

MIDDLE ROGUE METROPOLITAN PLANNING ORGANIZATION

UNIFIED PLANNING WORK PROGRAM

2013-2014

REGIONAL TRANSPORTATION PLANNING FOR:
GRANTS PASS, ROGUE RIVER, GOLD HILL, JOSEPHINE COUNTY, JACKSON
COUNTY, OREGON DEPARTMENT OF TRANSPORTATION

Resolution 2013 - 2

Metropolitan Planning Organization - Policy Committee

Adoption of the FY 2014 Unified Planning Work Program

Whereas, the Metropolitan Planning Organization was formed in 2013 to coordinate transportation planning in the Grants Pass Urbanized Area.

Whereas, the Metropolitan Planning Organization Policy Committee is a designated committee of the Rogue Valley Council of Governments.

Whereas, the Metropolitan Planning Organization must prepare an annual Unified Planning Work Program (UPWP) that identifies program activities and expenditures.

Whereas, the Policy Committee oversees Transportation Planning Activities for the Middle Rogue Metropolitan Planning Organization.

Whereas, the Metropolitan Planning Organization Policy Committee did review and comment on the UPWP for Fiscal Year 2014 on April 30, 2013.

NOW THEREFORE, BE IT RESOLVED BY THE MIDDLE ROGUE METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE:

That the attached MRMPO Fiscal Year 2014 Unified Planning Work Program is hereby adopted, and the Rogue Valley Council of Governments is hereby requested to prepare and submit the documents required to secure the funding identified in the UPWP for the MRMPO activities, and

ADOPTED by the Policy Committee of the Middle Rogue Metropolitan Planning Organization on the 30th day of April, 2013.



MRMPO Policy Committee Chair

ADOPTED BY THE MRMPO POLICY COMMITTEE

APRIL 30, 2013

GRANTS PASS, OR

Darin Fowler, Chair	Grants Pass	Pam VanArsdale, Vice Chair	Rogue River
Lily Morgan	Grants Pass	Mark Gatlin	Grants Pass
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MIDDLE ROGUE METROPOLITAN PLANNING ORGANIZATION 2013-2014 INTERIM WORK PROGRAM

INTRODUCTION

On March 20, 2013, the Governor of Oregon designated the Rogue Valley Council of Governments (RVCOG) as the MPO for the Grants Pass Urbanized Area (page 11). On March 27, 2013, the RVCOG Board of Directors delegated the responsibility of conducting continuing, cooperative and comprehensive transportation planning for the Grants Pass Urbanized Area to the Middle Rogue Metropolitan Planning Organization (MRMPO) Policy Committee (page 12). As designated, the MRMPO includes the cities of Gold Hill, Grants Pass, Rogue River, and adjacent parts of Jackson and Josephine Counties which are anticipated to become urbanized over the 20 year planning horizon.

Federal regulations require that a metropolitan planning organization (MPO) be formed for all urbanized areas with a population of 50,000 or more. The 2010 U.S. Census found the population of the Grants Pass Urbanized Area to be 50,520, thus passing this threshold and mandating the formation of an MPO.

In accordance with federal regulations, the functions and responsibilities of the MRMPO include, but are not limited to, development of: an annual Unified Planning Work Program, an annual list of obligated projects, a 4-year Transportation Improvement Program and a long-range Metropolitan Transportation Plan. The MPO must also demonstrate compliance with Title VI / Environmental Justice requirements and facilitate an effective public involvement plan.

The 2013-14 UPWP is the initial Unified Planning Work Program for the Middle Rogue Metropolitan Planning Organization and will demonstrate how the MRMPO will begin to fulfill these requirements during the 2013 - 2014 fiscal year (July 1, 2013 – June 30, 2014). Specifically, this Interim Work Program describes planning activities to be completed during FY13-14, and estimate the cost and timeline for these planning activities.

ROLES AND RESPONSIBILITIES

Jurisdictions of the MRMPO area, RVCOG and the Oregon Department of Transportation (ODOT) entered into an intergovernmental agreement thus establishing the MRMPO and outlining the roles and responsibilities of the MRMPO and the parties involved. The IGA states that a Policy Committee will be formed by the parties to the IGA for governance of the MPO, and that a Technical Advisory Committee will also be formed by the parties to the IGA in order to provide technical advice to the Policy Committee.

Ex-officio members to the TAC may include representatives of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Oregon Department of Land Conservation and Development (DLCD), and the Oregon Department of Environmental Quality (DEQ).

UPWP OVERVIEW

The Unified Planning Work Program (UPWP) is a federally required document outlining transportation planning activities to be performed by an MPO on an annual basis. A UPWP must describe planning activities to be completed and products developed; estimate the cost and federal funds allocated for these planning activities; and indicate the lead agency. MRMPO is the lead agency for tasks in this initial UPWP>

UPWPs are officially adopted by the MPO Policy Committee and then accepted by FHWA and FTA, upon recommendation of the Oregon Department of Transportation (ODOT). An MPO may not begin a UPWP work activity without prior Federal approval of the UPWP and signed contract.

The UPWP may be amended by the MPO Policy Committee to add or remove funds from the UPWP budget, move significant funds from one task to another, or to alter significant portions of a task.

Funding sources for the MPO planning activities which are typically included in a UPWP include:

- FHWA PL Planning funds
- Section 5303 FTA Planning Funds
- Surface Transportation Program funds
- ODOT and local match funds

Because the MRMPO is a newly formed MPO, this simplified work program has been developed as provided under 23 CFR 450.308(d). This simplified UPWP recognizes that as a newly created MPO, the MRMPO's first work tasks focus on meeting initial planning requirements. Many of the tasks included in this UPWP will be related to formation processes and the development of full documents (such as a UPWP) to be adopted in upcoming years. In contrast, a full UPWP would include information about the region such as its transportation goals, priorities and significant issues – information that requires MPO deliberation.

All tasks will be completed by RVCOG staff, with technical assistance from the TAC and approval by the Policy Committee except as indicated.

FY 2013-2014 UNIFIED PLANNING WORK PROGRAM

MPO DEVELOPMENT & PROGRAM MANAGEMENT

This section includes all administrative tasks integral to basic MPO operations and tasks necessary to set up and organize the new Middle Rogue MPO in accordance with all applicable laws and procedures, including development of the Unified Planning Work Program (UPWP) for FY2015.

1. General administration work, which may include: developing meeting schedules and agendas, preparing minutes, responding to public inquiries and attending meetings.
Deliverables: Fulfillment of daily MPO operational needs
Timeframe: Ongoing
2. Produce and submit monthly and quarterly reports of the MPO's planning and programming activities
Deliverables: Monthly and quarterly reports
Timeframe: 1st, 2nd, 3rd & 4th quarters
3. Orientation workshop for the MRMPO TAC and Policy Committee regarding the role of the MPO, functions of the TAC and Policy Committee, federal requirements, and a continuing, cooperative and comprehensive planning process.
Deliverables: At least one workshop for the TAC and the Policy Committee; supporting materials.
Timeframe: 1st quarter
4. Develop and adopt MPO Bylaws and operational protocols, including:
 - a. Bylaws and operating guidelines as deemed necessary by the Policy Committee and the TAC to effectively and efficiently carry out the responsibilities of the MPO;
 - b. Protocols for coordination with the Rogue Valley Metropolitan Planning Organization (RVMPO) and the Rogue Valley Area Commission on Transportation (RVACT); and
 - c. Coordinate with State and public transportation operator (Josephine County to develop and adopt agreements determining mutual responsibilities in carrying out the metropolitan transportation planning process and for developing financial plans that support the metropolitan transportation plan (long-range plan), consistent with 23 CFR 450.314 and similar agreements already in place among the state, Oregon MPOs and Oregon public transportation providers.

Deliverables: Protocols and agreements.

Timeframe: 2nd Quarter

5. Intergovernmental coordination for work not covered elsewhere in this document and necessary to foster continuing, comprehensive and coordinated planning for the area's transportation system. This includes but is not limited to coordination with RVACT, Josephine County Transit, the RVMPO, the Oregon Metropolitan Planning Organization Consortium (OMPOC), and other area stakeholders and jurisdictions.

Deliverables: Fostering of continuing, comprehensive and coordinated planning for the MRMPO Area

Timeframe: Ongoing

6. Public Involvement Plan, including public notification protocol for meetings, special planning activities and outreach strategies to effectively satisfy Title IV / Environmental Justice requirements

Deliverables: Comprehensive Public Involvement Plan

Timeframe: 2nd, 3rd and 4th quarters

7. Website development and maintenance

Deliverables: Operational website

Timeframe: 1st, 2nd, 3rd & 4th Quarters

8. FY 2014-15 Unified Planning Work Program (draft by Feb 2014, adopted by April 2014)

Deliverables: Adopted UPWP

Timeframe: 2nd, 3rd and 4th quarters

9. Develop and adopt Self Certification statement to be incorporated into FY2015 UPWP.

Deliverables: Adopted Self Certification

Timeframe: 3rd quarter

10. Develop MRMPO logo

Deliverables: MRMPO Logo

Timeframe: 4th Quarter

SHORT RANGE PLANNING

This task includes all activities associated with the Transportation Improvement Program (TIP), technical assistance to jurisdictions and Surface Transportation (STP) and Congestion Mitigation and Air Quality (CMAQ) project funds management.

1. Development of the Interim Transportation Improvement Program (TIP) composed of projects currently programmed in the 2012-15 State Transportation Improvement Program (STIP) and all other projects of regional significance

Deliverables: Adopted Interim TIP

Timeframe: 1st quarter

2. Maintenance of the Interim TIP, including amendments as necessary.

Deliverables: Up-to-date TIP

Timeframe: Ongoing

3. Develop Interim 2015-2018 TIP (Air Quality Conformity discussed under long-range planning), including developing a process for awarding the region's discretionary federal funds (Surface Transportation Program and Congestion Mitigation and Air Quality program) and forwarding MRMPO-area projects for the 2015-2018 STIP. This will be an "interim" document because MRMPO will not have a conforming metropolitan transportation plan from which to draw projects by the STIP deadline. Final STIP project list anticipated due 1st quarter of FY2015.

Deliverables: Project Selection Criteria, project solicitation materials, evaluated projects (including CMAQ emissions benefit analysis), coordination/approval from FHWA, FTA and ODOT on CMAQ-acceptable projects, project selection, draft STIP project list.

Timeframe: 2nd, 3rd & 4th Quarters

4. Funds and project tracking data base: develop and implement format to track region's STP and CMAQ balances and projects.

Deliverables: Excel or other format funds report; coordination with ODOT STIP staff.

Timeframe: 2nd, 3rd and 4th quarters

5. Coordinate with ODOT to adjust the Federal Aid Urban Boundary and Functional Classification Map

Deliverables: Established Federal Aid Urban Boundary

Timeframe: 2nd quarter, or upon coordination of ODOT staff

6. Annual listing of obligated projects (by Dec. 31, 2013)

Deliverables: Published List of obligated projects

7. Local jurisdiction technical assistance, as requested by member jurisdictions and public transportation provider, supplying data, participating in committees, providing other assistance.

Deliverables: Provision of technical assistance, as needed/requested

Timeframe: 1st, 2nd, 3rd & 4th quarters

LONG RANGE PLANNING

This task includes activities related to the development and maintenance of the Regional Transportation Plan and other long range planning efforts as directed by the Policy Committee, including Air Quality Conformity.

1. Coordinate with ODOT Transportation Analysis Unit (TPAU) to develop a Transportation Demand Model for the MRMPO Planning Area
Deliverables: Accurate local data for input into the MRMPO Travel Demand Model
Timeframe: Ongoing, or upon coordination of ODOT staff
2. Begin development of a Regional Transportation Plan (RTP). The RTP must be adopted by March, 2016.
Deliverables: RTP Scope of Work
Timeframe: 2nd, 3rd and 4th quarters
3. Air Quality Conformity: MRMPO has within its boundaries two attainment and maintenance areas with State Implementation Plans in place. Each SIP has an on-road emission budget: one for carbon monoxide in the Grants Pass central downtown, and the other for particulates (PM₁₀) within the Grants Pass Urban Growth Boundary. MRMPO is required to demonstrate its plan and program conform to the SIPs. Prior to adopting the long range plan and TIP, MRMPO will have to develop and adopt an Air Quality Conformity Determination, demonstrating that upon implementation of the plan and TIP, emissions won't exceed SIP budgets. USDOT must make a conformity determination before the plan and program can go into effect. Initial focus will be consultation on developing data and assessing adequacy of the established SIP budgets. This will include sub-contracting EPA MOVES model runs to produce emission rates. This task has a high priority because the region has never done regional transportation conformity, and preliminary analysis has indicated that existing PM₁₀ budget may not be sufficient. Depending on the cost of this task, including running MOVES (\$30,000 estimated subcontractor cost), some other tasks in this UPWP may be delayed for lack of funding.
Deliverables: MOVES emission rates; estimates for long range emissions, consultation
Timeframe: 1st, 2nd, 3rd and 4th quarters

TRANSIT PLANNING

No transit-specific tasks or projects have been identified in the work program. This task is intended to coordinate among jurisdictions to identify transit planning projects that would be pertinent to the region – part of which has no transit service.

Deliverables: Discussion with TAC and Policy Committee; descriptions of potential transit planning projects.

Timeframe: 1st, 2nd, 3rd and 4th quarters

MRMPO FY2013-2014 BUDGET & SCHEDULE

MRMPO FY 2014 UPWP BUDGET				
Transportation Planning Funds by Source and Activity				
	FHWA MPO Planning Funds ⁽¹⁾	FTA 5303 ⁽²⁾	Local Match ⁽³⁾	Total Budget ⁽⁴⁾
Work Tasks				
1. Program Management	\$57,486	\$17,991	\$4,498	\$79,975
2. Short Range Planning	\$39,000	\$18,000	\$4,500	\$61,500
3. Long Range Planning⁵	\$32,000	\$20,000	\$5,000	\$57,000
5. Transit	\$0	\$5,000	\$1,250	\$6,250
Totals	\$128,486	\$60,991	\$15,248	\$204,725

(1) FHWA MPO Planning funds are allocated to the MRMPO by formula and consist of 89.73% federal funds and 10.27% local match provided by the state.

(2) Section 5303 funds are provided for transit-related metropolitan planning activities. Total allocation consists of 80% federal and a required 20% local match provide by in-kind work provided by MRMPO jurisdictions and member dues (amount to be determined).

(3) Local match to #2 above; consists of in-kind support from jurisdiction staff and dues (dues to be determined by Policy Committee.

(4) Budget sums include in-kind support from jurisdictions

(5) Includes est. \$30,000 for consultant to develop MOVES emissions estimates

Note: The revenues contained in the UPWP represent the best estimates of expected funding and planning priorities at this time. These priorities and funding levels may change over time. Actual ODOT funding commitments are finalized through specific IGAs. The identified dollar amounts are expected to include subcontracted activities.

FY2013-2014 MRMPO PLANNING & PROGRAMMING SCHEDULE SUMMARY

Program Management	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
General administration	X	X	X	X
Monthly and Quarterly Reports	X	X	X	X
MPO Orientation Workshop	X			
MPO Bylaws, operational protocols and agreements		X		
Intergovernmental coordination	X	X	X	X
Public Involvement Plan		X	X	X
Website development and maintenance	x	X	X	X
FY 2014-15 Unified Planning Work Program	x	X	X	X
MRMPO Logo				X
Short Range Planning				
Interim TIP development	X			
Interim TIP maintenance		X	X	X
Interim 2015-2018 TIP		x	x	x
Funds and Project Tracking System		x	x	x
FAUB &d Functional Classification Map		X		
Annual listing of obligated projects		x	X	
Local Jurisdiction Assistance	x	x	x	x
Long Range Planning				
Travel demand model	X	X	x	x
RTP – Scope of Work		X	X	X
Air Quality Conformity	x	x	x	x
Transit Planning				
Transit Planning Projects (TBD)	X	X	X	X



Oregon

John A. Kitzhaber, M.D., Governor

Department of Transportation

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March 20, 2013

Michael Cavallero
Middle Rogue MPO
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Central Point, OR 97502

REC'D APR 1 2013

Re: Designation of the Middle Rogue Metropolitan Planning Organization

Federal regulations require that a metropolitan planning organization (MPO) be designated for every urbanized area with a population over 50,000. The 2010 U.S. Census has identified the greater Grants Pass area as an urbanized area, including the City of Gold Hill, the City of Rogue River and portions of Jackson and Josephine Counties.

In response to your request I am designating the Middle Rogue Metropolitan Planning Organization as the metropolitan planning agency responsible for carrying out the provision of Federal regulations (29CFR part 450) for the urbanized area. The regulations require metropolitan planning organizations to conduct a continuing, cooperative and comprehensive transportation planning process.

I want to thank you for all the hard work that has been completed by the MPO Coordinating Committee, including the work undertaken with key transportation entities and stakeholders to set up the Middle Rogue MPO. Your work is highly valued given that this new MPO will become the forum for making cooperative transportation decisions for your metropolitan planning area. I am also requesting that the Oregon Department of Transportation inform the U.S. Department of Transportation and the Federal Transit Administration of the designation.

Sincerely,

John A. Kitzhaber, M.D.

ROGUE VALLEY COUNCIL OF GOVERNMENTS
RESOLUTION NO. 2013-1

To Delegate MRMPO Decision-Making Authority to MRMPO Policy Committee

A RESOLUTION relating to the delegation of responsibilities to the Policy Committee of the Middle Rogue Metropolitan Planning Organization (MRMPO).

WHEREAS the Governor of the State of Oregon designated the Rogue Valley Council of Governments (RVCOG) as the Metropolitan Planning Organization (MPO) for the GRANTS PASS URBANIZED AREA on March 25, 2013.

WHEREAS the RVCOG is responsible to the State of Oregon for assuring that federal and state transportation planning regulations are being met within the Middle Rogue MPO; and

WHEREAS representatives of the local governments of the Cities of Grants Pass, Rogue River, and Gold Hill and Josephine and Jackson counties, and the Oregon Department of Transportation function as the MPO (policy committee) and carry out designated functions under 23 USC Sec 134 and 49 USC Sec 5303 for the Grants Pass Urbanized Area MPO; and

WHEREAS the RVCOG Board of Directors is the contracting authority for all RVCOG functions, including the MPO function;

THEREFORE, BE IT RESOLVED THAT THE RVCOG BOARD OF DIRECTORS DOES HEREBY:

Delegate to the Middle Rogue MPO Policy Committee the responsibility for carrying out the federal transportation planning requirements under 23 USC Sec 134 and 49 USC Sec 5303, which require that each U.S. Census-designated urbanized area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative and comprehensive transportation planning process that results in plans, programs and other required products consistent with the comprehensively planned development of the metropolitan area.

Adopted by the RVCOG Board of Directors this 27th of March, 2013.



Jim Lewis, President
Rogue Valley Council of Governments