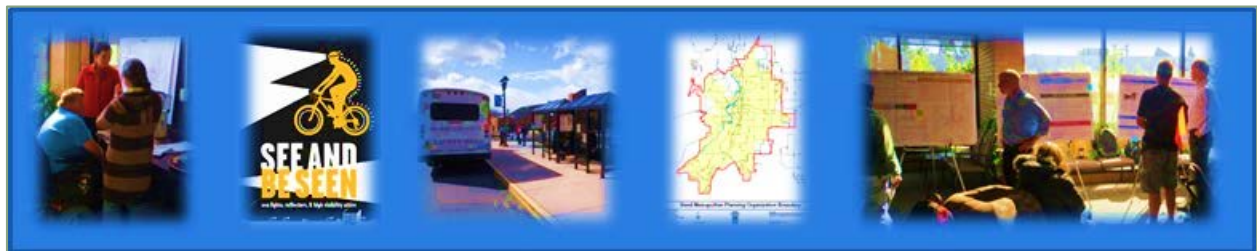


# Bend Metropolitan Planning Organization

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**BMPO** Bend Metropolitan  
Planning Organization



**Proposed Bend Metropolitan Planning Organization (MPO) Budget  
Fiscal Year July 1, 2022 – June 30, 2023**

**Bend MPO Budget Committee – April 7, 2022  
Bend MPO Policy Board – April 19, 2022**

**Bend Metropolitan Planning Organization  
Budget**

***Fiscal Year 2022-23***

**Budget Committee Members**

Don Moore, Citizen Member	Barbara Campbell, City of Bend, MPO Chair
Janet Gregor, Citizen Member	Megan Perkins, City of Bend
Charles Arnold, Citizen Member	Rita Schenkelberg, City of Bend
Brian Potwin, Citizen Member	Phil Chang, Deschutes County, MPO Vice Chair
Greg Bryant, Citizen Member	Bob Townsend, Oregon Department of Transportation

**Bend MPO Staff**

Tyler Deke, Manager  
Jovi Anderson, Program Coordinator  
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**Resolution Number 2022-03**

**Bend Metropolitan Planning Organization Policy Board**

A RESOLUTION ADOPTING THE BUDGET FOR THE FISCAL YEAR 2022-23

THE BEND METROPOLITAN PLANNING ORGANIZATION DOES RESOLVE AS FOLLOWS:

To adopt the fiscal year 2022-23 budget as approved by the Budget Committee pursuant to ORS 294.900 to 294.930, and;

That the amount for the fiscal year beginning July 1, 2022, for the purpose shown below, is hereby appropriated as follows:

<b><u>Metropolitan Planning Organization (MPO) Fund</u></b>		
MPO Program	\$	1,006,000
COVID Relief Program	\$	1,500,900
<b>Total Program</b>	<b>\$</b>	<b>2,506,900</b>
Contingency		100,000
<b>Total Requirements</b>	<b>\$</b>	<b>2,606,900</b>

Adopted by the Bend Metropolitan Planning Organization on the 19<sup>th</sup> day of April, 2022.

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Abstain: \_\_\_\_\_

Authenticated by the Chair this 19<sup>th</sup> day of April, 2022.

\_\_\_\_\_  
Barb Campbell, Chair

Attest:

\_\_\_\_\_  
Tyler Deke, MPO Manager

## Budget Message

The Bend Metropolitan Planning Organization (MPO) budget document provides information about the priorities the Bend MPO Policy Board has set to be accomplished during the upcoming 2022-2023 fiscal year and includes information about the day-to-day activities performed by the Bend MPO. The Budget is foremost a financial plan, providing a numerical road map that matches resources available with the spending priorities established through policy direction and goals established by the Bend MPO Policy Board.

## Bend MPO Overview

Based on the results of the year 2000 U.S. Census, the Bend Urbanized Area exceeded 50,000 population. This population threshold resulted in the establishment of the Bend MPO. The Code of Federal Regulations (Title 23, part 450) requires that an MPO be designated for the area to conduct a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports community development and social goals.

The Bend MPO boundary includes the area within the City of Bend Urban Growth Boundary (UGB), other areas designated as urbanized areas by the 2010 Census as well as areas that may be annexed into the City to accommodate growth and anticipated development over the next twenty years. The areas included in the Bend MPO that lie outside of the UGB include the unincorporated community of Tumalo, the area generally described as Deschutes River Woods, and the Woodside Ranch area to the south, an area east of the UGB from Stevens Road to Butler Market Road, and an area located northeast of the UGB (Juniper Ridge area).

Federal legislation and regulations for MPOs include direction for the following goals:

- Develop and maintain a Metropolitan Transportation Plan (MTP), the 20-year transportation plan for defining transportation improvement strategies and policies for the Bend MPO area;
- Develop and maintain a Metropolitan Transportation Improvement Program (MTIP), which identifies scopes, budgets, and timing for projects to be delivered within the Bend MPO over the upcoming 4 years;
- Coordinate transportation decisions among local jurisdictions, state agencies, and area transit operators;
- Develop an annual Unified Planning Work Program (UPWP); and

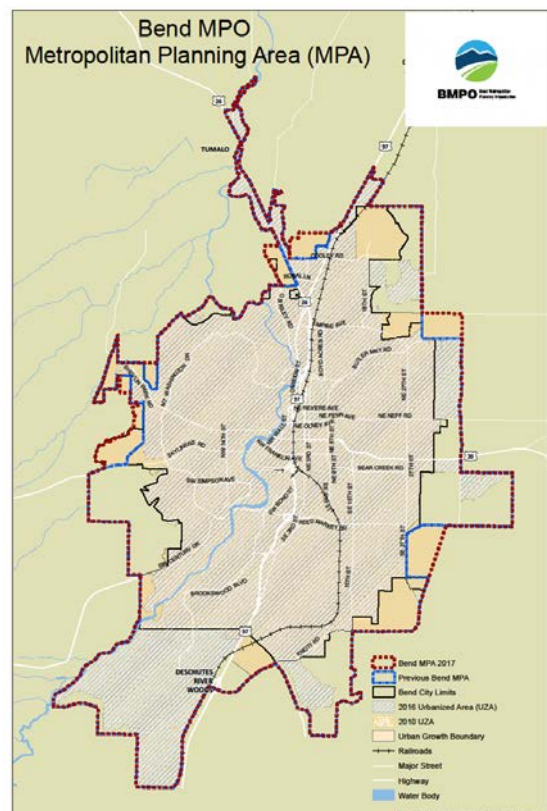


Figure 1: Bend MPO Boundary Map

- Involve the public and all significantly affected sub-groups in the functions listed above.

In Oregon, cities and counties within MPOs have additional growth management and land use planning requirements. For more details or past budget, materials visit the Bend MPO web page at [www.bendoregon.gov/mpobudget](http://www.bendoregon.gov/mpobudget).

### **MPO Coordination Role**

Most MPOs are not the implementing agencies for projects. MPOs provide an overall coordination role in planning and programming funds for projects and operations. Because the Bend MPO boundary includes lands within the Bend UGB and areas just beyond, the coordinated planning efforts are primarily between the City of Bend, Cascades East Transit (CET), Deschutes County, and the Oregon Department of Transportation (ODOT). This coordination is already occurring as each agency works within the realm of state requirements for transportation, land use planning, and updating their respective planning documents. Nonetheless, coordination often only occurs on a project-by-project basis between staff, planners, and engineers. The Bend MPO Policy Board is comprised of three City Councilors, one County Commissioner, and one representative from ODOT. The Bend MPO Policy Board can aid in setting transportation planning policies and priorities for each jurisdiction as coordinated through Bend MPO efforts. For example, as the City of Bend begins to implement the Transportation System Plan (TSP), a coordinated planning effort will be vital to provide a system that serves City residents as well as outlying residents who rely on Bend for a multitude of services.

### **Bend MPO Major Transportation Planning Activities for Fiscal Year (FY) 2022-23**

The Bend MPO Unified Planning Work Program (UPWP) document provides additional details in Figure 2. This includes deliverables and coordinating agencies. The adopted FY 2021-22 and Draft FY 2022-23 UPWP documents are available at [www.bendoregon.gov/mpobudget](http://www.bendoregon.gov/mpobudget). There is a 21-day public notice period for the draft UPWP.

**Figure 2: Major Transportation Planning Activity Table FY 2022-23**

<b>Task</b>	<b>Deliverables</b>	<b>Coordinating Partners</b>	<b>MPO Action and Dates</b>
Mobility Hubs Study	Study to identify locations, types, and ownership/management for mobility hubs for the Bend fixed route transit system	<ul style="list-style-type: none"> <li>• CET</li> <li>• City of Bend</li> <li>• ODOT</li> </ul>	Expected completion Summer 2022
US97/Baker Rd Interchange Area Management Plan (IAMP)	Interchange Area Management Plan for the US97/Baker Rd interchange	<ul style="list-style-type: none"> <li>• City of Bend</li> <li>• Deschutes County</li> <li>• ODOT</li> <li>• CET</li> <li>• BPRD</li> </ul>	Expected completion Summer 2022 and adoption Fall 2022

<b>Task</b>	<b>Deliverables</b>	<b>Coordinating Partners</b>	<b>MPO Action and Dates</b>
US20 Refinement Plan	Refinement Plan for US20 (Greenwood Ave) from 3 <sup>rd</sup> Street to Powell Butte Highway	<ul style="list-style-type: none"> <li>• ODOT</li> <li>• City of Bend</li> <li>• Deschutes County</li> <li>• CET</li> </ul>	Completion date to be determined
US97/Reed Market Rd Plan	Plan for the US97/Reed Mkt Rd interchange, Reed Market Rd from Bond St to 4 <sup>th</sup> St, and 3 <sup>rd</sup> St from Cleveland Ave to Brosterhaus Rd	<ul style="list-style-type: none"> <li>• ODOT</li> <li>• City of Bend</li> <li>• CET</li> </ul>	Completion date to be determined
Metropolitan Transportation Plan (MTP)	Prioritized plan for implementing identified actions in MTP with updates to include the City of Bend Transportation System Plan adopted in 2020.	<ul style="list-style-type: none"> <li>• MPO Policy Board and Technical Advisory committees</li> <li>• Federal Highway Administration (FHWA)</li> <li>• Federal Transit Administration (FTA)</li> <li>• ODOT</li> </ul>	Implement the prioritized plan actions as identified in MTP in FY 21-22
2021-2024 Metropolitan Transportation Improvement Program (MTIP)	<ol style="list-style-type: none"> <li>1. Maintain 2021-24 MTIP</li> <li>2. Process amendments as specified in MTIP adopted process.</li> </ol>	<ul style="list-style-type: none"> <li>• MPO committees</li> <li>• FHWA</li> <li>• FTA</li> <li>• ODOT</li> <li>• CET</li> </ul>	Ongoing work throughout FY 22-23
2024-2027 MTIP	<ol style="list-style-type: none"> <li>1. Track and participate in 2024-2027 STIP development process</li> <li>2. Develop and adopt 2024-27 MTIP</li> </ol>	<ul style="list-style-type: none"> <li>• FHWA</li> <li>• FTA</li> <li>• ODOT</li> <li>• CET</li> </ul>	Coordinate with partner agencies throughout FY 22-23, adopt by 4 <sup>th</sup> quarter of 2023

<b>Task</b>	<b>Deliverables</b>	<b>Coordinating Partners</b>	<b>MPO Action and Dates</b>
Regional Transportation Strategies	Participate in Central Oregon Area Commission on Transportation (COACT) and work to develop regional and corridor improvement strategies. These strategies may impact the Bend MPO plan.	<ul style="list-style-type: none"> <li>• ODOT</li> <li>• Cities and Counties</li> <li>• COACT</li> </ul>	Quarterly meetings
Data Development	<ol style="list-style-type: none"> <li>1. Coordinate multi-modal count program with City of Bend staff to assess current trends</li> <li>2. Develop annual reporting for safety and multimodal counts</li> <li>3. Provide public access to available data</li> <li>4. Coordinate with ODOT Region 4 data warehouse group</li> <li>5. Coordinate with ODOT on use of the MS2 and RITIS data management platforms</li> <li>6. Equity Mapping tool<sup>1</sup> for local partners, MPO plans and programs</li> </ol>	<ul style="list-style-type: none"> <li>• ODOT Region 4 and ODOT Research</li> <li>• City of Bend</li> <li>• Deschutes County</li> <li>• Bend Park and Recreation District</li> <li>• CET</li> </ul>	Enhance annual reporting of data in Bend MPO
Annual Obligated Funding Report	<ol style="list-style-type: none"> <li>1. Develop 2022 Annual Obligated Project Report</li> <li>2. Comply with federal guidelines for reporting</li> </ol>	<ul style="list-style-type: none"> <li>• MPO Policy Board and Technical Advisory committees</li> <li>• FHWA</li> <li>• FTA</li> <li>• ODOT</li> <li>• CET</li> </ul>	Produce report by 12/31/22

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<sup>1</sup> City of Bend created an Equity map dashboard using MPO data analysis to overlay with projects from a general obligation bond project package. The tool is accessible here: <https://www.arcgis.com/apps/dashboards/def7534e332940e7b46dc491c156045a>



<b>Task</b>	<b>Deliverables</b>	<b>Coordinating Partners</b>	<b>MPO Action and Dates</b>
Oregon Modeling Statewide Collaborative (OMSC)	Serve as small MPO representative on the Executive Committee. Participate in these subcommittees: Policy, Modeling Program Coordination, Household Survey, Technical Tools, Climate Change, and the Emerging Technologies workgroup.	<ul style="list-style-type: none"> <li>• ODOT</li> <li>• ODEQ</li> <li>• Oregon MPOs</li> </ul>	Ongoing participation
Household Travel Survey	Scope, design, and implement a household travel survey. Scope, design, and implement an on-board public transit rider survey.	<ul style="list-style-type: none"> <li>• ODOT</li> <li>• Oregon MPOs</li> <li>• Oregon transit providers</li> <li>• CET</li> <li>• City of Bend</li> <li>• City of Redmond</li> <li>• Deschutes County</li> </ul>	Scoping and survey design: Nov 2021-June 2022. Survey implementation: Sept 2022-June 2023. Data development and results: July 2023-June 2024. Transit rider survey: to be determined
Strategic Plan	Work with the TAC and Policy Board to develop a 3-5-year strategic plan for the MPO. The plan will be used to guide future MPO work programs.	<ul style="list-style-type: none"> <li>• ODOT R4</li> <li>• City of Bend</li> <li>• Deschutes County</li> <li>• CET</li> </ul>	Produce report by summer 2022
Transit Planning	Assist CET, as needed.	<ul style="list-style-type: none"> <li>• CET</li> <li>• City of Bend</li> </ul>	Technical assistance in FY 22-23
Surface Transportation Block Grant (STBG Funding Process)	Conduct call for projects, review and ranking, funding recommendation, and funding decision.	<ul style="list-style-type: none"> <li>• MPO Committees</li> </ul>	Expected completion Dec. 2022
COVID Relief Funding	Work with Policy Board and MPO partner agencies/organizations in determining use of funds.	<ul style="list-style-type: none"> <li>• MPO partner agencies and committees</li> </ul>	Summer 2022

<b>Task</b>	<b>Deliverables</b>	<b>Coordinating Partners</b>	<b>MPO Action and Dates</b>
Travel model	<ol style="list-style-type: none"> <li>1. Update 2040 model scenario</li> <li>2. Develop scope of work and begin development of 2045 model scenario (for 2024 adoption of the MTP)</li> <li>3. Participate in statewide discussions and planning to transition from 4-step models to activity-based models</li> <li>4. Multi-year contract to update model inputs and future year planning horizon</li> </ol>	<ul style="list-style-type: none"> <li>• City of Bend</li> <li>• Deschutes County</li> <li>• CET</li> <li>• ODOT</li> <li>• Oregon MPOs</li> <li>• City of Redmond</li> </ul>	Ongoing participation
Transportation Safety Implementation Plan	<ol style="list-style-type: none"> <li>1. Development of a regional Transportation Safety Committee</li> <li>2. Update and implement safety events, communications plan, and calendar</li> <li>3. Implement Intergovernmental Agreement with dedicated funding to continue safety work</li> </ol>	<ul style="list-style-type: none"> <li>• City of Bend</li> <li>• Deschutes County</li> <li>• ODOT</li> <li>• Commute Options</li> </ul>	Committee Development and Public Events, Summer 2022, Communications Plan by Fall 2022.
Census 2020	<ol style="list-style-type: none"> <li>1. MPO boundary adjustments</li> <li>2. Updates to federal road classifications</li> <li>3. Metropolitan Planning (PL) and FTA 5303 funding distribution updated formula</li> </ol>	<ul style="list-style-type: none"> <li>• City of Bend</li> <li>• Deschutes County</li> <li>• ODOT</li> </ul>	Dates to be determined

### **Bend MPO Activity Reductions or Deferrals**

Over the past decade, federal funding (FHWA PL and FTA 5303) to the Bend MPO has fluctuated, including funding decreases in some years. Even in years of increased funding, the funding needed for the Bend MPO work program has exceeded available funding. To maintain the Bend MPO budget, the Policy Board has authorized use of Surface Transportation Block Grant (STBG) funds which are included in the 2021-2024 MTIP. These STBG funds are identified to support increased staffing and to support

specific planning projects. The Bend MPO is the only non-Transportation Management Area (TMA) in Oregon that uses some of its STBG funding to support planning projects. These funds have been used for the MTP update, the US97 Bend Parkway Facility Plan, the Deschutes County Intelligent Transportation System (ITS) Plan update, the Transportation Safety Action Plan and for Bend MPO staffing. To account for these funding fluctuations and increasing workloads, some work items may be delayed or altered to ensure resources are available to complete priority projects. Each year, the budget document will rely on strategic priorities to balance a growing workload due to the growth in our region and fluctuating funding levels.

If additional funding were available, the Bend MPO would participate in and potentially provide funding for the following activities:

- Data analysis for various local projects and performance measures
- Expanded and enhanced public engagement options for ongoing and specific MPO work items
- Accelerate work on expected work items identified in the MTP
- Providing additional support for current and upcoming planning and analysis projects underway within the MPO area
- Geographic Information System (GIS) transportation data development and enhancement

### **ODOT Funding Support to the Bend MPO**

Funding from FHWA, FTA, and ODOT supports the Bend MPO planning program. FHWA allocates Metropolitan Planning (FHWA PL0 funds through ODOT to the Bend MPO) by a formula that consists of 89.73% federal funds and 10.27% local match. ODOT has traditionally met the local match requirement (10.27%) with state planning funds. Additional Bend MPO support comes from FTA 5303 planning funds and Bend MPO member in-kind support. Additional future support for Bend MPO planning projects could come from state or federal grant programs (e.g. ODOT Transportation Safety Division, Transportation and Growth Management Program).

Bend MPO staff will continue to work with the ODOT Transportation Planning Analysis Unit (TPAU) through the annual UPWP process to assess travel model needs for the upcoming fiscal year and beyond. Additionally, the Bend MPO will continue to expand consultant support services for travel modeling support. Such an agreement intends to reduce work demands on MPO and TPAU staff. These agreements may need to be processed through ODOT or utilize the STBG Fund Exchange program.

Actual ODOT funding commitments are finalized through specific Intergovernmental Agreements (IGA). Bend MPO and its subcontractors will carry out the tasks described in this UPWP.

## **Bend MPO Work Summary for FY 2021-22**

Listed below are some of the tasks completed or started by the Bend MPO in FY 2021-22 as well as some projects that included significant Bend MPO involvement.

### **Tasks Completed FY 2021-22**

- ✓ Annual Listing of Obligated Funds report
- ✓ 2021-24 MTIP maintenance
- ✓ Title VI annual report
- ✓ Refined STBG funding distribution process
- ✓ Updates and edits to the Bend MPO web pages
- ✓ Transportation Safety Action Plan implementation – phase 1
- ✓ Mobility Hubs Feasibility Study
- ✓ Development of 2019 travel model scenario
- ✓ Development of 2019 peak season travel model scenario
- ✓ Multi-modal volume count collection and summary reports
- ✓ Coordination with ODOT Research Division for Non-Motorized Travel Activity Estimation and Crash Analysis in Bend MPO
- ✓ US97 Bend Parkway Facility Plan (ODOT led process, Bend MPO was a funding partner, process used Bend MPO TAC and Policy Board)
- ✓ Public Participation Plan update
- ✓ US97 North Interchange Study
- ✓ US97/Baker Road Interchange Area Management Plan (project started December 2020)

### **Tasks Underway FY 2021-22 and continuing in FY 2022-23**

- Mobility Hubs Study
- Bend Transportation Safety Action Plan Implementation - phase 2
- US20 Facility Plan (ODOT led process, process is using Bend MPO TAC and Policy Board)
- Coordination with City of Bend staff on implementation of a multi-modal count program
- Coordination with ODOT to consider data warehousing options (ODOT led project)
- Serve as the small MPO representative on the Executive Committee of the Oregon Modeling Statewide Collaborative, and serve on the Policy Committee, Technical Tools Subcommittee, Modeling Program Coordination Subcommittee, Climate Change subcommittee, Travel Survey Subcommittee, and Emerging Technologies workgroup
- Bend MPO representation on various transportation-related committees/groups
- Transportation modeling support: land use development, plans, and projects

## **FY 2022-23 Budget and Work Program**

The Bend MPO is required to develop an annual work program (officially known as the Unified Planning Work Program [UPWP]) that identifies all transportation and related planning activities that will be undertaken within the Bend MPO area during the project year from July 1, 2022 to June 30, 2023. The UPWP and Budget document are prepared and revised in tandem. The FY 2022-23 UPWP contains five major work tasks. Those tasks and budgets are briefly described on the following pages. More detailed information is available in the Draft FY 2022-23 UPWP at <http://www.bendoregon.gov/mpobudget>

## **MPO Program**

### ***Task 1: Bend MPO Development and Program Management***

Task 1 involves the coordination of all Bend MPO activities necessary for daily operations, including program administration; coordination of the Bend MPO committees; public involvement efforts; financial management; Oregon Metropolitan Planning Organization Consortium (OMPOC) annual meeting in Bend, and attendance in other cities; development of the annual work program and budget; and participation in quarterly meetings of MPO, ODOT, and FHWA staff.

The funding sources for Task 1 are listed in the following table:

<b>Task One</b>	
FHWA PL Funding	\$ 101,200
State Match for FHWA PL	13,500
FTA 5303 Funding	12,900
STBG - UPWP	195,700
In-Kind Local Match - UPWP <sup>1</sup>	23,900
Loan from General Fund <sup>2</sup>	100,000
<b>Total Task 1</b>	<b>\$ 447,200</b>
Percent of MPO Program <sup>3</sup>	40.4%

<sup>1</sup> In-Kind Local Match – UPWP refers to the in-kind match required for FTA 5303 and STBG – UPWP funding included in the UPWP ODOT/MPO Intergovernmental Agreement. In-Kind match sources are listed in each subtask in the draft UPWP.

<sup>2</sup> Grant reimbursement revenues are typically received 1-2 months after expenditures are incurred and a year-end loan from the City of Bend is anticipated on June 30, 2023, to cover charges in advance of grant reimbursement.

<sup>3</sup> The Task 1 budget also includes administrative costs (financial administration, general administration, facility management, computer information systems support and legal support), direct material and services (supplies, travel, printing), and paid leave (holidays, vacation, and sick leave).

### ***Task 2: Short Range Planning***

This task covers short-term activities including; Surface Transportation Block Grant (STBG) project programming, participating in local, regional, and statewide project

committees, development and maintenance of the MTIP, and development of the Annual Obligated Funding report. The funding sources for Task 2 are listed below:

<b>Task Two</b>	
FHWA PL Funding	\$ 21,100
State Match for FHWA PL	2,400
FTA 5303 Funding	20,600
STBG - UPWP	53,400
In-Kind Local Match - UPWP	8,500
<b>Total Task 2</b>	<b>\$ 106,000</b>
Percent of MPO Program	9.6%

### ***Task 3: Long-Range Planning***

Task 3 includes work to develop a schedule to implement actions and additional planning work identified in the MTP (e.g. corridor or area studies), development of the US20 Refinement Plan, development of the US97/Reed Market Rd interchange area plan, developing a schedule to implement actions and additional planning work identified in the Deschutes County ITS Plan, implementing some of the non-engineering components of the Bend Area Transportation Safety Action Plan, completing the US97/Baker Road IAMP, completing the Bend Mobility Hubs Study, and active tracking and engagement in climate change related planning and rulemaking.

The funding sources for Task 3 are listed below:

<b>Task Three</b>	
FHWA PL Funding	\$ 21,100
State Match for FHWA PL	2,400
FTA 5303 Funding	12,900
STBG - UPWP	88,900
STBG - Fund Exchange <sup>1</sup>	100,000
ODOT Safety Funds <sup>2</sup>	95,000
In-Kind Local Match - UPWP	11,600
ODOT Safety Local Match <sup>3</sup>	19,000
<b>Total Task 3</b>	<b>\$ 350,900</b>
Percent of MPO Program	31.7%

<sup>1</sup> The STBG Fund Exchange program provides local agencies a flexible funding option for delivering transportation improvements. These funds are eligible for local procurement processes without being constrained by federal requirements of a certified fiscal agency.

<sup>2</sup> ODOT Safety Funds are carried over from FY 2021-22 for safety work as identified in Task 3 of the draft UPWP.

<sup>3</sup> ODOT Safety Funds require a 20% in-kind match.

#### ***Task 4: Modeling and Data Collection***

This task is focused on the regional travel demand model and data collection, analysis, and development. Many non-MPO led plans and projects (e.g. corridor studies, capital projects, land use planning studies, and land use developments) are underway in the Bend MPO study area. To varying degrees, these projects all make use of the travel demand model. The travel demand model can be used to assess scenarios reflecting land use and transportation alternatives. The model geography extends to and includes the city of Redmond and some outlying areas.

MPO staff maintain multi-modal volume data (from the city of Bend and ODOT) and crash data (from ODOT). MPO staff will continue to provide data support and assistance to agency partners. ODOT is leading an effort to develop a regional data warehouse. The MPO will continue to be actively engaged in that effort.

Additionally, the Bend MPO manager serves on the Executive Committee of the Oregon Modeling Statewide Collaborative and several of its subcommittees.

The funding sources for Task 4 are shown in the following table:

<b>Task Four</b>	
FHWA PL Funding	\$ 25,300
State Match for FHWA PL	1,000
STBG - Fund Exchange <sup>1</sup>	150,000
STBG - UPWP	17,800
FTA 5303 Funding	5,200
In-Kind Local Match - UPWP	2,600
<b>Total Task 4</b>	<b>\$ 201,900</b>
Percent of MPO Program	18.2%

<sup>1</sup> The STBG Fund Exchange program provides local agencies a flexible funding option for delivering transportation improvements. These funds are eligible for local procurement processes without being constrained by federal requirements of a certified fiscal agency.

## **COVID Relief Program**

### ***Task 1: COVID Relief Program***

The Bend MPO received \$1,500,900 from the Coronavirus Response and Relief Supplemental Appropriations Act Funds. These funds are included as the beginning working capital for FY 2022-23.

The funds will be directed to local jurisdictions through an interagency transfer and will be processed through a public process with Bend MPO Policy Board deliberations and decisions. The Bend MPO TAC and Policy Board will develop a process to allocate these funds in FY23. ODOT received COVID relief funding for Oregon Counties, Cities, and MPOs and allocated them through an existing formula based on population and other factors. Visit this link for more detail: [https://www.oregon.gov/odot/STIP/Pages/COVID\\_Relief\\_Funding.aspx](https://www.oregon.gov/odot/STIP/Pages/COVID_Relief_Funding.aspx)

<b>Task One</b>	
COVID Relief Funding	\$ 1,500,900



Summaries of the FY 2022-23 Budget are shown with the following figures.

**Figure 3: Budget Summary Table**

Fiscal Year 2022-23 Budget Summary			
Resources		Requirements	
Beg. Working Capital/COVID Relief Funding <sup>1</sup>	1,500,900	<b>By Budget Category (Rounded):</b>	
FHWA PL <sup>2</sup>		MPO Program	\$ 1,006,000
Federal Share	168,700	Loan Repayment	-
FTA Section 5303	51,600	Contingency	100,000
STBG - UPWP	355,800	COVID Relief Program	1,500,900
STBG - Fund Exchange <sup>3</sup>	250,000		
ODOT Safety Funds	95,000		
<b>Total Grant Funding</b>	<b>\$ 2,422,000</b>	<b>Total Budgeted Appropriations</b>	<b>\$ 2,606,900</b>
FHWA PL <sup>2</sup>		<b>By Task:</b>	
State Match	19,300	<b>MPO Program</b>	
FTA Local Match <sup>4</sup>	6,000	Task 1: Dev. & Program Management	\$ 447,200
STBG Local Match - UPWP <sup>4</sup>	40,600	Task 2: Short Range Planning	106,000
ODOT Safety Local Match <sup>4</sup>	19,000	Task 3: Long Range Planning	350,900
<b>Total Match Funding</b>	<b>\$ 84,900</b>	Task 4: Modeling and Data Collection	201,900
City of Bend Loan	100,000	<b>COVID Relief Program</b>	
		Task 1: COVID Relief Funding	1,500,900
		<b>Total Program</b>	<b>\$ 2,606,900</b>
<b>Total Budgeted Resources</b>	<b>\$ 2,606,900</b>	<b>Total Budgeted Requirements</b>	<b>\$ 2,606,900</b>

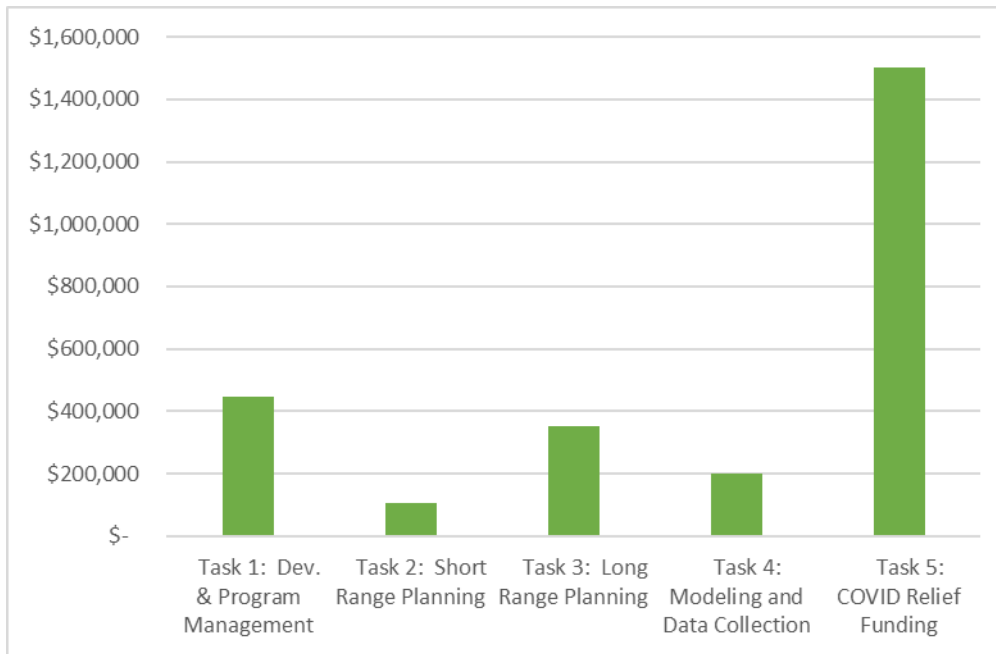
<sup>1</sup> COVID Relief Program funding is a one-time allocation based on the Highway Infrastructure Programs - Coronavirus Response and Relief Supplemental Appropriations Act, 2021. This funding is considered beginning working capital due to being received in FY 2021-22. There are no match requirements for these funds. See COVID Relief Program, Task One in the UPWP for additional information.

<sup>2</sup> The FHWA PL funds are awarded at 89.73% with a requirement for a 10.27% local match. ODOT provides this match requirement with State funds under the ODOT-MPO annual funding agreement.

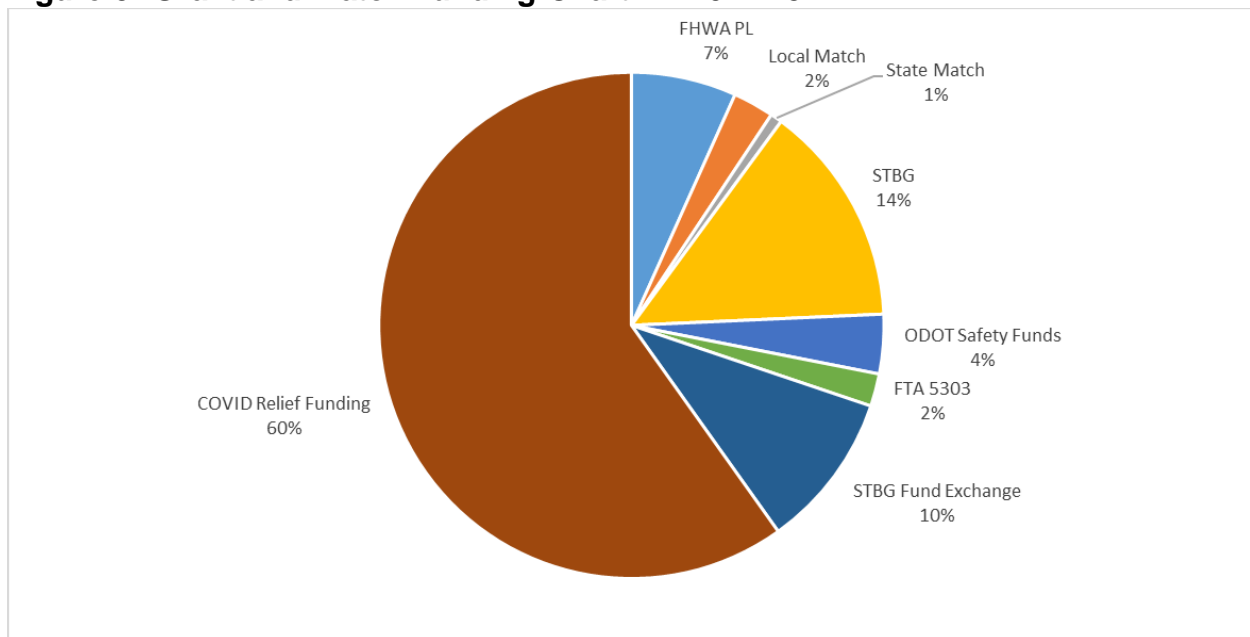
<sup>3</sup> The STBG Fund Exchange program provides local agencies a flexible funding option for delivering transportation improvements. These funds are eligible for local procurement processes without being constrained by federal requirements of a certified fiscal agency.

<sup>4</sup> Local match for the FTA, ODOT Safety Division and STBG-Federal Funds can be provided as hard match or through "in-kind" services. It is anticipated that the local match requirement will be met through in-kind services from local agency staff and project collaboration. See line 4 of Resources for the match estimate from the Local Partners In-Kind Match in the Line Item Budget, Figure 6.

**Figure 4: Requirements by Task Chart FY 2022-23**



**Figure 5: Grant and Match Funding Chart FY 2022-23**



## **Significant Budget Changes from the Previous Year**

Resources in Beginning Working Capital (*Figure 6, Line 1*) include state funds from COVID-19 Relief Funding. In 2021, the Oregon Transportation Commission (OTC) allocated COVID-19 Relief Funding under an existing federal fund share agreement between ODOT, the Association of Oregon Counties, and the League of Oregon Cities. In this allocation process, Bend MPO received approximately \$1,500,900 in state funds. COVID Relief funding is a one-time allocation based on the Highway Infrastructure Programs - Coronavirus Response and Relief Supplemental Appropriations Act, 2021. The appropriation of these federal funds was directed to ODOT. These funds were allocated to local governments and state programs by action of the Oregon Transportation Commission in March 2021. [https://www.oregon.gov/odot/Get-Involved/OTCSupportMaterials/Agenda\\_H\\_COVID-19\\_Relief\\_Funding\\_Ltr.pdf](https://www.oregon.gov/odot/Get-Involved/OTCSupportMaterials/Agenda_H_COVID-19_Relief_Funding_Ltr.pdf)

Resources (*Figure 6, Line 2*) include ODOT Safety Division funding to implement non-infrastructure action items addressed in the Transportation Safety Action Plans for Bend and Deschutes County. This grant was awarded in FY22 and no funds were expended in FY22. The grant funding is expected to continue through the first quarter of FY 2022-23 ending by 9/30/2023. The Bend MPO may request to extend the funds until 9/30/2024. Additional details about this project are provided at [www.bendoregon.gov/transportationsafety](http://www.bendoregon.gov/transportationsafety).

### *Loan Repayment (Figure 6, Line 51)*

Loan repayment for FY23 does not apply. The COVID Relief Funds were carried over from FY22. These funds in the Bend MPO budget eliminate the need for the year-end loan to cover expenses reimbursed after the year-end closes.

### *COVID Relief Interagency Transfer (Figure 6, Line 51)*

Bend MPO Policy Board will discuss, deliberate, and transfer these funds in FY23 as determined to meet the needs of the community within the intent of the funds. These decisions will be made in public meetings with an opportunity for community comment. To follow this process, sign up to receive Bend MPO Policy Board meeting materials at [www.bendoregon.gov](http://www.bendoregon.gov) and subscribe to e-news.

## **Financial Policies**

The Bend MPO relies on the federal framework for handling and distributing funding. This framework is detailed under Title 23 (Highways) and Title 49 (Transit) of the Code of Federal Regulations. 23 CFR Section 420.117 detail the requirement to show budgeted (approved) amounts and actual costs incurred. Part 450 of 23 CFR Chapter 1, Subchapter E and Part 613 of 49 CFR detail the requirements for metropolitan transportation planning and programming process.

## **Description of Line Item Budget**

The line-item budget for FY 2022-23 is shown in Figure 6. Descriptions for significant budget lines are provided below.

### *Beginning Working Capital (Figure 6, line 1)*

Beginning Working Capital on July 1, 2022, is available due to receipt of COVID Relief Funds.

*Federal Pass-through Grant - ODOT (Figure 6, Line 2)*

The funding sources referenced as FHWA PL, FTA Section 5303, STBG, and ODOT Safety Funds – MPO planning is included in the federal pass-through line item detail.

*Bend/Deschutes County In-Kind Match (Figure 6, line 4)*

The required match for FTA 5303 and STBG federal funds is provided by the City of Bend and other jurisdictions within the MPO as an in-kind match. Other match sources may be from project costs from combining contracts to complete the local projects in collaboration with the MPO and our partners. ODOT Safety Division Funding requires a match that is provided by the City of Bend, Deschutes County, and other partners involved in the grant project.

*Personnel Services (Figure 6, line 30)*

Personnel services include the salaries and other associated costs for the dedicated MPO staff members. The FY 2022-23 budget assumes 2.8 full-time equivalents. 1.0 for the MPO Manager, 1.0 for the Program Coordinator, and 0.8 for the Senior Planner. Current monthly salary ranges for these positions are listed below (the salaries listed below reflect those for full-time employees in FY22).

MPO Manager: \$6,952 to \$9,030

Program Coordinator: \$4,828 to \$6,162

Senior Planner: \$6,046 to \$7,851

*City of Bend Support, Interagency (Figure 6, line 38)*

The FY 2022-23 budget includes charges for administrative support from several City of Bend departments. These charges are revised every two years as the City of Bend budget is updated. Descriptions of services provided are included below.

Information Technology: Provides general information technology support required by Bend MPO

Facilities Management: Provides support for ongoing facility maintenance in Bend MPO occupied space

Administration and Human Resources: General administrative support provided by the City

Finance: Financial support, including billing and collection of grant reimbursement requests, accounts payable, payroll, and coordination of the annual audit and budgeting process

Purchasing: Provides contracting and procurement services

**Figure 6: Line Item Detail**

Line No.	Account Description	FY21-22 Revised Budget	FY21-22 Actuals (as of 3/28/2022)	FY21-22 Year End Projection	FY22-23 Proposed Budget	FY22-23 Approved Budget	FY22-23 Adopted Budget
1	Beginning Working Capital <sup>1</sup>	\$ 100,000	\$ 70,000	\$ 70,000	\$ 1,500,900		
2	Federal Pass-through Grant - ODOT	791,100	234,374	791,100	921,100		
3	State Match	19,300	14,158	19,300	19,300		
4	COVID Relief Funding	-	1,500,857	1,500,900	-		
5	Bend/Deschutes County In-Kind Match	66,200	-	66,200	65,600		
6	Loan from City of Bend General Fund <sup>2</sup>	100,000	-	-	100,000		
7	<b>Total Resources</b>	<b>\$ 1,076,600</b>	<b>\$ 1,819,389</b>	<b>\$ 2,447,500</b>	<b>\$ 2,606,900</b>		
8	<b>Requirements:</b>						
9	Regular Salaries	\$ 254,000	\$ 143,404	\$ 252,200	\$ 269,800		
10	Other Payouts	3,200	4,123	4,200	5,000		
11	Overtime	1,500	863	1,200	1,500		
12	Social Security Tax	16,100	8,884	16,000	17,200		
13	Medicare Tax	3,800	2,078	3,600	4,000		
14	Unemployment	300	149	300	300		
15	Workers Compensation	100	56	100	100		
16	PERS IAP	15,500	8,668	15,200	16,600		
17	PERS OPSRP	38,100	21,016	34,400	37,500		
18	PERS Debt Service	6,500	2,889	5,000	5,500		
19	Workers Compensation Insurance	1,100	611	1,100	1,800		
20	Disability Insurance	700	384	700	700		
21	Life Insurance	300	150	300	300		
22	High Deductible - Premium	40,900	20,854	36,700	41,800		
23	High Deductible - Deductible	9,500	5,398	9,500	10,000		
24	High Deductible - Coinsurance	1,900	258	400	1,000		
25	Dental Insurance - Premium	3,000	1,439	2,600	2,900		
26	Telemed Service	100	85	100	100		
27	OPEB Funding	6,600	3,287	4,000	4,000		
28	Employee Parking	500	199	400	1,100		
29	Section 125 Benefits	300	179	300	400		
30	Alternate Modes	300	-	-	-		
31	<b>Total Personnel Services</b>	<b>\$ 404,300</b>	<b>\$ 224,974</b>	<b>\$ 388,300</b>	<b>\$ 421,600</b>		
32	Professional Services - Legal	5,000	4,870	5,000	5,000		
33	Professional Services - Consulting	326,500	69,385	349,400	439,000		
34	Professional Services - Financial Audit	5,200	-	5,200	5,200		
35	Software Maintenance	2,500	400	2,500	2,500		
36	Postage	100	-	-	100		
37	Advertising	700	-	-	700		
38	Copiers	100	-	-	-		
39	City of Bend Support, Interagency	53,600	31,265	53,600	53,600		
40	Equipment	300	-	-	-		
41	Technology Equipment	3,500	-	-	3,500		
42	Mobile Device Services	500	-	-	500		
43	Office Supplies	200	-	-	200		
44	Employee Costs	1,500	-	-	900		
45	Employee Costs - Training	-	165	500	1,500		
46	Employee Costs - Licenses & Dues	1,700	2,461	2,500	2,500		
47	Community Education & Outreach	800	500	1,000	1,200		
48	Insurance Premium	2,400	2,400	2,400	2,400		
49	In-Kind Match	66,200	5,200	66,200	65,600		
50	<b>Total Materials and Services</b>	<b>\$ 471,700</b>	<b>\$ 116,646</b>	<b>\$ 488,300</b>	<b>\$ 584,400</b>		
51	Loan Repayment	100,000	70,000	70,000	-		
52	COVID Relief Interagency Transfer		-	-	1,500,900		
53	Contingency	100,000	-	-	100,000		
54	<b>Total MPO Program</b>	<b>\$ 1,076,000</b>	<b>\$ 411,620</b>	<b>\$ 946,600</b>	<b>\$ 1,106,000</b>		
55	<b>Total COVID Relief Program</b>				<b>\$ 1,500,900</b>		
56	Ending Working Capital	\$ -	\$ 1,407,769	\$ 1,500,900	\$ -		

See Appendix A on page 26 for a larger font version of Figure 6 for enhanced readability or click this link: <https://www.bendoregon.gov/home/showdocument?id=52683> to view online.

<sup>1</sup> Line 1 represents the Beginning Working Capital for the MPO fund. For the proposed budget, the 2022-23 Beginning Working Capital is the amount of the COVID Relief funding.

<sup>2</sup> Line 5 represents the loan amount expected and/or received on June 30, 2023, of the fiscal year to cover reimbursements not received by the end of the fiscal year. Grant reimbursement revenues are typically received 1-2 months after expenditures are incurred.

## Acronyms/Glossary

**Bend MPO** Bend Metropolitan Planning Organization, the federally designated regional transportation planning organization for Bend. When cities reach a population of 50,000 and meet population density requirements, MPOs are designated for those areas by the governor. The Bend Metropolitan Planning Organization represents a geographic area slightly larger than the City of Bend.

**COACT** Central Oregon Area Commission on Transportation, COACT was formed in 1998 to serve as a forum for the discussion, understanding, and coordination of transportation issues affecting the Central Oregon region. COACT membership includes representatives from each Central Oregon City and County government, ODOT, the Confederated Tribes of Warm Springs, the private sector and various regional organizations.

**CET** Cascades East Transit, Central Oregon's regional public transportation provider.

**FHWA** Federal Highway Administration, a division of the U.S. Department of Transportation that specializes in highway transportation. The Administration's major activities are grouped into two "programs": Federal-aid Highway Program; and Federal Lands Highway Program.

**FHWA PL** Metropolitan Planning Funds as defined by as the Metropolitan Planning Program. Review the FHWA fact sheet here: [https://www.fhwa.dot.gov/bipartisan-infrastructure-law/metro\\_planning.cfm](https://www.fhwa.dot.gov/bipartisan-infrastructure-law/metro_planning.cfm).

**FTA** Federal Transit Administration, a division of the U.S. Department of Transportation that administers the public transit funding programs.

**FTA 5303** Planning funds used for MPO and state transit planning. These funds are sub-allocated by states to MPOs by a formula that considers each MPO's urbanized area population, their individual planning needs, and a minimum distribution. Review the FTA website here: <https://www.transit.dot.gov/funding/grants/metropolitan-statewide-planning-and-nonmetropolitan-transportation-planning-5303-5304>

**FTE** Full Time Equivalent, staffing levels are measured in FTE's to give a consistent comparison from year to year. In most instances an FTE is one full time position filled for the entire year, however, in some instances an FTE may consist of several part time positions.

**FY** Fiscal Year. For the purpose of this document, fiscal year is the state fiscal year from July through June.

**GIS** Geographic Information System

**IAMP** Interchange Area Management Plan is a long-term (20+ year) transportation facility plan for a highway interchange. This link is for the US97/Baker Road IAMP

project: <https://www.oregon.gov/odot/projects/pages/project-details.aspx?project=US97BakerRd>

**IGA** Intergovernmental Agreement, a formally adopted agreement between units of government that articulates the respective roles, duties and responsibilities of the agencies that are party to the agreement.

**Intelligent Transportation System (ITS) Plan** A plan that evaluates the region's information, communication and technology systems to determine future needs. The Plan focuses on technology to improve traffic flow and aims to provide an efficient, reliable and safe system for all modes of transportation in Deschutes County. Link to webpage: <https://www.bendoregon.gov/government/departments/bend-metro-planning-organization/plans-and-programs/its-plan>

**MTP** Metropolitan Transportation Plan, the 20-year transportation plan for defining transportation improvement strategies and policies for the MPO area. Link to webpage: <https://www.bendoregon.gov/government/departments/bend-metro-planning-organization/plans-and-programs/metropolitan-transportation-plan>

**MTIP** Metropolitan Transportation Improvement Program, an MPO's Capital Improvement Program, which identifies project, budgets and timing for delivery within the MPO. Link to webpage: <https://www.bendoregon.gov/government/departments/bend-metro-planning-organization/plans-and-programs/mtip-and-annual-project-report>

**ODOT** Oregon Department of Transportation is responsible for operating and maintaining Oregon's system of highways and bridges, public transportation services, rail passenger and freight systems, and bicycle and pedestrian systems. ODOT manages driver licensing and vehicle registration programs, motor carrier operations, and transportation safety programs.

**OMPOC** Oregon Metropolitan Planning Organization Consortium is comprised of all MPOs in the State of Oregon and provides a forum to address common needs, issues and solutions to transportation and land use challenges; provide recommendations for individual action of Oregon MPOs on issues of common interest; advocate for Oregon MPO policy, regulatory and funding interests at the state and federal level. <http://www.ompoc.org>

**STBG** Surface Transportation Block Grant Program, one of the major federal funding programs. Funding may be used for planning, roadway construction, transit capital projects, carpool projects, etc. The name of this program changed from Surface Transportation Program (STP) to STBG in 2016. Link to webpage: <https://www.oregon.gov/odot/LocalGov/Pages/Funding.aspx>

**TAC** Technical Advisory Committee advises the Bend MPO Policy Board. The committee is comprised of staff from local jurisdictions and includes two citizens. Link to webpage: <https://www.bendoregon.gov/government/committees/mpo-technical-advisory-committee>

**Title VI** The scope of this program is to ensure that transportation programs and services are accessible and provided uniformly, and to avoid adverse and disproportionate impacts by considering the populations impacted by transportation projects. <https://www.bendoregon.gov/government/departments/bend-metro-planning-organization/plans-and-programs/public-participation-your-rights>

**TMA Transportation Management Area** An urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the Secretary of the U.S. Department of Transportation (DOT), is called a Transportation Management Area (TMA). TMAs must be certified by the Secretary of DOT as being in compliance with federal requirements.

**TPAU** The Oregon Department of Transportation (ODOT) Transportation Planning and Analysis Unit (TPAU) analyzes the long-range effects of transportation decisions on travel behavior, transportation system performance, land use and the economy, to help inform investment decisions at state, regional and local levels. TPAU provides essential analysis and technical support for other divisions and units within ODOT, as well as other public agencies and external customers.

**TSP** Transportation System Plan, a 20-year plan for transportation facilities that are planned, developed, operated and maintained in a coordinated manner to supply continuity of movement between modes, and within and between cities and counties. Link to Bend TSP Plan Page: <https://www.bendoregon.gov/city-projects/transportation-system-plan>

**UGB** Urban Growth Boundary, an officially adopted and mapped line that separates an urban area from surrounding rural lands. All cities in Oregon are required to have a 20-year supply of land for housing and employment in their Urban Growth Boundary. Link to Bend UGB Project Page: <https://www.bendoregon.gov/government/departments/growth-management/urban-growth-boundary-remand>

**UPWP** Unified Planning Work Program, a federally required annual report describing the MPO's transportation work program and budget, and detailing the various local, state and federal funding sources that will be used. The FHWA and FTA rules are provided here: <https://www.fhwa.dot.gov/legsregs/directives/fapg/Cfr450c.htm>



**Appendix A: Figure 6 Line Item Detail – Sized for Readability**

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