2 described above.

Sustainable Transportation Initiative (SB 1059 and HB 2001):

The Central Lane MPO is required by the State to demonstrate sets of strategies by which greenhouse gas emissions from light vehicles can be reduced to meet State-mandated levels. The rules dictate that at least two scenarios will be developed by the Central Lane MPO in collaboration with the local cities within the MPO area. At the same time, these scenarios must accommodate anticipated population and employment growth. This work is not required if the State cannot fund the effort.

The State is currently developing analysis tools and documenting the effectiveness of strategies that are available for MPOs to use. Portland METRO MPO is also upgrading their existing tools and developing and integrating new tools and models that will be made available to other MPOs. These tools include advanced land use models, travel demand models, the EPA MOVES model, and sketch planning tools.

The MPO maintains a traditional 4-step regional travel demand model that is defined for an area covering the City of Coburg and the Metro Comprehensive Planning Area. It is designed to work at a regional analysis scale where significant changes in road or transit networks can be tested for their impact on road volumes, mode share and air emissions. The model is not sensitive to small scale or local changes and thus cannot adequately measure the impacts of the strategies at this scale. Furthermore, it is problematic to use extrapolations in values of variables required by the model (e.g. costs) that are far outside the range of data values present at the time the model was estimated (Household Survey 1994 and Census 2000 data). And, finally, the use of this complex modeling tool is cumbersome and time consuming, and it is not suitable for rapid investigation of the many scenarios that will need to be examined in order to try to meet the ambitious State mandated goals.

Thus, the MPO will need to upgrade and/or develop both new analysis processes and new transportation modeling and technical capabilities in order to attempt to achieve the State's mandates.

As the MPO does not have regulatory authority to implement transportation or land use projects, this work will be performed by MPO staff in close cooperation with regional partners. Depending on the geographic scope of the project, it may be necessary to bring other small cities located in the travelshed into the project. The MPO will facilitate public outreach as this project proceeds, with particular effort during the scenario planning and selection phases.

The process of developing tools, defining scenarios, testing them, learning the pros and cons, and then using that knowledge to develop new scenarios is anticipated to be completed in the FY 2013 Fiscal Year. In FY 2014, it is anticipated that this effort will culminate in the selection of a locally preferred scenario, development of plan

alternatives, policies and strategies, project lists and a financial plan that aligns with the outcomes from the technical scenario and outreach efforts.

Tasks

The following are likely to be components of this project, given adequate funding. The timeline has not yet been defined.

Process and Policy

- Develop an outcomes-based framework and performance targets to identify regional transportation needs and investment priorities, integrating active transportation, public health, climate change, affordable housing and equity outcomes.
- Develop scenario planning methodology and responsibilities; decide upon geography; define partners in collaboration.

Tools

- Identify analysis methodology and define tools and data bases. Coordinate with ODOT, DLCD, DEQ, ODOE, Portland METRO and other MPOs.
- Implement Sketch Planning Tool, INDEX. Develop base land use descriptions and development types following comprehensive plan designations and existing development. Identify metrics. Train staff.
- Develop upgrades needed to regional travel model. Acquire data for re-estimation (surveys with data augmentation). Code software. Test and validate.
- Develop data flows between GREENSTEP, INDEX, TRAVEL MODEL, and MOVES. Implement, test, validate.
- Develop off-model calculators to estimate impacts that cannot be computed by available tools. Develop procedures to integrate these results. Implement, test, validate.

Databases

- Define data bases needed to support scenario planning and analysis. Assess availability, deficiencies. Acquire and/or implement those that can be brought on-line within the timeline.

Public Outreach

- Collaborate with ODOT and others. Participate in and facilitate outreach to public to provide information on climate change and strategies to combat.
- Develop and advertise web pages disseminating public information.

Scenario Development

- Collaborate with local partners to define the assumptions: identify those variables that can be 'adjusted' for each scenario; identify those that are fixed for all scenarios. Describe the vision embodied in each scenario.

- Develop each scenario: describe - land use; infrastructure networks; targeted growth; development types; policies. Each scenario is defined by a list of GHG reduction strategies that are employed.
- Digitally portray each scenario.
- Compute GHG emissions and other selected metrics.
- Compare results between scenarios.
- Select preferred reduction mechanisms.
- Iterate to develop a preferred suite of strategies and estimate costs.

Selection

- Review the alternative scenarios and evaluated metrics. Design and conduct comprehensive public involvement process to evaluate the scenarios and select a preferred scenario.
- Process through the Transportation Planning Committee and the Citizens Advisory Committee, with final adoption by the MPC. Conduct public outreach.
- Document
- Present to Oregon Legislature

Follow-up

- Build on the policy and technical work from the SMART Communities initiative and Regional Transportation System Plan update to meet greenhouse gas reduction requirements for the region.
- Identify recommended RTP policy, project and/or implementation strategy refinements or outstanding issues to be resolved in next RTP update.
- Incorporate products, policies into transportation plans.
- Coordinate the development of local implementation strategies.

PARTNER AGENCY TASKS

Partner Agencies: City of Eugene, City of Springfield, City of Coburg, Lane County, Lane Transit District, ODOT, and LRAPA.

- Collaborate with the Central Lane MPO in a regional scenario planning effort as part of greenhouse gas reduction planning efforts under Oregon's Sustainable Transportation Initiative.
- Participate in and contribute to TASC discussions and efforts relating to Greenhouse Gas initiatives. Coordinate information share between the MPO and partner agencies and city staff and elected officials.
- Assist MPO staff in identifying GHG reduction strategies and their applicability within the jurisdiction.
- Provide MPO with yearly updates on measured criteria pollutant levels; alert MPO to local issues relating to transportation air pollutants (LRAPA).

Air Quality Planning

ESTIMATED TIMELINE

Action Item Number/Title		Early FY 2012	Late FY 2012	Early FY 2013	Late FY 2013
1	Greenhouse Gas Reduction Planning	Coordination, data collection and performance metrics	Implement GreenStep	Identify Reduction Strategies	Greenhouse Gas Reduction Plan
2	Sustainable Transportation Initiative	Participation in statewide committees			
3	Advanced Emissions Model, MOVES		Assemble Data	Testing and Training	
4	MPO Core Activities	Ongoing implementation			

E. **Transportation System Modeling and Data Maintenance**

Source of Funds			TOTALS	
Sec 5303	FHWA PL	STP-U	LCOG Total	UPWP Total
\$30,000	\$105,000	\$210,000	\$345,000	\$376,535

OBJECTIVE

Acquire, maintain, update, and analyze data describing and relating to the performance and characteristics of the regional transportation system. Maintain and improve multimodal transportation modeling capabilities for application to policy and facility planning issues. Utilize models and data bases to provide technical assistance to MPO planners and partner agencies.

DISCUSSION

LCOG is responsible for updating and maintaining the regional travel model for the MPO area. The model is needed to monitor RTP implementation and transportation system performance, to analyze transportation policy and investment, and to assess air quality conformity in accordance with the Clean Air Act. The MPO travel model is a traditional 4-step model that estimates auto, transit, bike and walk performance within the MPO area. In order to meet the requirements of exercising an integrated land use-transportation process, this model is interfaced with a land-use allocation model (LUAM) that distributes growth in households and employment over buildable lands within the MPO area in accordance with the adopted land use plans and growth policies of the local governments.

The major activities within this program area include surveys and research, new models, model maintenance, and statewide and national professional involvement.

Many different data sets are needed to calibrate and validate each update of current and future travel forecasts. These data sets include demographic, ethnic, socio-economic, and travel behavior data that characterize travel needs and impacts of the transportation system on various groups of people. An inventory of current land uses, household distribution by density and structure type, employment by sector, pipeline projects, comprehensive land use plans and other development policies that constrain or encourage certain types of growth are just a few of the data sets needed. Infrastructure networks pertaining to each travel mode must be maintained and updated to reflect their status as new projects are completed and as future projects are planned.

The MPO has begun the process to upgrade its land use and travel models in order to transition to state-of-the-art products. This work will dovetail with the work required under the Sustainable Transportation Initiative to undertake scenario planning. Accompanying this effort is the need to track and archive various regional data sets to both measure changes in travel patterns and

conditions, and to provide the needed inputs to the new models. Work continues on these items in this UPWP cycle.

ACTION ITEMS (LCOG)

I. 2035 RTP Travel Model Update

With the adoption of the 2035 RTP scheduled for November 2011, the regional travel model must be updated to a new base year and must provide forecasts for the horizon year of 2035. These forecasts will be used for the conformity analysis and for performance measure calculations.

The new base year will be 2008. Existing land use will be described by TAZ, and networks will be checked for completed projects. The model will be calibrated against auto volume by roadway and transit ridership by route obtained from regional partners.

Current planning assumptions for the year 2035 must be prepared and modeled. This includes preparation of a 2035 land use forecast, costs (car operating costs including gasoline prices, parking costs, transit costs), a 2035 road network, transit routes and operating conditions, stations and park and rides. The 2035 auto network must be updated to include all projects on the fiscally constrained list.

Alternative scenarios may be developed and modeled to compare various performance measures. Air conformity analysis will require modeled scenarios for the years 2017 and 2026.

Tasks – Year 1

- Obtain updated population, employment, land use and travel data for the base year of 2008.
- Obtain coordinated population forecasts for 2035 and develop an estimate for the MPO area. Develop an employment forecast by sector.
- Develop at least one future land use scenario for 2035 using adopted land use plans.
- Develop future network(s) including transit. Describe the transit system in terms of premium (BRT) and local service and operating conditions, stations, park and rides.
- Calibrate the base year model using counts and transit ridership.
- Compute performance measures.

Products Year 1

- Calibrated base year 2008 model
- Future 2035 model
- Performance measures report

2. West Eugene EmX Small Starts and NEPA

Following adoption of the locally preferred alternative for the West Eugene EmX Extension, the project needs to be prepared for submittal to FTA in a Small Starts grant application. In conjunction with this, materials have to be prepared for the NEPA process. LTD has contracted with LCOG under separate funding to accomplish the transit modeling required for the Small Starts application (see “Special Planning Projects” at the end of this work element). Under UPWP funding, the MPO will prepare the land use and auto networks for the existing year 2011 and for the opening year, 2017.

Tasks Year 1

- 2011 existing model will be developed under the Special Planning Projects “Regional Transportation Systems Planning” and “West Eugene EmX Small Starts”
- Collect land use data for 2011, consistent with the base year of 2008 prepared for the RTP 2035 project.
- Prepare the 2011 roadway network. Prepare all supporting data including costs. Coordinate with transit modeling to complete 2011 travel model.
- Collect and describe land development projects that are reasonably certain between 2011 and 2017 (“pipeline projects”). Translate into residential and employment increments.
- Estimate population and employment growth between 2011 and 2017; account for growth in pipeline projects. Allocate remaining growth needed to TAZs to create 2017 land use scenario.
- Prepare No build, Baseline and Locally Preferred Alternative 2017 roadway networks. Coordinate with transit modeling to complete 2017 model for each network.
- Prepare documentation.
- Coordinate with LTD and consultant group and FTA as needed to complete Small Starts Application grant.
- Work with LTD and consultant group to prepare the NEPA package based on the completed alternatives analysis work of FY11. Any significant modeling work beyond what is available in the AA work will require additional funds.

Products Year 1

- 2017 “Opening Day” land use and networks.
- Documentation of land use and networks.
- Completed Small Starts Application.
- NEPA package

3. Land Use Modeling

The MPO is pursuing the development of advanced land use models LUSDR and UrbanSim, each of which will be integrated with the regional travel demand model. This work will result in development of land use forecasts that are based on the intersection of economic realities, past

trends, buildable lands, and city policies. Such scenarios are expected to provide a set of realistic “futures” that can guide policy development to achieve certain performance measures. The development of these two selected land use models is proceeding under separate funding (see “Special Planning Projects” at the end of this work element.). LUSDR has been implemented and is undergoing testing and some upgrades. URBANSIM implementation will begin in earnest in March 2011.

Under this UPWP task, the interface to the regional travel model for both land use models will be developed so that an integrated cycling through time of land use and transportation can be modeled efficiently.

Land development potential is an essential input into all land use models. In FY11, work started on building a GIS model to more efficiently provide this input. The process maps the current use of land in each comprehensive plan designation and the capacity within each area to support future development under given rules. Work will continue on this project during FY12.

Tasks Year 1

- Complete to develop input data requirements, identify gaps and interim and long range solutions to fill these gaps. This may require purchase of commercial data bases, for example. Development of the GIS analysis model for buildable lands and development capacity. This will include work in determining an adequate process for estimating infill and redevelopment potential.
- Automate the interface between LUSDR and the regional travel demand model.

Products Year 1

- GIS-based buildable lands and capacity model
- Software and scripts linking LUSDR and the regional travel model

Tasks Year 2

- Automate the interface between URBANSIM and the regional travel demand model. Note that this task requires that the URBANSIM work progress to a stage whereby this interface is well defined.

Products Year 2

- Software and scripts linking URBANSIM and the regional travel model

4. University of Oregon Special Generator

The extent of off-campus travel by university students is suspected to have changed significantly since 1996, when the travel model was first estimated. This is likely due to the large increase in the campus group quarters student population, an increase in attractors outside the campus, and the presence of EmX. In fact, student travel is thought to constitute a major travel market of the Franklin EmX, which is possibly under-represented in the regional travel model. This task will build a model of

travel by UO students to investigate student travel by mode and to upgrade the existing travel demand model.

A necessary prerequisite to this model development is the deployment of a travel behavior survey. In collaboration with the MPO, the survey is in development by PSU/Oregon Modeling Center and will, **subject to separate funding**, be deployed at UO in Fall or Winter FY 2012. Ideally, this will occur simultaneously with an LTD on-board transit survey tentatively scheduled by LTD for this same time period. These activities will be a collaborative effort between UO Planning and OTREC researchers at both PSU and UO. The MPO will provide limited assistance so as to ensure that the survey satisfies the needs for model building.

Following data collection and data cleaning, the data will be summarized by trip purpose, mode, time of day, origin/destination, and auto availability. The model will be estimated, calibrated and tested.

Note that this task cannot go forward if funding for the survey is not available.

Tasks Year 1

- Collaborate with OMC/PSU and others to develop student and staff surveys.
- Collaborate with OTREC researchers to deploy survey and record data.
- Assist with data cleaning and geocoding of results.
- Begin model estimation

Products Year 1

- Survey data for travel behavior of UO students and staff

Tasks Year 2

- Complete model estimation
- Calibrate and test
- Integrate into regional travel model.

Products Year 2

- UO travel model for students and staff travel

5. Bike Model

The region's modeling of bicycle mode choice and routes is limited by several factors. While bike trips are included in the regional travel model, cyclists are assumed to travel by the most direct route between origin and destination on a network that does not include local roads. Further, trips are not assignable to the network, and thus volumes on various segments of the network are not available. A model is needed to plan for new bike facilities, to assess priority for expenditures, and to improve mode choice modeling.

In FY 2010-2011 Metro and PSU/OTREC developed a bicycle model based on the revealed characteristics of routes preferred by bicyclists for work trips. The PYTHON-coded route choice component of the model was transitioned to Central Lane MPO in FY 2011. Since that time, the MPO has worked to construct the necessary database and implement the model, which is now operating and undergoing testing. Work to complete, test, and revise the model as needed will continue in this UPWP cycle.

The model generates origin-destination cost matrices that will be input into the mode choice model to improve mode share estimation. Scripts and macros will be developed to facilitate this interaction.

A bike count survey to validate the volumes generated by the demand model will be undertaken in collaboration with UO and MPO partner agencies. Currently, there are very few count stations that have useful data for this purpose. The number of cyclists sampled in the recent household survey is likely to be too small to provide useful data in validating routes.

Examples of routes generated by the model will be mapped, and a panel of bicyclists will be convened in early FY 2012 to evaluate the results of the model's route choices. If the routes chosen are found by the bicyclist panel to be unrealistic, a bike route survey will be needed to estimate a unique model for this area. The MPO will collaborate with others to design and field this survey. **Funding from outside this work program will be necessary for this.** Should those funds be obtained, subsequent work on model re-estimation would likely occur in FY 2014.

Tasks Year 1

- Complete testing to ensure correct coding and data preparation.
- Prepare maps to show chosen routes. Validate routes with city staff and with a panel of cyclists.
- Develop scripts to incorporate the skims into the travel model. Complete the assignment code in the PYTHON model to accept the final trip tables from the travel model and to generate bike volume maps. This work will be done in collaboration with Portland Metro modelers.
- Collaborate with others to define the location of bike count stations and the data required for calibration of the model. Research automated counters for potential deployment in certain locations.
- Collect counts for at least two seasons, along with intercepts to determine trip purpose by time of day.

Products Year 1

- Maps illustrating the preferred routes from the route choice model
- Report from expert panel reviews
- Inclusion of the bike skims matrices into the regional travel model
- Assigned volumes on the bike network.
- Map of locations for bike counts.

Tasks Year 2

- Use count data to calibrate the bike model volumes.
- Collaborate with others to determine if other trip purposes (excluding recreation) can be included in the model. If so, implement the model to estimate routes for these purposes. Test, and calibrate.

Products Year 2

- Calibrated bike model for commute trips.

6. Data Bases - Development and Upgrade

Significant updates and advances are made periodically to databases that support integrated land use-transportation modeling. Each component listed here is beyond the routine updates that are accomplished during operation of the MPO. This work will be accomplished over the FY12-13 period as staff time and funds permit.

Tasks

Covered Employment Data for 2010 – QCEW/IES202

- Disaggregate firm data into establishments
- Geocode to site addresses or building footprints if available
- Compare with LCOG INFOUSA total employment data and provide linkage between records for same employer.

Census 2010

- Collaborate with PSU to update PUMA boundaries for Lane County; analyze and submit TAZ and TAD boundaries to Census
- Download and archive new socioeconomic data in GIS- accessible format

Oregon Household Activity Survey

- Continue data augmentation with ODOT; complete data cleaning and geocoding.
- Perform analysis to produce travel behavior relationships with new Census socioeconomic data, spatial location and other factors. Compare with NHTS results.
- Provide interim results to MPC and partners.

Travel Time Data

- Research availability and quality of commercial travel time data
- Purchase data to augment OHAS data collection.
- Prepare access and display software for reporting.

NETS Employment Data

- This commercial data set tracks employment by industry sector by establishment over time. This data would facilitate and improve forecasts of employment by sector. It would also improve forecasts of cluster size and location and would be directly useful in the land use modeling efforts.
- Investigate quality and purchase if acceptable.

Other Tasks as needed.

Products

- Updated data bases and extraction/analysis scripts.
- Documentation

7. Update Regional Travel Model

The 4-step model that is maintained and operated by the MPO was estimated with the 1994 Household Survey and Census 2000 data. Updates to these data bases will be available during the FY12-13 period. This task undertakes re-examination of the travel model relationships and compares the existing model with the new data. Based on the results, re-estimation of the regional model will be scoped and costs estimated. If sufficient funds are available, work will be undertaken to perform the re-estimation and to create a new 4-step travel model. Note that this does not transition the model to the state-of-the-art activity based/tour-based techniques, but does provide a tool that will remain useful while the more sophisticated modeling tools are being perfected and tested by others.

Updates to the UO trips submodel are included in Task 4, University of Oregon Special Generator, but some additional work may be needed to accommodate updates to better account for Lane Community College trips.

Upgrades to the mode choice and transit model are also needed as deficiencies are identified. Known tasks include upgrades to the mode choice nest structure in particular to include Premium/Local combination service; inclusion of rural routes outside the MPO area; updates to the Park and Ride model using recently gathered survey data.

Tasks Year 1

- Using OHAS and CENSUS 2010 data bases, begin examination of relationships embodied in current travel model. Compare differences and determine significance.
- Develop methodology and process to estimate rural route ridership into the MPO area. Update scripts and tables. Implement.
- Update Park and Ride (PNR) submodel using Springfield Station PNR survey data.

Products Year 1

- Rural Route ridership incorporated into travel model
- Improved Park and Ride submodel.

Tasks Year 2

- Complete analysis.
- Assess staff and consultant costs needed to re-estimate the model.
- Proceed with model re-estimation if funds permit. Update trip attraction rates. Re-estimate trip distribution gravity model parameters and socio-economic calibration factors. Re-estimate mode-choice model

alternative-specific constants. Otherwise, seek additional funds and carry out needed work when next feasible.

- Update mode choice nest. Identify changes needed, update software, implement macro changes; test and evaluate.

Products Year 2

- Report describing estimation analysis methods and results, comparing with 1994 survey
- Updated Trip production and generation submodels by trip type
- Mode Choice nest update, incorporated into travel model.

8. Regional Travel Data Archive and Display

Purchase an archive system for travel data – in particular for auto and bike counts, and potentially for travel time data. This will consist of a database, user-controlled upload and download web interfaces, backup capabilities, and web display of data.

These data sets will support calibration and validation of the regional travel model, and be useful to the congestion management process, project prioritization and performance measure analysis, and potentially the Highway Economic Requirement System asset management model. The display function will provide web access by all regional partners as well as viewing by the public.

Tasks Year 1

- Finalize candidate systems and evaluate as to utility, reliability and ability to upgrade with new/additional components.
- Develop IGA with partners concerning use, access and data provision.
- Work with vendor to provide upgrades needed for this region
- Purchase
- Begin uploading existing data in collaboration with local partners.

Products Year 1

- IGA describing roles and responsibilities of local partners
- Selection and implementation of archive system

Tasks Year 2

- Complete uploading existing data in collaboration with local partners.
- Publish access to web

Products Year 2

- Populated system of traffic counts, available on the web.

9. Functional Classification Update

Review and update the federal functional classification of all roads within the MPO area. This occurs in conjunction with the completion of the release of Census 2010 data and any changes to the MPO boundary.

Tasks Year 2

- Produce maps showing current functional classifications and daily auto volumes.
- Coordinate with local public works staff to determine changes
- Coordinate with ODOT staff to create list of updates. Create maps and GIS shape files to transmit updates to ODOT. ODOT coordinates with FHWA.
- Update functional classification data base when final approval is obtained for changes.

Products Year 2

- GIS database of current road network with federal functional classifications; change list submitted to ODOT for approval.

10. Advanced Travel Model Upgrade (Phase I)

This is the first step in a multi-year effort to switch from the 4-step travel demand model to a more sophisticated and capable tool. The intent is to ultimately develop an activity based model that incorporates up-to-date research into modeling human travel behavior and responses to socioeconomic, land use and travel conditions. This depends on progress by METRO with their development of dynamic assignment modeling and activity based modeling.

Tasks Year 2

- Collaborate with METRO, PSU and ODOT to explore options, costs and data requirements. Consider changes to TAZ boundaries, network completeness as well as algorithmic advances.
- Develop a timeline and scope for a phased upgrade.

Products Year 2

- Process timeline and initial scope.

CORE MPO ACTIVITIES: System Modeling/Data

Tasks

Technical Assistance

- Provide transportation, population and employment data and forecasts for local and state projects and transit studies.
- Perform corridor studies and transportation analyses of subarea studies to provide a basis for transportation infrastructure improvements. This task is restricted to providing a base level of technical assistance to partner agencies including ODOT and LTD. Significant effort in refinement studies are to be done through separate contracts outside the scope of the UPWP.
- Provide GIS analyses, maps and other data products including Census products for transportation project planning and NEPA studies. As above, if significant effort is required, a separate contract will be negotiated with the requesting agency.
- Participate in project coordination and planning meetings associated with refinement studies.
- Assist LTD in preparation of Title VI reporting.
- Assist partner agencies in analysis of travel for purposes of computing selected performance measures

Data Maintenance

- Maintain, update, and analyze data describing the performance and characteristics of the regional transportation system
- Monitor transportation system activity through analysis of traffic counts, bicycle and pedestrian counts, transit on-board survey data, transit ridership data, HPMS data, and other information as appropriate.
- Maintain and update regional land use data that impact travel modeling and analysis.
- Track air pollution and vehicle characteristics data for analysis of potential impacts of transportation on air quality.
- Collect socioeconomic statistical data (e.g. race, color, sex, age, disability, and language proficiency) for use in planning and monitoring.

Model Maintenance

- Continue to document model procedures.
- Maintain modeling capabilities suitable for major multi-modal studies. Meet FTA model requirements for transit alternatives analysis and New Starts / Small Starts submittals.
- Maintain modeling capabilities to provide requisite modeling quantities for air quality modeling.
- Keep EMME3 modeling software current. Maintain software subscription.
- Continue to maintain and enhance the tie between EMME3 programs and output with the countywide geographic information system.

Training and Workshops

- Attend selected workshops and conferences to maintain and expand staff capabilities and expertise
- Attend training related to model software, data sources and modeling topics.

Coordination

- Continue to participate in ODOT/MPO cooperative modeling research and development programs. Attend oversight committee meetings, conduct research, develop data, produce reports, and implement models.
- Continue to participate in the Statewide Modeling Steering Committee to develop integrated statewide transportation/land use models.
- Work with other Oregon MPO's, primarily smaller MPO's such as Salem, Rogue Valley, Corvallis and Bend area MPO's to investigate the potential for coordinating modeling services.

Products

- Operational multi-modal model for local transportation planning
- Multimodal data files as required for both passenger and freight transportation studies.
- Model output for technical and policy-level evaluations.
- Technical documentation of forecasts, allocation method, O-D survey, model procedures, data, performance measures, as required.

SPECIAL MPO PLANNING PROJECTS: System Modeling/Data

Regional Land Use Modeling.

Partner Agencies: LCOG, City of Eugene, City of Springfield, City of Coburg, Lane County, LTD and ODOT

This is an ongoing project using STP-U funds that when complete will provide more realistic and sophisticated land use forecasts that incorporate economic realities and awareness of regional location to the forecasts.

LUSDR has been re-estimated for this area using local data and some upgrades have been made in collaboration with ODOT and PSU. The model now executes and produces land use forecasts and is interfaced to the travel model through a data file. The next steps are to validate the model by setting up a base year circa 1990 and forecasting forward to the current year. Some upgrades may be needed to account for the building of new development types that are not present in the historical data, and to account for densification when land supply gets short.

URBANSIM development has been slowed by the need for staff to work on other more urgent issues. This work will be starting up again in March.

During the development, staff and consultant technical advisory groups will be assembled to assist in guiding the design, validation and upgrade of the models and displays.

This task will continue through FY12 and FY13. It is expected to be complete in FY13 with both LUSDR and URBANSIM providing land use forecasts in an integrate land use-transportation system.

Regional Transportation Systems Planning

Partner Agencies: LCOG (lead), City of Eugene, City of Springfield, City of Coburg, Lane County, LTD and ODOT

This task is funded with STP-U funds. The MPO will develop modeled scenarios to support the development of the Eugene, Springfield and Coburg TSP updates, as well as the Regional Transportation System Plan.

Land use, auto networks and travel costs and parameters will be assembled to describe 2011 Existing Conditions, consistent with the 2008 scenario from Task 1 (RTP 2035 Update). The regional travel demand model will be prepared for 2011 from these components. (This will be combined with work undertaken in the “West Eugene EMX Small Starts” Special Planning Project).

A single regional future land use scenario will be developed first – this will be based on the RTP 2035 scenario. Using this, a nobuild scenario will be developed for each city incorporating no-build road and transit networks. The travel demand model will be prepared for these scenarios and metrics provided to the cities.

As each city then develops alternative visions of land use plans or policies, and alternative transportation project lists, travel demand forecasts will be made for each alternative and provided in maps and other forms to the cities.

The preferred scenarios from each community will be assembled to form the initial 2035 Regional Transportation System Plan required by the State of the MPO. This will form the baseline scenario to be used in the Sustainable Transportation Initiative.

This task will continue through FY12 and FY13. Products will include travel models for the horizon year of each city in the MPO, and the RTSP baseline scenario.

West Eugene EMX Small Starts

Partner Agencies: LCOG and LTD

This task accomplishes the model preparation and transit modeling necessary to prepare a Small Starts grant application to FTA. In tandem with the development of the 2011 scenario in the “Regional Transportation Systems Planning” Special Project, the 2011 existing conditions model will be completed.

Transit networks will be prepared for the No-build, Baseline and LPA scenarios for 2017. Together with the 2017 land use and auto networks prepared under Task 2, three 2017 travel scenarios will be modeled to produce ridership, auto volumes, travel time, and other travel quantities that are used in the FTA SUMMIT software to estimate user-benefits. Off-model user benefits will also be

reviewed and analyzed. Documentation and required products will be prepared and submitted to FTA.

This task will be completed in FY12.

Lane Transit District (LTD) Tasks

- Collect, maintain and contribute transit data as needed, including but not limited to Group Pass participation, Park and Ride usage, AVL and APC data.
- Collaborate with the Central Lane MPO in reviewing and updating the Infrastructure Network component of the regional model.
- Work with Central Lane MPO to update information on population within and outside of the LTD service area based upon 2010 Census. This serves as the basis for allocating Special Transportation Funds for the Elderly and People with Disabilities (STF) that are managed by LTD through agreement with ODOT Public Transit Division.

OTHER PARTNER AGENCY TASKS

Partner Agencies: City of Eugene, City of Springfield, City of Coburg, Lane County, and ODOT

- Collaborate with the Central Lane MPO in the development and use of regional modeling tools as part of scenario and greenhouse gas reduction planning efforts under Greenhouse Gas Task Force (House Bill 2001/2186) and 2010 Oregon Sustainable Transportation Initiative (Senate Bill 1059) .
- Collect, maintain and contribute transportation and land use data as needed, including but not limited to truck data (counts and designated routes), bicycle data (counts, bike routes by facility type, bike storage locker locations), traffic counts, commercial traffic, intersection data, and parking locations and costs. Provide these data in GIS format.
- Provide the MPO with an annual list of infrastructure improvements and land development “pipeline” projects that are permitted. Provide the latter in a GIS format.
- Collaborate with the Central Lane MPO in reviewing and updating the Functional Classification and the Infrastructure Network components of the regional model.
- Collaborate with the Central Lane MPO in the development of a regional traffic count database and a plan to more effectively collect and maintain this data using a uniform and standardized methodology.
- Serve on technical advisory committees developed by the MPO to provide guidance during the development and validation of new/updated land use and travel models.

Transportation System Modeling and Data Maintenance

ESTIMATED TIMELINE

Action Item Number/Title	Early FY 2012	Late FY 2012	Early FY 2013	Late FY 2013
1 2035 RTP Travel Model Update	Develop and calibrate 2008 model; forecast 2035 model; Perf measures; report			
2 West Eugene EmX Small Starts and NEPA	Prepare 2011 and 2017 model	Collaborate on NEPA package		
3 Land Use Modeling	Complete GIS buildable inventory and capacity	Automate land use – travel model handoff – LUSDR		Automate land use – travel model handoff – URBANSIM
4 University of Oregon Special Generator	Prepare Survey; deploy survey	Prepare data; begin model estimation	Complete model estimation	Integrate into regional travel model
5 Bike Model	Complete testing; validate;	Integrate with travel model; design count plan; Collect Spring counts	Collect Fall counts; calibrate	Determine need for local survey
6 Database Development and Upgrade	Travel time data; OHAS analysis; Covered Employment Data;	OHAS; Census 2010;	NETS data	Other as needed/ feasible
7 Update Regional Travel Model		Analysis to compare with existing model relationships; transit upgrades	Complete analysis; Re-estimate travel model as needed; transit upgrades	Continue re-estimation of model and document; transit upgrades
8 Regional Travel Database	Evaluate candidate systems; develop IGA	Purchase; Begin data uploads	Complete implementation	
9 Functional Classification Upgrade			Map, review, transmit to ODOT	
10 Advanced Travel Model Upgrade (Phase I)				Review options; Timeline and scope development

F. Transportation Options (TO)

Source of Funds			TOTALS	
Sec 5303	FHWA PL	STP-U	LCOG Total	UPWP Total
\$6,729	\$30,000	\$94,000	\$130,729	\$143,170

OBJECTIVE

Plan, program and promote actions to ensure the most effective application of transportation demand management and transportation options practices. Ensure the efficient use of existing road space and reduce vehicle use in congested areas through measures aimed at reducing the level of transportation demand. Improve transit service and increase internal transit management efficiency, including the provision of services for senior and disabled populations.

DISCUSSION

Transportation System Management (TSM) and TDM/TO activities assume an increasingly important role in the planning process. One of the primary projects in this program area is the development of a Regional Transportation Options Plan (RTOP). The purpose of this effort will be to plan for the most effective application of transportation demand management and transportation options practices to address the goals, objectives and policies of the area's long-range Regional Transportation Plan (RTP). It will culminate in a regional strategic plan to guide regional implementation, funding, and performance measurement of the region's transportation options and demand management programs and services.

LCOG will be managing the RTOP development as well as continuing its role in assisting LTD with transit studies and other local jurisdictions with traffic and other system management studies. LTD retains primary responsibility for transit-related TSM activities, including management analysis, transit maintenance planning and service planning as part of the short-range transportation planning element. Point2point Solutions manages the operational component of the region's TDM/TO program. Their work elements are described following the discussion of LCOG's work elements later in this section.

ACTION ITEMS (LCOG)

I. Regional Transportation Options Plan

The RTOP products will result in enhanced and expanded regional TDM programs and services based on a strategic direction for development and funding of best practices. The RTOP project provides a resource for the current update of RTP regional TO/TDM policies and planning and program actions.

Tasks

- Conduct, facilitate and support the Project Management Team (PMT) and Technical Advisory Committee (TAC).
- Provide overall project management.

- Develop project website.
- Participate in Regional Transportation System Plan (RTSP) process
- Review TDM-related program developments that have taken place since 2002.
- Collect International and National Best Practices
- Identify the TO/TDM role in emerging related trends/requirements.
- Conduct gap analysis to identify unmet or underserved needs within region for access to TO/TDM services
- Updated the *TDM Planning and Program Action* section for RTP
- Develop Regional TDM/TO Toolkit
- Identify and document existing and potential funding sources and regional program delivery options.
- Identify Performance Measures to evaluate projects effectiveness and achieve performance measurement desired goals
- Develop technical rating method and prioritization strategy to support evaluation criteria
- Develop Strategic Plan.
- Conduct public outreach throughout the plan development.

Products

- An update to the Regional Transportation Plan's TDM Element and associated content in the RTP
- A TDM/TO Best Practices Toolkit
- A Regional TDM/TO Strategic Plan

2. Regional Transportation Construction Project Coordination

Provide new tools to enhance and improve the efficiency of the workflow for producing the regional construction mapping and public information. The MPO currently assists to coordinate regional transportation construction activities. Public information is provided on the Keep Us Moving.info website, which is regularly updated. This project would investigate opportunities to use the database developed as part of the Phase II of eMPO to streamline the current map update process and make it easier and more efficient for MPO local partners to update construction project information.

Tasks

- Customize the existing MTIP project database to provide a new web based application and integrated map for construction projects.
- Develop web content management system (CMS) protocol. Create a written CMS protocol for staff and a protocol for jurisdictional partners. Develop and coordinate training.

Products

- Web application to provide access to transportation construction information
- Web-accessible map of construction projects
- Compatible MTIP and Keep Us Moving dynamic websites

CORE MPO ACTIVITIES: Transportation Options

Tasks

- Provide overall program support by staffing a liaison to the point2point Solutions program for all required and requested activities (See point2point Solutions work elements later in this section);
- Coordinate and participate in the annual Business Commute Challenge (BCC) and participate in Group Pass and Emergency Ride Home Programs;
- Continue support and resources for Employee Transportation Coordinator (ETC) for point2point Solutions Transportation Options programs by responding to employee commute questions, promoting alternative mode commuting, serving as liaison to agency Wellness Committee, and providing employees with transit route assistance.
- Assist LTD with transit studies, transit service planning and data needs.
- Assist Eugene, Springfield, Coburg, and Lane County with traffic and transportation system management studies.
- Coordinate with Eugene, Springfield, Lane County, LTD, LRAPA and ODOT for implementation of point2point Solutions Transportation Demand Management programs.
- Participate as a member of the regional Transportation Options Advisory Committee (TOAC) and provide planning support services.
- Provide regional planning support for point2point Solutions Regional Transportation Options program.
- Participate in statewide Transportation Options quarterly meetings and quarterly ETC meetings.
- Provide planning assistance to and coordinate with providers of elderly and disabled transportation service.
- Identify and develop funding opportunities that support Transportation Options programs.
- Maintain the KeepUsMoving.info (KUMI) website and Transportation Options-related MPO web pages.

Products

- Regional TDM plan, strategies, and projects.
 - Public outreach materials as needed, including updated Keep Us Moving and Transportation Options related web pages on the MPO website.
-

POINT2POINT Solutions Action Items and Tasks

I. Program Enhancements

Tasks

- Institute a comprehensive validations process for updating of commuter records and measurement of the reduction of VMT and auto emissions.
- Establish Vanpool Subsidy Fund from National Transit Database (NTD) revenues reflecting vanpool VMT.
- Implement 'SmartTrips' individualized marketing in Springfield

Products

- Commuter Records progress updates to TOAC
- Vanpool Subsidy Fund progress updates to TOAC
- Youth Organization Carpool Matching progress updates to TOAC
- TGM Grant Application

2. Public Outreach Program Enhancements

Tasks

- Implement Rideshare Campaign for areas affected by transit service reductions
- Implement 'SmartTrips' individualized marketing in Springfield

Products

- Rideshare Campaign marketing materials

POINT2POINT SOLUTIONS ONGOING OPERATIONS

Employer/Employee Transportation Benefits Program Activities

- Provide discounted transit benefits through the Group Pass Programs;
- Utilize Commuter Club Transit Vouchers to subsidize individual transit passes for employees;
- Provide Parking Management services for employers/developers of projects in the MPO;
- Coordinate Emergency Ride Home (ERH) incentive program services through area employers;
- Promote Bike/Walk Services travel options to employees/employers in the region;
- Provide technical assistance to employers in the region with Employee Transportation Coordinators (ETC) which provides a designated coordinator of employer transportation benefits;
- Continue to offer ride-matching services for commuters in the region through Ridesharing Program Activities such as Carpool Matching.
- Continue marketing to increase the number of commuters and Emergency Ride Home worksites in the rideshare database.
- Work with statewide TO partners to continue support for a statewide web-based ride matching system.

- Continue to promote and provide management support of vanpools in the service areas of the Valley VanPool consortium, a partnership with Cherriots (Salem area) and Oregon Cascades West Council of Governments (Benton, Linn and Lincoln Counties).
- Continue to promote transportation options through the Business Commute Challenge. Provide information and incentives to participating employers to help encourage participation of their employees.

Smart Ways to School Program Activities

- Continue promoting alternative ways to school for students through the Smart Ways to School Program. This program partners with K-12 schools throughout the region to improve school safety while reducing energy consumption and traffic congestion.
- Pursue continuation of Student Transit Pass Program as part of the agency's Transit Activities for families of grade 6-12 students. Foster collaborative efforts that can set policies or establish sustainable funding structures for free or reduced-cost LTD student passes
- Continue to promote and provide free carpool match services through the Carpool Activities programs for families of K-12 students.
- Continue to promote and provide assistance to parents interested in forming groups of students to walk and bike to/from school Walk and Bike Activities: (Families of K-12 students)
- Assist schools seeking and using Safe Routes to School funding to increase the number of students who walk or bike to/from school and reduce school-related vehicle trips for families of K-8 students.
- Help foster collaborative community efforts that increase walking and biking while reducing school-related traffic.

Congestion Mitigation Program Activities

- Continue targeted outreach of point-2point programs and services in areas along key congested corridors in partnership with other jurisdictions. Areas may include corridors that exceed or are expected to exceed an established level of service (LOS) or areas experiencing or projected to have high levels of congestion due to new development, major road construction, events, or defined EmX corridors or other transit corridors that may experience reduction in service.
- Collaborate with MPO regarding KeepUsMoving.Info (KUMI) website providing commuter information of transportation options.
- Participate in Regional Construction Coordination annual meeting and present point2point Solutions service opportunities.

Park & Ride Activities

- Continue expansion and promotion of Park & Ride locations and uses including additional locations in areas slated for transit service reductions
- Improve and enhance Park & Ride street signage and interior lot signage

Other

- Implement the Eye-to-Eye Traffic Safety Campaign, a share the road campaign to foster a culture of awareness and respect on our roadways and shared paths and to make the streets of our communities safer for motorists, cyclists, and pedestrians.

City of Eugene Action Items and Tasks

I. Eugene Pedestrian and Bicycle Master Plan Update

Complete the Eugene Pedestrian and Bicycle Master Plan Update. The project will include identification of mobility gaps in the bicycle and pedestrian transportation system; development of recommendations for improvements to increase safety (real and perceived), comfort, speed, and convenience for users of all ages and skill levels; creation of a plan for implementing the necessary system improvements; and identification of funding sources for implementation.

Tasks

- Provide overall project management.
- Maintain project website.
- Participate in Regional Transportation System Plan (RTSP) process.
- Develop policies for the Eugene Transportation System Plan.
- Conduct public outreach throughout the plan development.

Products

- Eugene Pedestrian and Bicycle Master Plan

2. 20-Minute Neighborhood Plan

“Twenty-minute neighborhoods” are those in which a significant number of regular trips can be made in 20 minutes without using a personal automobile. A resident might walk to the grocery store or school and meet many of their recreational and social needs without using a car. Creating these neighborhoods is an important step toward reducing greenhouse gas emissions and fossil fuel usage.

Implementing the 20-minute neighborhoods action will ultimately increase connectivity of alternative transportation systems such as bike paths, pedestrian paths, and the bus system.

Tasks

- Identify key accessibility components for 20-minute neighborhoods: e.g., schools, parks, grocery store, retail services, etc.
- Conduct a network gap analysis to determine needs.
- Identify steps to improve the number and distribution of 20-minute neighborhoods.
- Coordinate with opportunity siting and infill compatibility standards planning.
- Integrate with Envision Eugene and Eugene Bicycle and Pedestrian Master Plan.

Products

- 20-Minute Neighborhood Plan, including a list of strategies and projects to implement the plan.

3. SmartTrips Eugene

SmartTrips is a comprehensive approach to reduce drive-alone trips and increase biking, walking, and public transit in targeted geographic areas of the city. It incorporates an innovative and highly effective individualized marketing methodology, that hand-delivers packets of information to residents who wish to learn more about all of their transportation options including transit, walking, bicycling, carpooling, and combining trips. Key components feature biking and walking maps and organized activities that get people out in their neighborhoods or places of employment to shop, work, and discover how many trips they can easily, conveniently, and safely make without using a car. Success is tracked by evaluating qualitative and quantitative results from surveys and other performance measures. SmartTrips Eugene for the summer of 2011 will be called SmartTrips Central and target the TrainSong, Whiteaker, and Jefferson-Westside neighborhoods.

Tasks

- Schedule events and decide upon quantities of specific materials and incentives needed.
- Review existing materials and determine amounts needed based on targeted number of households to reach.
- Address gaps in content and materials by developing and producing existing or new materials as warranted.
- Conduct individualized marketing, including staff time and project implementation.
- After campaign, measure changes in residents' travel behavior. Analyze trends using secondary data sources.

Products

- Schedule of events, list of materials and quantities, plan to create new materials.
- Development of pre-and post-campaign questionnaires. Survey data provided in spreadsheet format or other useable electronic format.
- Preliminary report on households reached, materials delivered and any anecdotal or qualitative information gathered during the project through this point.
- Final report, documenting project implementation steps, methods, analysis of results and lessons learned.

CITY OF EUGENE ONGOING OPERATIONS

- Contribute to regional Transportation Options activities by participating in the Transportation Options Advisory Committee as needed.

- Coordinate local construction projects in support of the congestion mitigation process.
- Publish and distribute the Eugene-Springfield Bicycle Map and Resource Guide. Maintain the Eugene-Springfield bicycle map including converting Eugene and Springfield GIS data into graphics software, updating map information for new road and bikeway changes, new land use changes, and new law and safety information. Distribute the map using venues throughout the metropolitan area including bike shops, visitor centers, city offices, and as requested by individuals.
- Publish the monthly InMotion e-newsletter and distribute to over 1700 people throughout the Eugene – Springfield area. Include feature articles and updates on walking and biking activities and opportunities for public involvement in the Eugene-Springfield metro area. Provide resources section for information on local and state laws and information on local and national walking and biking organizations.
- Participate in the multi-jurisdictional Eugene Safe Routes to School Team to guide the implementation actions contained in the Eugene Pedestrian and Bicycle Strategic Plan to increase the number of students who walk or bike to school. Attend team meetings, develop team goals and measures, meet with school officials, provide safety education, examine traffic safety around schools, develop walk and bike routes to school, and develop grants to fund education and infrastructure improvements.
- Implement high priority actions identified in the Pedestrian and Bicycle Strategic Plan.
- Conduct Breakfast at the Bridges events one Friday each month in the late spring, summer and early fall to encourage walking and biking along the shared use path system.

OTHER PARTNER AGENCY TASKS

Partner Agencies: City of Springfield, City of Coburg, Lane County, Lane Transit District, and ODOT

- Participate in the development of a Regional Transportation Options Plan through involvement in the Technical Advisory Subcommittee and the Transportation Planning Committee. Contribute to the development and implementation of a regional 10-year Transportation Options Strategic Plan Options/Transportation Demand Management strategic plan.
- Contribute to regional Transportation Options activities by participating in the Transportation Options Advisory Committee as needed.
- Coordinate local construction projects in support of the congestion mitigation process.
- Implement the Business Commute Challenge along with local partners, including point2point Solutions.
- Coordinate with point2point Solutions on the “Wheels by the Willamette” bike promotional event (Springfield).

Transportation Options (TO)

ESTIMATED TIMELINE

	Action Item Number/Title	Early FY 2012	Late FY 2012	Early FY 2013	Late FY 2013
1	Regional Transportation Options Plan (RTOP): TO Element of RTP	Final TO Element of RTP			
2	Regional Transportation Options Plan (RTOP): Best Practice document		Draft RTOP Best Practice Document		
3	Regional Transportation Options Plan (RTOP): Strategic Plan			Draft RTOP Strategic Plan	
4	Eugene Pedestrian and Bicycle Master Plan Update	Draft Master Plan			
5	20-Minute Neighborhood Plan	Draft Master Plan			
6	SmartTrips Eugene	Ongoing implementation			

G. Intergovernmental Coordination

Source of Funds			TOTALS	
Sec 5303	FHWA PL	STP-U	LCOG Total	UPWP Total
\$18,000	\$101,039	\$90,000	\$209,039	\$223,840

OBJECTIVE

Ensure continuing, comprehensive and cooperative transportation planning in the Central Lane MPO area.

DISCUSSION

These work activities provide the overall support for the committee structure and functions, including the MPO Policy Committee, the Transportation Policy Committee, and the Transportation Advisory Subcommittee. Work activities also include the efforts needed to coordinate effectively between federal, state and local agencies. Managing ongoing MPO operations, including staffing, personnel, financing, and general administration is also included in this work program.

ACTION ITEMS (LCOG)

I. Sustainable Communities Regional Planning Grant

Participate in the implementation of the Sustainable Communities Regional Planning Grant from the U.S. Dept. of Housing and Urban Development to promote smarter, more sustainable planning for transportation, housing, equity, and jobs and economic growth in Lane County. The MPO is one of the partners in this grant and will participate in the Lane Livability Consortium, a new interdisciplinary and interagency regional forum that has been initiated to build regional and organizational capacity for sustainability and livability principles.

Tasks Year 1

- Contribute to and attend Lane Livability Consortium meetings to increase coordination of housing and economic development activities within regional transportation planning.
- Participate in a Sustainability Baseline Assessment of MPO public engagement activities as it relates to the inclusion of under-represented demographic populations.
- Participate in a Sustainability Baseline Assessment of the RTP by providing data, reviewing findings, and developing recommendations for incorporating additional sustainability components into future RTP updates.
- Coordinate MPO greenhouse gas reduction and scenario planning efforts with similar and complementary planning activities funded by the HUD grant (see Air Quality section for more information).

- Participate in process to develop, assess, and recommend new models for integrated planning and decision-making processes
- Create program(s) to build the capacity of the MPO and partner agencies and organization staff for integrating sustainability components into the provision of transportation planning, projects, programs and services.
- Compile inventory of regional transportation implementation plans, and capital improvement plans.
- Contribute to efforts to identify and secure ongoing funding for MPO participation in the Lane Livability Consortium beyond the 3-year timeframe of the HUD grant.

Products Year 1

- Detailed work plan and budget
- Signed Partnership Agreement
- Support materials for Lane Livability Consortium meetings.
- Stakeholder assessment and communication plan.
- Sustainability Baseline Assessments of MPO Public Engagement
- Sustainability Baseline Assessments of MPO Regional Plans
- Transportation Program Inventory and Assessment
- Project updates to MPO partner agencies and MPC as needed

Tasks Year 2

- Contribute to and attend Lane Livability Consortium meetings to increase coordination of housing and economic development activities within regional transportation planning.
- Continue climate change and scenario planning efforts (see Air Quality section for more information).
- Incorporate Climate Change, Public Health and Social Equity planning components into Regional Plans and Programs
- Participate in process to develop, assess, and recommend new regulatory models, and/or progress/performance measures
- Participate in process to address regional decision-making challenges that present obstacles for more sustainable outcomes
- Create program(s) to build organization capacity of consortium and partner agencies
- Participate with partner agencies to develop a more integrated finance plan for catalytic infrastructure investments

Products Year 2

- Support materials for Lane Livability Consortium meetings.
- Public Engagement materials
- Documentation of full cost accounting tool
- MPO components of a regional Integrated Finance Plan and Capital Improvement Plan
- MPO components of a Regional Sustainability Program
- MPO components of an Outcome Measurement/Evaluation Framework

CORE MPO ACTIVITIES: Intergovernmental Coordination

Key MPO Operational Tasks

- Conduct, facilitate and support the Metropolitan Policy Committee, including:
 - Coordinating agenda development;
 - Supporting the MPC Chair;
 - Producing and distributing meeting packets;
 - Facilitating MPC Subcommittee meetings;
 - Ensuring adequate notice of meetings;
 - Recording and distributing meeting minutes and other meeting records; and
 - Arranging meeting logistics.
- Conduct, facilitate and support the Transportation Policy Committee (TPC) and Technical Advisory Subcommittee (TASC), including:
 - Developing agendas;
 - Producing and distributing meeting packets;
 - Ensuring adequate notice of meetings;
 - Recording and distributing meeting minutes and other meeting records; and
 - Arranging meeting logistics.

Coordination Tasks

- Participate in the Lane Area Commission on Transportation (ACT), attending meetings and providing ongoing communications with MPO partner agencies.
- Participate in state-wide quarterly MPO meetings and quarterly Oregon MPO Consortium meetings. Contribute to research, analysis, and advocacy of MPO-related issues of statewide significance.
- Coordinate transportation and transportation options planning activities affecting the metropolitan area with local, state and federal activities.
- Continue to attend state level meetings related to TPR implementation, ODOT Transportation Demand Management Program, and implementation of SAFETEA-LU.
- Participate in relevant local planning activities to build cooperation, represent MPO interests, prevent duplication and ensure efficiency and connectivity in transportation system planning and development.

MPO Management and Administration Tasks

- Provide documentation of MPO activities, including monthly billing reports and quarterly reports to state and federal agencies as required.
- Perform administrative functions required for the federal 3-C process to ensure continuing, cooperative, and comprehensive transportation planning throughout the MPO area.
- Manage the ongoing operations of the MPO, including staffing, personnel, financing, and general organizational administration.

- Prepare and administer/manage contracts, including ODOT contract coordination and billing reports. Coordinate with MPO partners on contracting for planning tasks funded by STP-U.
- Attend conferences and workshops specific to transportation planning and MPO management to improve and/or maintain core competencies and prepare the agency to meet anticipated changes in technical, regulatory, or financial conditions.

Products

- Agendas, minutes and meeting packets for MPC
- Agendas and meeting packets for TPC
- Monthly billing reports
- Quarterly financial reports
- Certification of compliance with federal planning regulations

PARTNER AGENCY TASKS

Partner Agencies: City of Eugene, City of Springfield, City of Coburg, Lane County, Lane Transit District, and ODOT

- Participate in the completion of tasks needed to meet the obligations of the Regional Transportation Work Plan. Provide updates regarding local projects to regional partners as needed, including relevant land use planning activities, public involvement, transportation planning, and the outcome of decision-making by elected officials.
- Contribute to the coordination of regional transportation planning and development by participating in Metropolitan Policy Committee (MPC) meetings, including the preparation of meeting materials and attendance at meetings.
- Participate in Transportation Policy Committee (TPC) and Technical Advisory Subcommittee (TASC) meetings to further coordinate regional transportation planning.

SPECIAL PROJECTS

I-5/Glenwood Area Planning

This planning effort evolved from a prior high-level transportation system analysis of possible ramp connections for Interstate 5 at Franklin Boulevard (Highway 99/126B). The project will now assess interstate access to the metro area between the Willamette River and the Glenwood interchange area. Refinement planning will continue in FY10.

Lead Agency: ODOT/Lane Council of Governments

Partner Agencies: City of Eugene, City of Springfield

Current Status: Three potential interchange configurations are ready for evaluation and analysis to determine feasibility. Project waiting on population and employment data resolution regarding local urban growth planning.

Estimated Completion: 2012

Estimated Project Cost: N/A

OR 126 Expressway Management Plan (EMP) (Phase 3)

The third phase of the EMP focused on refining the design concepts for 52nd and Main Streets and developing IAMPs for each location. Each IAMP illustrates recommended configurations to examine in a subsequent NEPA phase, identifies supporting policies, and analysis to support decisions regarding the inclusion of projects in the regional transportation plan. The City and ODOT will continue to proceed on further TSP and Comprehensive Plan work prior to adopting the IAMPs.

Lead Agency: ODOT

Partner Agencies: City of Springfield, Lane County, LTD, and LCOG

Current Status: Draft Plan

Estimated Completion: 2011 (subsequent phases to follow).

Estimated Project Cost: \$100,000

Oregon 126: Veneta-Eugene Facility Plan

The Oregon 126W corridor, from Veneta to Eugene, is primarily a two-lane highway with capacity and environmental constraints. Since 1998, three reports discuss existing conditions and interim safety improvements to the highway. No long-term improvement plan to address capacity, safety, or operations issues exists.

This project is a planning-level analysis for the Oregon 126 corridor, specifically from Veneta to Eugene. The analysis will precede a future National Environmental Policy Act (NEPA) process and will reduce the costs during that process by completing a high-level alternatives analysis for the facility. This planning-level analysis will examine existing reports, existing highway conditions, future 'no-build' conditions, and opportunities and constraints. A variety of long-term solutions, including identification of alternate routes, highway capacity improvements, and/or a combination of solutions to address safety and operations will also be analyzed. The analysis will identify any fatal flaws of alternatives considered and recommend solutions to forward for more detailed examination during the future NEPA process.

Lead Agency: ODOT

Partner Agencies: City of Eugene Lane County, LTD, and LCOG

Current Status: Project start-up

Estimated Completion: 2013

Estimated Project Cost: \$500,000

I-5/Beltline Interchange Area Management Plan (IAMP) Update

This IAMP is a requirement of OTIA I and subsequent project funding. It was adopted by the OTC in January 2006. Current work is focused on amending the document for clarity to include bus rapid transit and local street connectivity maps and language supportive of BRT and mixed use center implementation.

Lead Agency: ODOT

Partner Agencies: City of Eugene, City of Springfield, Lane County, LTD, and LCOG

Current Status: No work plan developed

Estimated Completion: 2013

Estimated Project Cost: N/A

Beltline Highway River Road to Coburg Road System Planning (Phase 3)

With help from the public and local stakeholders, ODOT, the City of Eugene, and Lane County have identified potential long-range solutions for the Beltline Highway from River Road to Coburg Road. Currently, ten concepts have been narrowed to four, to be examined in more detail during under the National Environmental Policy Act (NEPA) will be conducted. The next phase of the Beltline Facility Planning process will include the development of IAMP's for the interchanges within the study area.

Lead Agency: ODOT

Partner Agencies: City of Eugene, Lane County, LTD, and LCOG

Current Status: Draft Plan

Estimated Completion: 2011 (subsequent phases to follow)

Estimated Project Cost: \$350,000

Franklin Boulevard Planning and Design

Franklin Boulevard conceptual design is complete and endorsed by the Stakeholder Advisory Committee and the Springfield City Council. The concept includes a hybrid multi-way boulevard and urban arterial treatment for bicycle, pedestrian, transit and auto travel. Design concepts will be further tested with the public and property owners during the Glenwood Refinement Plan Update and as the McVay/Franklin multi-lane roundabout is amended into the Riverfront Redevelopment Area Plan. Final design will be included in adoption of the Glenwood Refinement Plan Update.

Lead Agency: City of Springfield

Partner Agencies: ODOT, City of Eugene, and LTD

Current Status: Pending adoption of Glenwood Refinement Plan Update

Estimated Completion: 2011

Estimated Project Cost: \$1.6 million

Springfield Downtown Two-Way Traffic Study

Springfield's Downtown District Urban Design Plan identifies a two-way Main Street as a needed step towards revitalizing Springfield's downtown core area. The first step in this process is to conduct a Two-Way Traffic Study that will analyze the feasibility of a two-way Main Street and evaluate alternatives. Springfield's Downtown District Urban Design Plan states that returning Main Street to its historic two-way travel pattern will create an environment in which businesses can thrive and create a safer pedestrian environment.

Lead Agency: City of Springfield
Partner Agencies: ODOT and LTD
Current Status: Scope in draft development
Estimated Completion: 2011
Estimated Project Cost: \$100,000

Springfield Downtown Parking Implementation

Springfield recently adopted the Springfield Downtown Parking Management Plan and has begun steps towards Plan implementation. The Downtown Parking Management Plan maximizes the parking supply and strategically supports the development of a vibrant, growing and attractive destination for shopping, working, living, recreating and entertainment in downtown Springfield. Key implementation steps include, but are not limited to: establishing parking zones, update signage and striping, and provide education and enforcement.

Lead Agency: City of Springfield
Partner Agencies: ODOT and LTD
Current Status: Identifying materials and resources
Estimated Completion: Phase I – 2011
Estimated Project Cost: \$150,000

West Eugene EmX Extension

This project supports LTD's Bus Rapid Transit Small Starts application and NEPA process. It includes application and use of the regional transportation model to compare the user benefits of the no-build, baseline and locally preferred alternative of the West Eugene EmX Extension. The project is funded with FTA 5339 funds and local LTD funds.

Local Agency: LTD
Partner Agencies: LCOG, City of Eugene
Estimated Completion: December 2011
Estimated Project Cost: \$2 million

Bus Rapid Transit (BRT) System Phase IV Expansion

This project will involve the LTD Board of Directors and other regional partners in identifying the highest priority corridor to study for the next expansion of the region's BRT System.

Local Agency: LTD
Partner Agencies: ODOT, City of Eugene, City of Springfield, Lane County, Lane Council of Governments
Estimated Completion: 2012/2013
Estimated Project Cost: \$3 million

Regional Transportation-Land Use Modeling System

See the *Transportation System Modeling and Data Maintenance* element in Section II of the UPWP.

Lead Agency: Lane Council of Governments

Partner Agencies: ODOT, City of Eugene, City of Springfield, Lane County, LTD

Estimated Completion: 2013

Estimated Project Cost: \$500,000

Lane Coordinated Public Transit-Human Services Plan

This project will conduct a review and update of the 2009 Update of the “Lane Coordinated Public Transit-Human Services Transportation Plan” in order to reflect current conditions, establish project priorities for the Public Transit Division’s 2013-15 Discretionary Grant Program, to comply with state and federal planning requirements, and to reflect LTD’s Long-Range Transit Plan (LRTP). The Lane Coordinated Public Transit-Human Services Transportation Plan (Lane Coordinated Plan) is intended to show how human service agencies work together with transportation providers to address the transportation needs of people with disabilities, older adults, and people with limited incomes. This document is consistent with federal requirements enacted through SAFETEA-LU specific to funding sources administered by the Federal Transit Administration (FTA).

Lead Agency: Lane Transit District

Partner Agencies: ODOT, City of Eugene, City of Springfield, Lane County, Lane Council of Governments

Estimated Completion: June, 2012

Estimated Project Cost: \$2,500

TRANSPORTATION SYSTEM PLANS

Regional Transportation Systems Planning

See the *Transportation System Modeling and Data Maintenance* element in Section II of the UPWP.

Lead Agency: LCOG

Partner Agencies: City of Eugene, City of Springfield, City of Coburg, Lane County, LTD and ODOT

Current Status: Pending approval of funds and contracting

Estimated Completion: 2013

Estimated Project Cost: N/A

City of Eugene TSP Update

The City of Eugene has initiated an update of its state-required Transportation System Plan. Specific tasks anticipated to occur in the next two years include Existing Conditions Analysis and review of existing policies; Public involvement strategies, including advisory committees, public workshops, and presence on the internet; Coordination with Envision Eugene land use planning to predict and evaluate future conditions; Pedestrian and Bicycle Master Plan Update that will serve as the pedestrian and bicycle elements of the TSP; Evaluation criteria; Identification, evaluation, selection, and modeling of alternatives; and Project lists.

Lead Agency: City of Eugene

Partner Agencies: ODOT, Lane County, LTD, and LCOG

Current Status: Project Initiation and Evaluation of Existing Conditions and Policies

Estimated Completion: 2013

Estimated Project Cost: \$638,000

City of Springfield TSP

The City of Springfield is beginning the process of developing a Transportation System Plan (TSP) in conjunction with the update of the Regional Transportation System Plan in order to meet the requirements of the state Transportation Planning Rule. This update is intended to serve as a blueprint to guide future multi-modal transportation system improvements and investment decisions for the City of Springfield. Development of the TSP will be coordinated with and will support the concurrent city-wide buildable lands analysis application of new residential efficiency measures and economic development strategies, and adoption of a new urban growth boundary based on a 2010-2030 planning horizon.

This project includes an inventory and general assessment of the existing transportation system; a determination of existing and future needs; a road plan; a public transportation plan; a bicycle/pedestrian plan; a parking plan; a transportation system management and demand management plan; an air, rail, water, and pipeline plan; and a financing and implementation plan.

Lead Agency: City of Springfield

Partner Agencies: DLCD, City of Eugene, ODOT, Lane County, LTD, and LCOG

Current Status: Scoping and Project Initiation

Estimated Completion: Spring, 2012

Estimated Project Cost: \$330,000, plus additional City staff costs

City of Coburg TSP Update

The Coburg TSP update will be a comprehensive update to the 1999 TSP including updating policy amendments to maintain consistency with the MPO and refinement of several plan elements including circulation, bike and pedestrian, safety, and implementation of the Interchange Area Management Plan requirements.

Lead Agency: City of Coburg

Partner Agencies: ODOT, Lane County, LTD, and LCOG

Current Status: Project Initiation

Estimated Completion: 2013

Estimated Project Cost: \$143,000

RELATED PLANNING EFFORTS

HUD Sustainable Communities Regional Planning Grant

This project will work to further integrate sustainability throughout the Central Lane region, within our organizations, our guiding documents, and into our decision-making. The focus of the grant is to develop expertise, tools, and processes that will be implemented to enhance livability, ensure social equity, increase transportation choices, provide affordable housing, and build a healthy local economy as integrated and efficient systems.

Scenario planning is a component of this grant, and work covered under the grant would include presentation, evaluation, and selection of GHG Reduction Strategies to be tested in regional scenario planning based upon the GHG Planning Toolkit developed by ODOT and DLCD. Work would also include development of a recommended process for cooperatively selecting a preferred scenario alternative, as well as public outreach to inform, educate, and involve the community in regional GHG reduction efforts specific to the transportation sector.

Lead Agency: Lane Council of Governments

Partner Agencies: ODOT, City of Eugene, City of Springfield, Lane County, LTD

Estimated Completion: 2013

Estimated Project Cost: \$1,450,000

Glenwood Refinement Plan Update

The City is currently working on an update of the Glenwood Refinement Plan. This effort will focus on three distinct planning areas including the Franklin Boulevard and McVay Highway corridors, the industrial area adjoining I-5 and Glenwood Boulevard, and the residential core.

Lead Agency: City of Springfield

Partner Agencies: Eugene, Lane County, ODOT, LTD, and LCOG

Current Status: Phase I

Estimated Completion: 2013

Estimated Project Cost: \$700,000

Willamalane Park and Recreation Comprehensive Plan Update

Willamalane Park and Recreation District is currently conducting an update to its 2004 Comprehensive Park and Recreation Plan. Since 2004, the Springfield area has experienced significant changes, and Willamalane is updating its Comprehensive Plan to better meet the needs and desires of the community. The Plan identifies a need to be updated approximately every 5 years. The first step is to identify these needs and generate priorities within the district. Willamalane serves as the lead agency in the Springfield area for constructing and maintaining Springfield's off-street path system.

Lead Agency: Willamalane Park and Recreation District

Partner Agencies: City of Springfield, Lane County, and Springfield School District

Current Status: Finalizing inventory and beginning needs assessment

Estimated Completion: 2011

Estimated Project Cost: N/A

High-Speed Intercity Passenger Rail Study

ODOT has received federal grants to pay for planning and environmental studies on the Portland –Eugene passenger rail corridor.

Lead Agency: ODOT

Partner Agencies: City of Eugene, Lane County, LTD, and LCOG

Current Status: Underway. ODOT is conducting interviews with representatives of local jurisdictions and other stakeholders.

Estimated Completion: 2013

Estimated Project Cost: \$11.3 million

TRANSPORTATION GROWTH MANAGEMENT (TGM) PROGRAM

TGM Projects Inside the MPO

Lane Transit District Long Range Transit Plan

The purpose of this project is to develop a long-range regional transit plan for the Eugene-Springfield area. Changes in the planning relationship between Eugene, Springfield and Lane County will soon lead to the adoption by each of individual Transportation System Plans (TSPs). The regional plan (TransPlan) adopted in 2001 by each of these agencies as well as the Lane Transit District (LTD) will no longer be in effect. As a result, the transit element developed by LTD for TransPlan (policy set, project list, and performance measures) needs to be updated and recast to serve as a basis for the transit elements required in each of the individual TSPs.

Development of the long range regional transit plan will provide a formal basis for integrating future transit service and facility planning effectively with planned growth and development in the Eugene-Springfield region. The Plan will also aid local jurisdictions in updating their Transportation System Plans (TSPs) and other planning documents and serve as a key part of the strategic framework for reductions in greenhouse gas (GHG) emissions and vehicle miles traveled (VMT) at the local and regional level.

Lead Agency: LTD

Partner Agencies: City of Eugene, City of Springfield, FTA, and LCOG

Current Status: Underway

Estimated Completion: 2011

South Willamette Street Transformation

Develop a plan for redesigning South Willamette Street between 24th and 29th Avenues to make it a more pedestrian and bicycle friendly street that supports the vision developed for this area through the City of Eugene's Opportunity Siting program. *South Willamette Street Transformation* will use the findings from previous studies and University of Oregon design studio to be held Spring term 2011 to articulate the optimum design of the street and develop one or more conceptual designs for the corridor. The project also includes a substantial public outreach effort using the foundation of previous efforts so that all potentially affected interests can participate in the design and decision making processes. The City of Eugene has applied for a TGM grant for this project, and if the grant is approved, the project will likely begin in fall to winter 2011.

Lead Agency: City of Eugene

Partner Agencies: Lane Transit District

Current Status: TGM funds anticipated June 2011

Estimated Completion: June 2012

Estimated Project Cost: \$180,000 (pending approval of a TGM grant)

TGM Projects Outside the MPO

Florence TSP

The City of Florence recently began an update to their TSP process, which will coincide with their recent Comprehensive Plan update. This project will include an existing and future no-build analysis and develop plans for a variety of modal elements, including: motor vehicle, transit, bicycle/pedestrian, air, rail, water, and pipeline. The plan will also include a financing and implementation plan.

Lead Agency: Florence

Partner Agencies: ODOT, LCOG

Current Status: Existing and Future No-Build Conditions Analysis is underway

Estimated Completion: 2013

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UPWP

Unified Planning Work Program
FY 2012 and 2013

SECTION III FUNDING

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Section III. UPWP Funding

Table I provides a summary of FY12 UPWP work elements and identifies preliminary funding sources and allocations.

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Table I

Central Lane MPO								
Unified Planning Work Program								
FY 2012 Funding		Source of Funds				TOTALS		
		1	2	3				
Work Element		FTA Sec 5303	FHWA PL	STP-U	Other	LCOG Total	Required Non-Federal Match	UPWP Total
A	Regional Transportation Plan (RTP) and Long-Range Planning	\$ 18,000	\$ 80,000	\$ 80,000		\$ 178,000		\$ 191,656
B	Programming and Implementation	\$ 10,000	\$ 25,000	\$ 25,000		\$ 60,000		\$ 65,361
C	Public Participation	\$ 12,000	\$ 65,000	\$ 65,000		\$ 142,000		\$ 152,439
D	Air Quality Planning	\$ 7,000	\$ 15,000	\$ 35,000		\$ 57,000		\$ 62,756
E	Transportation System Modeling and Data Maintenance	\$ 30,000	\$105,000	\$110,000		\$ 245,000		\$ 265,090
F	Transportation Options	\$ 6,729	\$ 30,000	\$ 20,000		\$ 56,729		\$ 60,700
G	Intergovernmental Coordination	\$ 18,000	\$101,039	\$ 90,000		\$ 209,039		\$ 223,840
H	Direct Costs		\$ 15,000	\$ 25,000		\$ 40,000		\$ 42,861
Subtotal								
	<i>Regional Transportation Options Plan</i>			\$74,000		\$74,000		\$ 82,470
	<i>HUD Sustainable Cities Grant</i>				\$37,000	\$37,000		\$ 37,000
	<i>Central Lane MPO Model Upgrade</i>			\$100,000		\$100,000		\$ 111,445
Subtotal								
	<i>MPO Partner Regional Transportation Planning</i>			\$145,000				\$ 161,596
								\$ -
								\$ -
TOTALS								
		\$101,729	\$436,039	\$769,000	\$37,000	\$1,343,768	\$ 113,447	\$1,457,215
<i>Funding amounts are estimates only, based on FY11 amounts.</i>								



UPWP

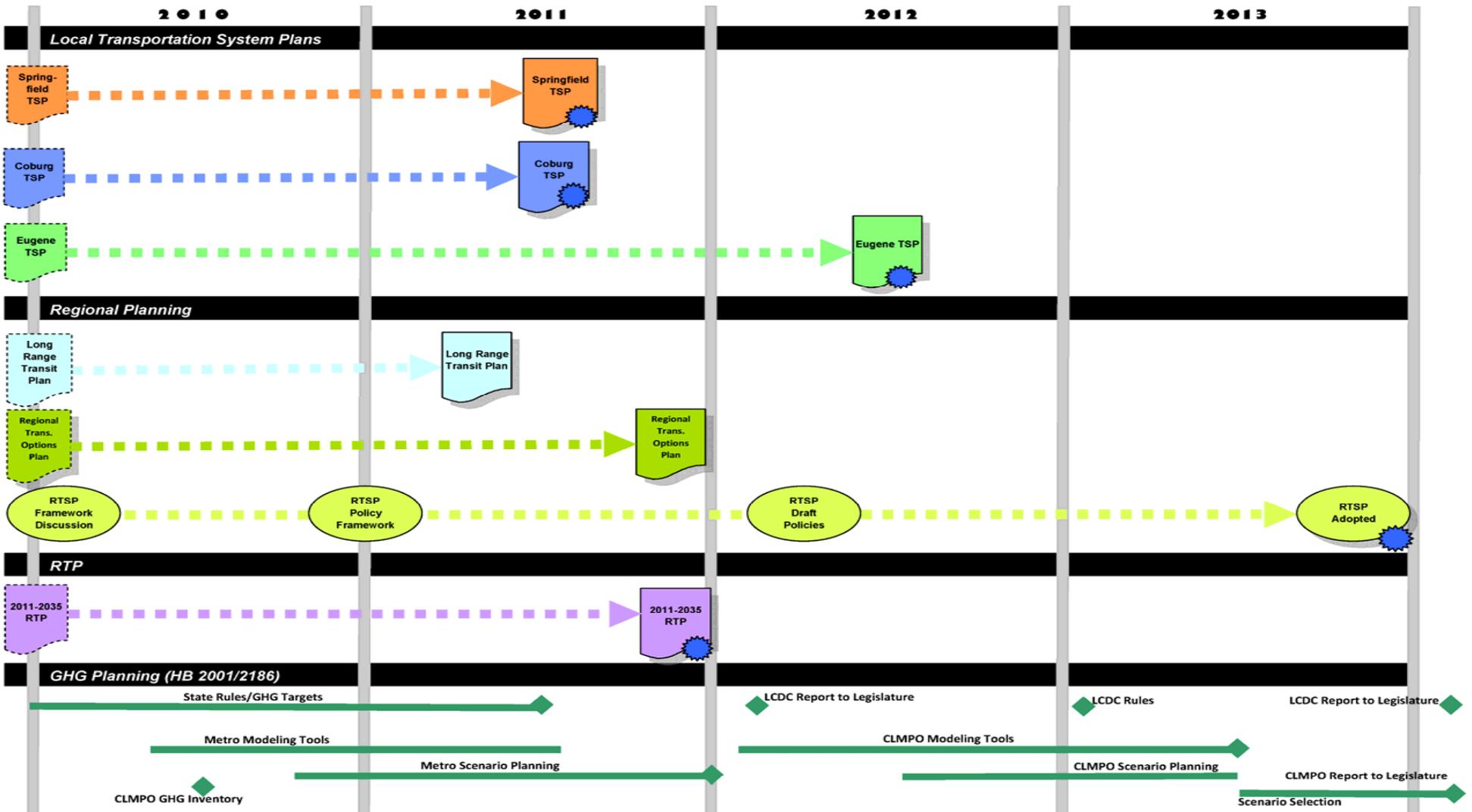
Unified Planning Work Program
FY 2012 and 2013

APPENDICES

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APPENDIX A: Regional Transportation Work Plan

Regional Transportation Work Plan and GHG Planning



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APPENDIX B: MPO ORGANIZATION and MANAGEMENT

MPO Organization

In 1973, the Governor designated LCOG as the Metropolitan Planning Organization (MPO) for the Central Lane area. With this designation came the responsibility for conducting the continuing, comprehensive and cooperative transportation planning process in the Central Lane metropolitan area.

Acting as the MPO, the LCOG Board has delegated all MPO policy responsibilities to the Metropolitan Policy Committee. The Metropolitan Policy Committee (MPC) is comprised of two elected officials each from Lane County, Eugene and Springfield, two appointed board members from Lane Transit District, one elected official from Coburg, one designated official from the Oregon Department of Transportation (ODOT) and as ex-officio members, the chief administrative officers of Lane County, Eugene, Springfield, Coburg, and Lane Transit District, and the Region 2 Manager for the Oregon Department of Transportation. MPC adopts the Transportation Improvement Program, the long-range Regional Transportation Plan, the Public Participation Plan, and this UPWP and provides policy guidance related to the conduct of the transportation planning process, the annual review process and other transportation issues. The Transportation Planning Committee (TPC) is composed of staff from all participating jurisdictions and conducts the technical portions of the process. The MPO's Citizen Advisory Committee (CAC) provides direct citizen input as well as guidance for the MPO's public participation efforts.

MPO Management

The LCOG Executive Director, as the agent of LCOG, is held accountable by the contracting agencies. LCOG has a Transportation and Public Infrastructure Program within its Technical Services Division. The Program Manager supervises a work group of professional planners who are aided on some work activities by LCOG staff from other program areas.

In conducting the transportation planning process, LCOG also draws upon the expertise of members of TPC, other staff from member agencies, and LTD, LRAPA and ODOT.

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APPENDIX C: ACRONYMS

3-C – Continuing, Comprehensive & Cooperative Planning Process
3R – Resurfacing, restoring, and rehabilitating
AAA – American Automobile Association
AASHTO – American Association of State Highway & Transportation Officials
ACT – Area Commission on Transportation
ADA – Americans with Disabilities Act
ADT – Average Daily Traffic (or Average Daily trips)
AMPO – Association of Metropolitan Planning Organizations
APA – American Planning Association
APTA – American Public Transportation Association
AQCD – Air Quality Conformity Determination
ARBA – American Road Builders' Association
ARMA – American Road Makers' Association
ARTBA – American Road & Transportation Builders' Association
BMCS – Bureau of Motor Carrier Safety
BMP – Best Management Practice
BMS – Bridge Management System
BRT – Bus Rapid Transit
CAA(A) – Clean Air Act (Amendments)
CAC – Citizen Advisory Committee
CATS – (Eugene) Central Area Transportation Study
CFR – Code of Federal Regulations
CIP – Capital Improvement Program
CMAQ – Congestion Mitigation and Air Quality Program
CMP – Congestion Management Plan (Process)
CMS – Congestion Management System
COG – Council of Governments
C-STIP – Construction STIP
DEIS – Draft Environment Impact Statement
DEQ – Department of Environmental Quality
DLCD – Department of Land Conservation and Development
DOT – Department of Transportation
D-STIP – Development STIP
EIS – Environmental Impact Statement
EJ – Environmental Justice
EPA – Environmental Protection Agency
FAA – Federal Aviation Administration
FAP – Federal-Aid primary
FAS – Federal-Aid secondary
FAU – Federal-Aid urban
FEIS – Final Environmental Impact Statement
FHWA – Federal Highway Administration
FRA – Federal Railroad Administration
FTA – Federal Transit Administration
(F)FY – (Federal) Fiscal Year
GIS – Geographic Information Systems
GPS – Global Positioning Systems

ACRONYMS (continued)

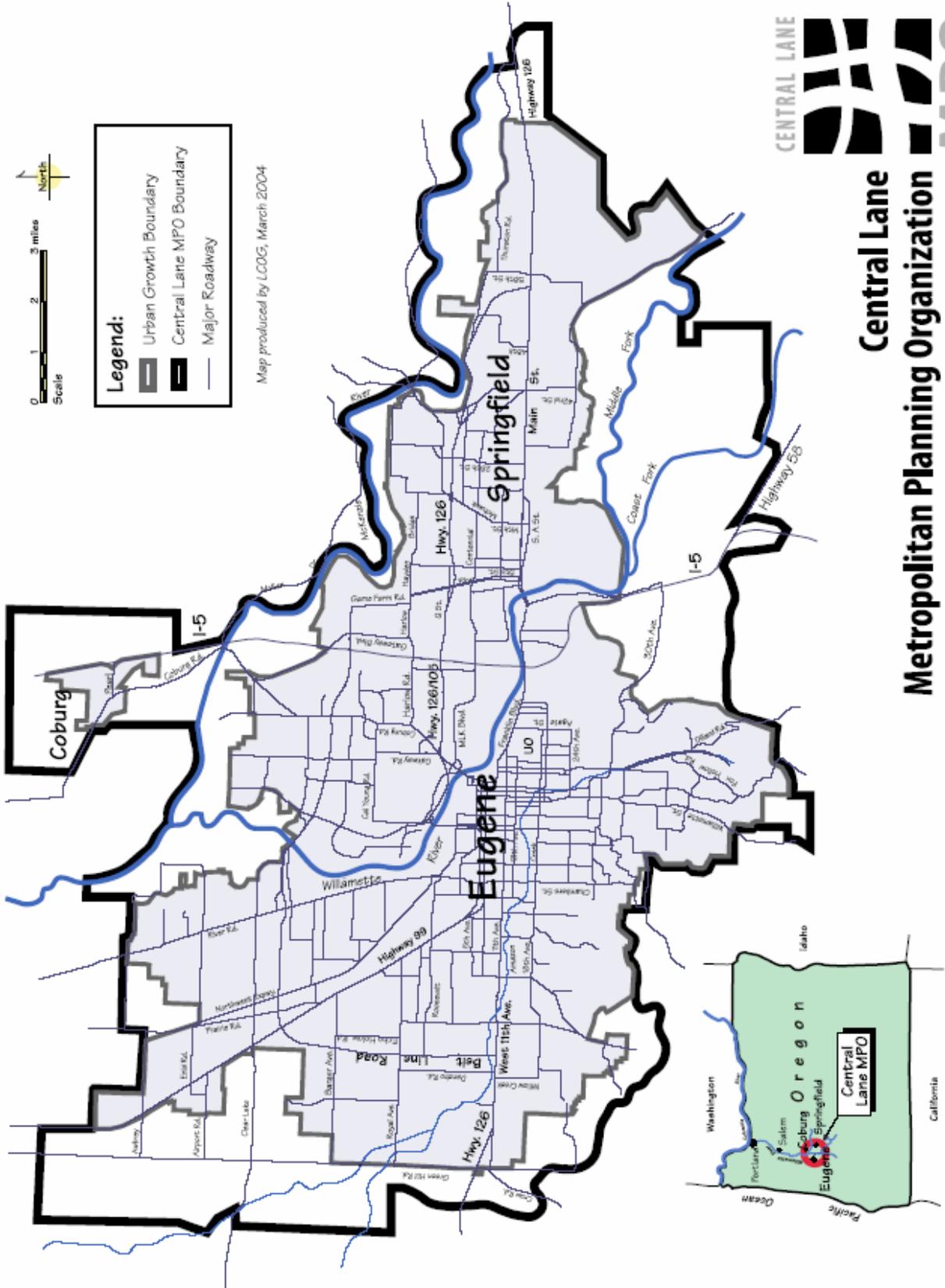
HOV – High Occupancy Vehicle
HPMS – Highway Performance Monitoring Systems
HRB – Highway Research Board
I/M – Inspection and Maintenance
IAMP – Interchange Area Management Plan
ICC – Interstate Commerce Commission
IHS – Interstate Highway System
IM – Interstate Maintenance
ISTEA – Intermodal Surface Transportation Efficiency Act of 1991
ITS – Intelligent Transportation Systems
JARC – Job Access and Reverse Commute
LCDC – Land Conservation and Development Commission
LOS – Level of Service (Traffic flow rating)
LRAPA – Lane Regional Air Protection Agency
LRTP – Long Range Transportation Plan
LTD – Lane Transit District
LUAM – Land Use Allocation Model
MOA – Memorandum of Agreement
MOU – Memorandum of Understanding
MPC – Metropolitan Policy Committee
MPO – Metropolitan Planning Organization
MSA – Metropolitan Statistical Area
MTP – Metropolitan Transportation Plan
MTIP – Metropolitan Transportation Improvement Program
NAA – Non-Attainment Area
NAAQS – National Ambient Air Quality Standards
NEPA – National Environmental Policy Act of 1969
NHS – National Highway System
NHTSA – National Highway Traffic Safety Administration
NOX – Nitrogen Oxides
O&M – Operations and Maintenance
ODOT – Oregon Department of Transportation
OHP – Oregon Highway Plan
OM&P – Operations, Maintenance and Preservation
OMPOC – Oregon MPO Consortium
ORFS – Oregon Roads Finance Committee
OTC – Oregon Transportation Commission
OTIA – Oregon Transportation Investment Act
OTP – Oregon Transportation Plan
OTREC – Oregon Transportation Research and Education Consortium
PL – Planning Funds
PPP – Public Participation Plan
PS&E – Plans, Specifications, and Estimates
RAC – (Lane County) Roads Advisory Committee
RFP – Request for Proposal
ROW – Right of Way
RTP – Regional Transportation Plan

ACRONYMS (continued)

SAFETEA-LU – Safe, Accountable, Flexible, Efficient Transportation Equity Act – a Legacy for Users
SDC – System Development Charge
SHTF – State Highway Trust Fund
SIB – State Infrastructure Bank
SIP – State Implementation Plan
SOV – Single Occupancy Vehicle
SPR – State Planning and Research funds
STA – Special Transportation Area
STIP – State Transportation Improvement Program
STP – Surface Transportation Program (-**U** – - Urban)
TAC – Technical Advisory Committee
TASC – Technical Advisory Subcommittee
TAZ – Traffic Analysis Zone
TCM – Transportation Control Measure
TDM – Transportation Demand Management
TEA-21 – Transportation Equity Act for the 21st Century
TIFIA – Transportation Infrastructure Finance & Innovation Act (1998)
TIP – Transportation Improvement Program, either MTIP or STIP
TMA – Transportation Management Area
TMSF – Transportation Management System Fee
TO – Transportation Options
TOD – Transit Oriented Development
TOAC – Transportation Options Advisory Committee
TPAU – Transportation Planning Analysis Unit
TPC – Transportation Planning Committee
TPR – Transportation Planning Rule
TRB – Transportation Research Board
TSI – Transportation System Improvements
TSM – Transportation System Management
TSP – Transportation System Plan
TUF – Transportation Utility Fee
UGB – Urban Growth Boundary
UMTA – Urban Mass Transportation Administration
UPWP – Unified Planning Work Program
V/C – Volume to Capacity
VMT – Vehicle Miles Traveled
VOCs – Volatile Organic Compounds
VPD – Vehicles Per Day

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APPENDIX D: CENTRAL LANE MPO MAP



**Central Lane
Metropolitan Planning Organization**

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APPENDIX E:
Memorandum of Understanding concerning
Transportation-related Air Quality Planning

Memorandum of Understanding
concerning
Agency Responsibilities for Transportation-related
Air Quality Planning in the Central Lane Transportation Management Area

The continuing, coordinated and comprehensive transportation planning process of 23 USC 134 and 49 USC 5303 in the Central Lane Transportation Management Area (TMA) is dependent upon the cooperation and mutual support of all responsible parties. Air quality planning is recognized as an essential component of this process, and is undertaken within the guidelines of the Clean Air Act to ensure protection of the public health and safety of the region's citizens. Agency responsibilities are outlined in the Oregon Transportation Conformity Rules, OAR 340-252. This MOU describes the responsibilities concerning air quality planning for each partner agency within the designated air quality management area, in accord with 23 CFR 450.310.

Lane Council of Governments (LCOG) is the Metropolitan Planning Organization for transportation planning in the Central Lane TMA and has been designated by the Governor as the lead planning agency for transportation pollutants within the TMA. LCOG takes the lead in preparation of the State Implementation Plan (SIP) for carbon monoxide (CO), and is responsible for preparing emission inventories, emission budgets, attainment and maintenance demonstrations for CO. LCOG is responsible for ensuring and documenting transportation conformity of the regional transportation plan and the transportation improvement program within the TMA. LCOG monitors regionally significant projects within the TMA, and provides regional emissions analyses. Further, LCOG ensures the adequacy of interagency consultation and public involvement as a part of transportation conformity and CO SIP development.

Lane Regional Air Protection Agency (LRAPA) is the regional air pollution authority for Lane County pursuant to ORS 468A.105, and is responsible for particulate matter planning within the TMA, all air pollutant monitoring and data publication, and adoption and enforcement of air quality rules within the region, including indirect source rules. LRAPA consults with LCOG on transportation conformity and on SIP development for all transportation-related pollutants within the TMA. LRAPA is also responsible for development of emissions inventories, emission budgets, attainment and maintenance demonstrations for air pollutants other than CO, with technical and policy input provided by LCOG as needed.

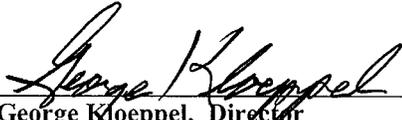
Oregon Department of Transportation (ODOT) provides technical input to LCOG on motor vehicle emission factors, and consults, as needed, on air quality modeling and conformity determinations.

ODOT, Lane Transit District (LTD), Lane County, and the Cities of Eugene, Springfield and Coburg, provide LCOG with details of their federally-funded and/or regionally significant transportation projects (as defined in OAR-340-252-0030(39) and 40 CFR 93.101) within the TMA in order to ensure proper consideration of the projects within the regional conformity analysis. These agencies disclose to LCOG in a timely manner, a summary of the project scope necessary for air quality analysis; timing; funding; regional significance; and any subsequent changes. The respective agencies are responsible for any and all required project level conformity and environmental procedures relating to their projects.

Lane County also provides LCOG with details of federally funded and/or regionally significant transportation projects that occur in the area within the designated air quality management area (AQMA) boundaries but outside the TMA. Lane County and LCOG consult on determining the effect of these projects on carbon monoxide (CO) levels and the CO budget for the Eugene-Springfield AQMA.

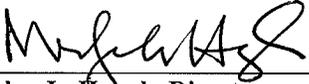
Memorandum of Understanding
concerning
**Agency Responsibilities for Transportation-related Air Quality Planning in the
Central Lane Transportation Management Area**

Acknowledged:



George Kloeppel, Director
Lane Council of Governments

4-21-07
Date



Merlyn L. Hough, Director
Lane Regional Air Protection Agency

04/09/2007
Date

Mark Pangborn, General Manager
Lane Transit District

Date

Jeff Scheick, Director, Region 2,
Oregon Department of Transportation

Date

Kurt Corey, P.E., Public Works Director
City of Eugene

Date

Dan Brown, Public Works Director
City of Springfield

Date

Don Schuessler, City Administrator
City of Coburg

Date

Ollie Snowden, P.E., Public Works Director
Lane County

Date

Memorandum of Understanding
concerning
**Agency Responsibilities for Transportation-related Air Quality Planning in the
Central Lane Transportation Management Area**

Acknowledged:

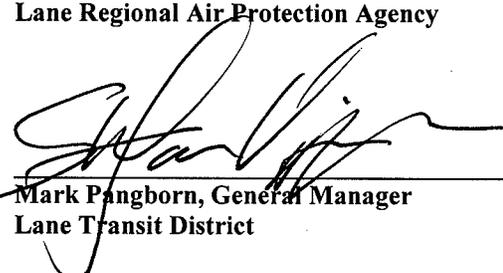


George Kloeppel, Director
Lane Council of Governments

4-24-07
Date

Merlyn L. Hough, Director
Lane Regional Air Protection Agency

Date

FOR 

Mark Pangborn, General Manager
Lane Transit District

4/17/07
Date

Jeff Scheick, Director, Region 2,
Oregon Department of Transportation

Date

Kurt Corey, P.E., Public Works Director
City of Eugene

Date

Dan Brown, Public Works Director
City of Springfield

Date

Don Schuessler, City Administrator
City of Coburg

Date

Ollie Snowden, P.E., Public Works Director
Lane County

Date

Memorandum of Understanding
concerning
**Agency Responsibilities for Transportation-related Air Quality Planning in the
Central Lane Transportation Management Area**

Acknowledged:



George Kloepfel, Director
Lane Council of Governments

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Date

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Lane Regional Air Protection Agency

Date

Mark Pangborn, General Manager
Lane Transit District

Date



Jeff Schick, Director, Region 2,
Oregon Department of Transportation

4/13/07
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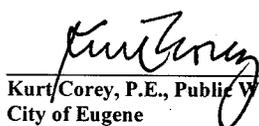
Date

Mark Pangborn, General Manager
Lane Transit District

Date

Jeff Scheick, Director, Region 2,
Oregon Department of Transportation

Date

 
Kurt Corey, P.E., Public Works Director
City of Eugene

4-11-07
Date

Dan Brown, Public Works Director
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Don Schuessler, City Administrator
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Lane Council of Governments

4-24-07
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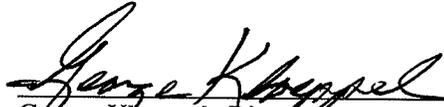
4/10/2007
Date

Ollie Snowden, P.E., Public Works Director
Lane County

Date

Memorandum of Understanding
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Acknowledged:



George Kloeppel, Director
Lane Council of Governments

4-24-07
Date

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Lane Regional Air Protection Agency

Date

Mark Pangborn, General Manager
Lane Transit District

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Oregon Department of Transportation

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City of Eugene

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Dan Brown, Public Works Director
City of Springfield

Date

Don Schuessler, City Administrator
City of Coburg

Date



Ollie Snowden, P.E., Public Works Director
Lane County

4-18-07
Date

Memorandum of Understanding
concerning
**Agency Responsibilities for Transportation-related Air Quality Planning in the
Central Lane Transportation Management Area**

Approved as to Form: *(leave blank if not needed)*

JOSEPH J LEAHY
Attorney

4/9/07
Date

JOSEPH J LEAHY
DATE: 4/9/07
OFFICE OF CITY ATTORNEY

**APPENDIX F:
Interlocal Agreement – ODOT/MPO/Transit Operator
Agreement**

**INTERGOVERNMENTAL AGREEMENT
ODOT/MPO/Transit Operator Agreement
Central Lane Metropolitan Planning Organization
Lane 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 Central Lane Metropolitan Planning Organization, acting by and through the Lane Council of Governments, hereinafter referred to as "LCOG", and the Lane Transit District, acting by and through its Board of Directors, hereinafter referred to as "LTD", hereinafter individually referred to as the "Party" and collectively referred to as the "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. LCOG is the designated MPO for the greater Eugene-Springfield urbanized area. It was established in 1973 by the Governor of Oregon. With this designation came the responsibility for conducting the continuing, comprehensive, and cooperative transportation planning process in the Central Lane metropolitan area. Acting as the MPO, the LCOG Board has delegated all MPO policy responsibilities to the Metropolitan Policy Committee. The Metropolitan Policy Committee (MPC) is comprised of two elected officials each from Lane County, Eugene, and Springfield, two appointed board members from LTD, one elected official from Coburg, one designated official from ODOT, and as ex-officio members, the chief administrative officers of Lane County, Eugene, Springfield, Coburg, and LTD, and the Region 2 Manager for ODOT. MPC adopts the Transportation Improvement Program, the long-range Regional Transportation Plan, the Unified Planning Work Program, and the Public Participation Plan, and provides policy guidance related to the conduct of

the transportation planning process, the annual review process, and other transportation issues.

4. LTD is the public transportation operator for the Eugene-Springfield area.
5. There also exists a "Memorandum of Understanding concerning Agency Responsibilities for Transportation-related Air Quality Planning in the Central Lane Transportation Management Area." That Memorandum of Understanding (MOU) was executed in April 2007 by the Lane Council of Governments, the Lane Regional Air Protection Agency, the Lane Transit District, the Oregon Department of Transportation, the Cities of Eugene, Springfield, and Coburg, and Lane County. The MOU remains in effect and is not modified in any way by this Agreement.

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, LCOG, and LTD 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 5 Senior Planner, or assigned designee in the absence of said individual, 644 A Street, Springfield, Oregon 97477; telephone (541) 744-8080.

LCOG OBLIGATIONS

1. LCOG will engage the other Parties to this Agreement in its planning activities as further identified in Exhibit A. Where LCOG 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 LCOG is a party of interest to a planning project, it will participate in the development of the planning product as specified in this Agreement. LCOG 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. LCOG's Project Manager for this Agreement is the MPO Program Manager, or assigned designee upon absence of said individual, Lane Council of Governments, 99 East Broadway Suite 400, Eugene, Oregon 97401; telephone (541) 682-4283.

LTD OBLIGATIONS

1. LTD will engage the other Parties to this Agreement in its planning activities as further identified in Exhibit A. Where LTD 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 LTD is a party of interest to a planning project, it will participate in the development of the planning product as specified in this Agreement. LTD 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. LTD Project Manager for this Agreement is the Director of Planning and Development, or assigned designee upon absence of said individual, Lane Transit District, 3500 East 17th Avenue, Eugene, Oregon 97401; telephone (541) 682-6203.

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. All Parties shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 incorporated herein by reference and made a part hereof; Without limiting the generality of the foregoing, all Parties 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. All Parties acknowledge and agree that State, 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 each Party 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 the requesting Party.

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.

Signature Page to Follow

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.

<p>CENTRAL LANE METROPOLITAN PLANNING ORGANIZATION, by and through the Lane Council of Governments</p> <p>By <u><i>George Klapp</i></u> Executive Director</p> <p>Date <u>6-18-08</u></p> <p>LANE TRANSIT DISTRICT, by and through its Board of Directors</p> <p>By <u><i>Mike Byham</i></u> General Manager</p> <p>Date <u>6-10-08</u></p> <p>Agency Contacts</p> <p>Byron Vanderpool Director, Interim MPO Program Manager Lane Council of Governments 99 East Broadway, Suite 400 Eugene, Oregon 97401</p> <p>Tom Schwetz Director of Planning and Development Lane Transit District 3500 East 17th Avenue Eugene, OR 97401</p>	<p>STATE OF OREGON, by and through its Department of Transportation</p> <p>By <u><i>James Bohard</i></u> Division Administrator, Transportation Development Division</p> <p>Date <u>7/16/08</u></p> <p>By <u><i>Michael O'Brien</i></u> Division Administrator, Public Transit Division</p> <p>Date <u>7/16/2008</u></p> <p>APPROVAL RECOMMENDED</p> <p>By <u><i>[Signature]</i></u> Region 2 Manager</p> <p>Date <u>7-8-08</u></p> <p>By <u><i>Erik M. Harris</i></u> Region 2 Planning and Development Manager</p> <p>Date <u>7-8-08</u></p> <p>APPROVED AS TO LEGAL SUFFICIENCY</p> <p>By <u><i>[Signature]</i></u> Assistant Attorney General</p> <p>Date <u>7/17/08</u></p>
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**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. LCOG is specifically charged with the development of the RTP, MTIP, and UPWP. As such, LCOG 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 LTD 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 LOG 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	LCOG	LTD
Oregon Transportation Plan and Modal Plans	Product Owner Lead Agency	Consult	Consult
Regional Transportation Plan	Coordinate	Product Owner Lead Agency	Coordinate
Transportation System Plan	Cooperate/Collaborate	Cooperate/Collaborate	Cooperate/Collaborate
Area/Concept Plans ¹	Product Owner Lead Agency Cooperate/Collaborate	Product Owner Lead Agency Cooperate/Collaborate	Product Owner Lead Agency Cooperate/Collaborate
Facility Plans ²	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
Transit Plans	Coordinate	Cooperate/Collaborate	Product Owner Lead Agency
Coordinated Human Services – Transit Plans	Coordinate	Cooperate/Collaborate	Product Owner Lead Agency
Statewide Transportation Improvement Program (STIP)	Product Owner Lead Agency	Consult	Consult
Metropolitan Transportation Improvement Program (MTIP) ³	Consult	Product Owner Lead Agency	Consult

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

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

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

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

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

If the answers will vary by task, project subpart, or other conditions, the responsibilities of each agency under each condition will be specified. (Definitions set forth in this Agreement will apply). An example of such a project may be an Interchange Area Management Plan, where the lead agency would be ODOT, or a Transit Center study conducted by LTD. 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. LCOG 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?