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**AGENDA**  
**Bend Metropolitan Planning Organization**  
***Policy Board***

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**Date:** October 20, 2020  
**Time:** 12:00 - 1:30 pm  
**Location:** Virtual meeting. Participation information is provided below:

To attend using your computer or tablet, please use this Webex Link:

<https://bendoregon.webex.com/bendoregon/onstage/g.php?MTID=ecf03112f75d94adb7fd1f8f7e0f5270e>

**YouTube Stream Option:** <https://youtu.be/7p3RH4guqss>

**Phone Option:** 1-855-282-6330, Access Code: 146 918 6310  
To comment while viewing on YouTube or WebEx during the live meeting use the phone option. Let us know you are wanting to speak by using \*3 to raise your hand so we can call on you, press \*3 again to lower your hand.

Event Password: bmpo  
*The password is not typically required except on limited tablets and browsers.*

**Contact:** Tyler Deke, BMPO Manager (541) 693-2113 (office), (541) 633-9298 (mobile) or [tdeke@bendoregon.gov](mailto:tdeke@bendoregon.gov)

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1. **Call to Order & Introductions.....Chair Livingston**
2. **Virtual Meeting Guidelines.....Jovi Anderson**
3. **Public Comment.....Chair Livingston**

***Action Items***

4. **Meeting Minutes.....Chair Livingston**  
Review and approve the September 15, 2020 Policy Board meeting draft minutes  
**(Attachment A)**  

Recommended Language for Motion: I move approval of the September 15, 2020 draft meeting minutes as presented.
5. **2020-2021 Budget Adjustment.....Jovi Anderson**  
Background: The 2020-2021 budget was adopted in May 2020. In June, the Policy Board authorized staff to pursue grant funding from ODOT to begin implementing some of the non-infrastructure priorities (e.g. public

information and education campaigns) identified in the Transportation Safety Action Plans for Bend and Deschutes County. The funds were awarded in September and are available for federal fiscal year 2021 (October 1, 2020 through September 30, 2021). This proposed amendment to the FY2020-21 budget reflects these additional safety funds.

Attachments: Issue summary and Resolution 2020-04 to adopt the budget amendment (**Attachment B**). The adopted 2020-21 budget and past budget actions are posted on the BMPO website:  
<http://www.bendoregon.gov/mpobudget>

Action Requested: Review and consider approval of the proposed budget amendment (via Resolution 2020-04)

Recommended Language for Motion: I move approval of the 2020-21 Supplemental Budget by way of Resolution 2020-04

**6. Bend MPO Metropolitan Transportation Plan Update, Phase 2 – Goals and Policies.....Andrea Napoli**

Background: The Bend MPO is beginning the second phase of its Metropolitan Transportation Plan (MTP) update, which includes finalizing the goals and policies portion of the plan. Goals have been developed as part of the joint Bend Transportation System Plan (TSP) / MTP update process, and adopted by the TSP/MTP Steering Committee in 2018, although policies specific to the MTP were not developed at that time. Staff will review the goals and proposed policies, as well as input received from the TAC.

Attachments: MTP Goals memo (**Attachment C**)

Action Requested: Consider approval of the draft goals and policies

Recommended Language for Motion: I move approval of the MTP goals and policies as presented.

**7. CET software funding support.....Tyler Deke**

Background: At the September meeting, the Policy Board approved providing partial funding to provide ongoing support for the TBEST software tool for CET. Staff will provide information about another funding option for this program.

Attachments: None. Information will be shared during the meeting.

Action Requested: Consider revising the MPO funding source for ongoing software support

Recommended Language for Motion: I move to use unspent STBG funds instead of MPO consulting funds for the CET software support project

**8. MPO processes for grant applications and letters of support.....Tyler Deke**

Background: Staff would like to formalize processes for seeking grants and for providing external letters of support. Staff reviewed draft processes at the September Policy Board meeting. Using feedback provided at the meeting, staff revised the draft processes.

Attachments: Draft letter of support process (**Attachment D**) and draft grant application process (**Attachment E**)

Action Requested: Consider supporting processes for letters of support from MPO and grant applications.

Recommended Language for Motion: I move approval of the processes for grant applications and support letters as presented

**9. 2021-2024 Metropolitan Transportation Improvement Program Amendment .....Jovi Anderson**

Background: An amendment is proposed for the 2021-2024 MTIP. The amendment was noticed on the bendoregon.gov website and through email notification to the MPO email lists and news media. To date, no comments have been received. Any comments received will be discussed at the MPO meeting. Staff will provide an overview of the proposed amendment.

Attachments: Summary of proposed MTIP amendment (**Attachment F**)

Action Requested: Review and consider approval of the proposed amendment

Recommended Language for Motion: I move approval of the proposed amendment to the 2021-2024 MTIP as presented

**10. CET letter of support.....Tyler Deke & Andrea Napoli**

Background: Cascades East Transit (CET) will be submitting an application for state grant funds for a property and engineering analysis to determine specific sites for new mobility hubs in the City of Bend. If awarded, these funds would follow the work completed through MPOs TGM grant.

Attachments: Draft letter of support (**Attachment G**)

Action Requested: Consider approval of the draft support letter

Recommended Language for Motion: I move approval of the Policy Board letter of support as presented

***Information & Discussion Items***

**11. US97 North Interchange Study.....Rick Williams, ODOT**

Background: ODOT Region 4 is conducting a study to assess the feasibility of a new interchange on US97 near the Bend northern UGB. Staff will provide an update on the status of the study.

Attachments: None. Project information is posted on the following site:

<https://www.oregon.gov/odot/projects/pages/project-details.aspx?project=North97interchangestudy>

Action Requested: None. Information item

**12. Other Business.....Chair Livingston & Tyler Deke**

**13. Public Comment.....Chair Livingston**

**14. Next Policy Board Meeting**

The next regular meeting of the Policy Board is scheduled for November 17, 2020 at 12 noon

**15. Adjourn**



**Accessible Meeting/Alternate Format Notification**

This meeting event/location is accessible. Sign or other language interpreter service, assistive listening devices, materials in alternate format, such as Braille, large print, electronic formats, or any other accommodations are available upon advance request at no cost. Please contact Jovita Anderson no later than 24 hours in advance of the meeting at (541) 693-2122, or [janderson@bendoregon.gov](mailto:janderson@bendoregon.gov). Providing at least 2 days-notice prior to the event will help ensure availability.

**DRAFT**  
BEND METROPOLITAN PLANNING ORGANIZATION  
**POLICY BOARD**  
Virtual Meeting  
Minutes  
September 15, 2020

Policy Board Members Present

Bend City Council: **MPO Chair** Justin Livingston, Barb Campbell, Chris Piper  
Deschutes County Commission: **MPO Vice-Chair** Anthony DeBone  
Oregon Department of Transportation (ODOT): Bob Townsend

Policy Board Alternates

City: David Abbas, *City of Bend Transportation and Mobility Director*  
County: Chris Doty, *Deschutes County Road Department Director*  
State: David Amiton, *ODOT Region 4 Planning Manager*

MPO Staff: Tyler Deke, *Manager*; Jovi Anderson, *Program Coordinator*; Cameron Prow,  
TYPE-*Write* II

Visitors: Greg Bryant, *Deschutes River Woods Neighborhood Association*; John Bosket,  
*DKS Associates*; Juan Omeda and Will Shelton, *City of Bend Information Technology*;  
Lydia Hill, *City of Bend Finance*

Media: None

*(Agenda items appear in discussion order. The 3 digits after a motion title show the number of member jurisdictions voting in favor/opposed/abstaining.)*

**1. Call to Order & Introductions**

Chair Livingston called the regular meeting of the Bend Metropolitan Planning Organization (Bend MPO) Policy Board to order at 12:\_\_\_ p.m. on Tuesday, September 15, 2020, with a quorum of member jurisdictions present (3 of 3).

**2. Virtual Meeting Guidelines**

Ms. Anderson reviewed the meeting guidelines.

**3. Public Comment**

None.

ACTION ITEMS

**4. Meeting Minutes**

Data: July 21, 2020, Policy Board meeting draft minutes (Agenda Attachment A) and August 13, 2020, Joint Policy Board/Technical Advisory Committee Parkway meeting draft summary (Agenda Attachment D)

**Motion 1** (3/0/0): Mr. Piper moved approval of the July 21, 2020, draft meeting minutes as presented. Mr. DeBone seconded the motion which passed unanimously.

**Motion 2** (3/0/0): Mr. DeBone moved approval of the August 13, 2020, draft meeting summary as presented. Mr. Piper seconded the motion which passed unanimously.

## 5. STBG Funding

Data: PowerPoint

Mr. Deke reviewed the background of the \$110,000 of STBG (Surface Transportation Block Grant) funding the Policy Board reserved in June 2019. Including these funds in the current solicitation process would increase funding available for projects/programs. Continuing to hold these funds would maintain a small reserve for last-minute priority projects, programs, or planning needs; this reserve amount could also be used to close the funding gap for other projects. He requested direction on possible use of the unallocated STBG funds.

Following discussion, Policy Board members agreed by consensus to continue holding the \$110,000 of unallocated STBG funds in reserve.

## 6. Technical Advisory Committee Citizen Members

Data: PowerPoint

Chair Livingston reported the results of his and Ms. Campbell's review of the four applications submitted for the two vacancies on the TAC (Technical Advisory Committee). Their review included in-person interviews.

Policy Board concerns included whether applicants were aware of the length of time they might be serving. Ms. Anderson replied the application process stated there would be one two-year term and one three-year term. None of the candidates specified a term length in their applications.

**Motion 3** (3/0/0): Ms. Campbell moved approval of Greg Bryant to serve a two-year term on the TAC and Liza Hamada to serve a three-year term on the TAC. Mr. DeBone seconded the motion which passed unanimously.

## 7. CET Software Funding Support

Data: PowerPoint

Mr. Deke reminded members the MPO administered an ODOT grant to develop a software tool (TBEST) for Cascades East Transit. CET has used this tool for over a year but could do so more effectively with software developer support. Some socioeconomic data can also be used by the MPO to satisfy federal reporting requirements. Software support for one year could be a maximum of \$10,000. The MPO's annual operating budget includes Federal Transit Administration (FTA) funding of about \$50,000. Many MPOs provide direct funding or planning support for transit providers within their boundaries. Would the Policy Board consider providing up to \$5,000 from the MPO budget (consulting line item) to CET?

Policy Board concerns included availability of funding and whether CET should submit an application for a grant from the MPO.

**Motion 4** (3/0/0): Ms. Campbell moved to provide \$5,000 from the MPO's consulting budget line item to CET. Mr. Piper seconded the motion which passed unanimously.

**8. MPO Processes for Grant Applications and Letters of Support**

Data: PowerPoint, draft letter of support process (Agenda Attachment B), and draft grant application process (Agenda Attachment C)

Mr. Deke reviewed the draft processes intended to help the Bend MPO formalize its grant applications and external letters of support. These processes have been done on an ad hoc basis in the past. He requested Policy Board direction on the funding component of the grant process.

Policy Board concerns included the importance of open and transparent processes, past grant applications (number, amounts requested), budget impact of match funding requirements, and which grants the MPO should apply for. Suggestions for revised language included allowing the Vice-Chair to sign grant applications and letters of support if the Chair is not available, including in letters of support how a proposed project will impact the MPO, and requiring Policy Board review/approval of all MPO grant applications.

Ms. Anderson responded to Policy Board concerns about matching funds required for small grants, noting budget amendments would be required for any grant funding received. She outlined changes Policy Board members had requested.

Following discussion, Policy Board members directed staff to modify the language in the letter of support and grant application processes as discussed and to present the revised processes for approval at the next meeting.

**INFORMATION ITEMS**

**9. Transportation Safety Action Plan**

Data: PowerPoint

Mr. Deke and Ms. Anderson presented an overview of the safety data and issues involved in the City and County Transportation Safety Action Plans completed in 2019. The purpose was to develop a comprehensive safety program to systematically identify and prioritize safety projects. Included in the purpose was establishing a proactive approach to reduce crashes on all roadways within the Bend urban growth boundary and throughout Deschutes County. Also discussed were the study areas, approach, crash data, emphasis areas (roadway characteristics, motorist behavior, vulnerable users), and next steps. The Bend report has been integrated into the MPO's Metropolitan Transportation Plan and the City TSP (Transportation System Plan). The Bend MPO will use ODOT grant funding to work on noninfrastructure action items in the City and County TSAPs (fall 2020 through fall 2021).

Mr. Doty said the County TSAP would be updated by the consultant every couple of years.

Mr. Bryant asked if crash data was available by age group.

Policy Board concerns included crash frequency and severity, data sets included in analysis, and frequency of updates. Following discussion, Policy Board members agreed annual updates would be educational and requested additional information when available.

**10. Other Business**

None.

**11. Public Comment**

None.

**12. Next Policy Board Meeting**

October 20, 2020, 12 noon (3<sup>rd</sup> Tuesday)

**13. Adjourn**

**Motion 5** (3/0/0): Ms. Campbell moved to adjourn. Mr. Townsend seconded the motion which passed unanimously.

With no further business, Chair Livingston adjourned the meeting at 1:30 p.m.

# Bend Metropolitan Planning Organization (MPO) Fiscal Year 2020-21 MPO Supplemental Budget



October 20, 2020 MPO Policy Board Action

## Issue Summary:

In August 2020, Bend MPO was awarded a grant from Oregon Department of Transportation (ODOT) to implement a Transportation Safety Action Plan identifying action items in coordination with the City of Bend and Deschutes County. The award was not anticipated when the budget was adopted. An amendment to the Bend MPO Fiscal Year (FY) 2020-21 budget is requested to increase grant revenues and increase appropriations in materials & services for consulting services. Request for proposals for consultant services will be open until October 22, 2020.

## Description:

Resolution Budget 2020-04 recognizes \$95,000 in grant funding from the ODOT Safety Division and \$19,000 in in-kind match from local jurisdictions and volunteer committee members to be used for the Transportation Safety Action Plan Implementation of Bend and Deschutes County action items as identified in the plans posted on [www.bendoregon.gov/transportationsafety](http://www.bendoregon.gov/transportationsafety)

The award is expected to be expended by September 2021. Any leftover funding would be carried over to FY 2021-22 during the budget development process. The grant award requires a 20% in-kind match obligation of staff time and volunteer committee members from each jurisdiction. No cash match is required.

The current FY2020-21 Bend MPO Adopted Budget is available online at: [www.bendoregon.gov/mpobudget](http://www.bendoregon.gov/mpobudget)

The work tasks in the FY2020-21 Unified Planning Work Program (UPWP) will be updated with a public comment period, reviewed by the Bend MPO Technical Advisory Committee and Policy Board at an upcoming MPO meeting./

## Action Required:

Review, receive any comments and consider a motion to approve Resolution 2020-04.

## Suggested Motion:

I move to approve the proposed Bend MPO supplemental budget for fiscal year 2020-21 by way of Resolution 2020-04 as presented.

## Comparison of Budget Changes 10/20/2020

### Adopted Budget Summary FY2020-21

Fiscal Year 2020-21 Budget Summary			
	Resources		Appropriations
Beg. Working Capital	\$ 100,000		
		<b>By Budget Category:</b>	
FHWA PL <sup>1</sup>		MPO Program	\$ 497,500
Federal Share	154,000	Interest Expense	-
FTA Section 5303	51,500	Loan Repayment	100,000
STBG - BMPO Planning	240,900	Contingency	100,000
<b>Total Grant Funding</b>	<b>\$ 446,400</b>	<b>Total Budgeted Appropriations</b>	<b>\$ 697,500</b>
		<b>By Task:</b>	
FHWA PL <sup>1</sup>		Task 1: Dev. & Program Management	\$ 347,475
State Match	17,600	Task 2: Short Range Planning	82,485
FTA Local Match <sup>2</sup>	5,900	Task 3: Long Range Planning	208,110
STBG Local Match <sup>2</sup>	27,600	Task 4: Regional Travel Demand Modelin	59,430
<b>Total Match Funding</b>	<b>\$ 51,100</b>		<b>\$ 697,500</b>
City of Bend Loan	100,000		
<b>Total Budgeted Resources</b>	<b>\$ 697,500</b>	<b>Total Budgeted Requirements</b>	<b>\$ 697,500</b>

### Proposed Budget as presented in Resolution 2020-04

Fiscal Year 2020-21 Budget Summary			
	Resources		Appropriations
Beg. Working Capital	\$ 100,000		
		<b>By Budget Category:</b>	
FHWA PL <sup>1</sup>		MPO Program	\$ 611,500
Federal Share	154,000	Interest Expense	-
FTA Section 5303	51,500	Loan Repayment	100,000
STBG - BMPO Planning	240,900	Contingency	100,000
ODOT Safety Division Funding	95,000		
<b>Total Grant Funding</b>	<b>\$ 541,400</b>	<b>Total Budgeted Appropriations</b>	<b>\$ 811,500</b>
		<b>By Task:</b>	
FHWA PL <sup>1</sup>		Task 1: Dev. & Program Management	\$ 347,475
State Match	17,600	Task 2: Short Range Planning	196,485
FTA Local Match <sup>2</sup>	5,900	Task 3: Long Range Planning	208,110
STBG Local Match <sup>2</sup>	27,600	Task 4: Regional Travel Demand Model	59,430
ODOT Safety In-kind Match	19,000		
<b>Total Match Funding</b>	<b>\$ 70,100</b>		<b>\$ 811,500</b>
City of Bend Loan	100,000		
<b>Total Budgeted Resources</b>	<b>\$ 811,500</b>	<b>Total Budgeted Requirements</b>	<b>\$ 811,500</b>

## Line Item Detail of Proposed Budget as presented in Resolution 2020-04

Line No.	Account Description	FY2020-21 Adopted	Supplemental Budget Proposed	FY2020-21 Proposed Budget
2	Federal Pass-through Grant - ODOT	446,400	95,000	541,400
3	State match for MPO's	17,600		17,600
4	Intergovernmental Grant - Other	-		-
5	Miscellaneous Revenue	-		-
6	Loan from City of Bend General Fund <sup>2</sup>	100,000		100,000
7	Interfund Charge	-		-
8	City of Bend/Deschutes County In-Kind Match	33,500	19,000	52,500
9	<b>Total Resources</b>	<b>\$ 697,500</b>	<b>\$ 114,000</b>	<b>\$ 811,500</b>
10	<b>Requirements:</b>			
11	Regular Salaries	\$ 243,100		\$ 243,100
12	Other Payouts	2,000		2,000
13	Overtime	-		-
14	FICA	-		-
15	Social Security Tax	15,300		15,300
16	Medicare Tax	3,600		3,600
17	Unemployment	200		200
18	Workers Compensation	100		100
19	PERS & OPSRP	-		-
20	PERS IAP	14,800		14,800
21	PERS Tier 1/Tier 2	-		-
22	PERS OPSRP	39,900		39,900
23	PERS Debt Service	4,900		4,900
24	Workers Compensation Insurance	800		800
25	Disability Insurance	700		700
26	Life Insurance	300		300
27	High Deductible - Premium	35,600		35,600
28	High Deductible - Deductible	12,000		12,000
29	High Deductible - Coinsurance	3,000		3,000
30	Dental Insurance - Premium	4,700		4,700
31	Telemed Service	200		200
32	OPEB Funding	5,600		5,600
33	Employee Parking	1,100		1,100
34	Section 125 Benefits	300		300
35	Alternate Modes	500		500
36	<b>Total Personnel Services</b>	<b>\$ 388,700</b>	<b>\$ -</b>	<b>\$ 388,700</b>
37	Professional Services - Legal	2,500		2,500
38	Professional Services - Consulting	20,000	95,000	115,000
39	Professional Services - Financial Audit	5,100		5,100
40	Software Maintenance	800		800
41	Postage	100		100
42	Advertising	300		300
43	Copiers	100		100
44	InterAgency	38,600		38,600
45	Equipment < Capital Threshold	300		300
46	Office Supplies	200		200
47	Employee Costs	900		900
48	Employee Costs - Training	1,500		1,500
49	Employee Costs - Licenses & Dues	1,700		1,700
50	Community Education & Outreach	800		800
51	Insurance Premium	2,400		2,400
52	In-Kind Match	33,500	19,000	52,500
53	<b>Total Materials and Services</b>	<b>\$ 108,800</b>	<b>\$ 114,000</b>	<b>\$ 222,800</b>
54	Loan Repayment	100,000		100,000
55	Interest	-		-
56	Contingency	100,000		100,000
57	<b>Total Requirements</b>	<b>\$ 697,500</b>	<b>\$ 114,000</b>	<b>\$ 811,500</b>
58				
59	Ending Working Capital	\$ -	\$ -	\$ -

## Resolution Number 2020-04

### Bend Metropolitan Planning Organization Policy Board

A RESOLUTION AMENDING THE BUDGET FOR THE FISCAL YEAR 2020-21

THE BEND METROPOLITAN PLANNING ORGANIZATION DOES RESOLVE AS FOLLOWS:

The Bend Metropolitan Planning Organization (MPO) adopted the 2020-21 budget as approved by the Policy Board on May 19, 2020 pursuant to ORS 294.456, and;

This amendment to the Bend MPO budget adds consulting funds of \$95,000 and \$19,000 in expenditures that represent the in-kind match. These funds will be reflected in a future amendment to the work tasks in the Bend MPO Unified Planning Work Program.

The Bend Metropolitan Planning Organization does hereby adopt the supplemental budget 2020-04 listed below:

	<b>FY2020-21 Adopted Budget</b>	<b><i>Supplemental Budget</i></b>	<b>FY2020-21 Proposed Budget</b>
<b><u>Category</u></b>	<i>Resolution Number</i>		
	<b><u>2020-02</u></b>	<b><u>2020-04</u></b>	
MPO Program	\$497,500	\$114,000	\$611,500
Loan Repayment	100,000		100,000
Contingency	100,000		100,000
<b>Total Requirements</b>	<b>\$697,500</b>		<b>\$811,500</b>

Adopted by the Bend Metropolitan Planning Organization the 20<sup>th</sup> of October, 2020

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Authenticated by the Chair this 20<sup>th</sup> of October, 2020.

\_\_\_\_\_  
Justin Livingston, Chair

Attest:

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

## Resolution Number 2020-04

### Bend Metropolitan Planning Organization Policy Board

A RESOLUTION AMENDING THE BUDGET FOR THE FISCAL YEAR 2020-21

THE BEND METROPOLITAN PLANNING ORGANIZATION DOES RESOLVE AS FOLLOWS:

The Bend Metropolitan Planning Organization (MPO) adopted the 2020-21 budget, as approved by the Budget Committee, on May 19, 2020 pursuant to ORS 294.456, and;

This amendment to the Bend MPO budget adds consulting funds of \$95,000 and in-kind match funds of \$19,000. These tasks and funds will be reflected in a future amendment to the work tasks in the Bend MPO Unified Planning Work Program.

The Bend Metropolitan Planning Organization does hereby adopt the supplemental budget listed below:

	<b>FY2020-21 Adopted Budget</b>	<b><i>Supplemental Budget Proposed</i></b>	<b>FY2020-21 Supplemental Budget</b>
<b><u>Category</u></b>	<i>Resolution Number</i>		
	<b><u>2020-02</u></b>	<i>10/20/2020</i>	<b><u>2020-04</u></b>
MPO Program	\$497,500	<i>\$114,000</i>	\$611,500
Loan Repayment	100,000		100,000
Contingency	100,000		100,000
<b>Total Requirements</b>	<b>\$697,500</b>		<b>\$811,500</b>

Adopted by the Bend MPO Policy Board the 20<sup>th</sup> of October, 2020

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Authenticated by the Chair this 20<sup>th</sup> of October, 2020.

\_\_\_\_\_  
Justin Livingston, Chair

Attest:

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


**BMPO** Bend Metropolitan  
Planning Organization

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**MEMO**
**TO:** BEND MPO POLICY BOARD

**FROM:** ANDREA NAPOLI, SENIOR PLANNER

**DATE:** OCTOBER 13, 2020

**RE:** METROPOLITAN TRANSPORTATION PLAN (MTP) GOALS AND POLICIES

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**Background**

Due in part to being a single-city MPO, the Bend MPO MTP and the City of Bend Transportation System Plan (TSP) have had the opportunity to go through many aspects of their update processes jointly. This has included the development of transportation plan goals, which align very well with the MPOs federal directives. However, the policies that have been developed during the TSP/MTP update process more directly relate to city functions and much less to a smaller MPO. This is due to the MPO serving primarily as a forum for cooperative planning, but stopping short of actual design, maintenance, and building of transportation projects, as well as management of facilities (functions of the city). As such, policies listed in a city's TSP can have a greater level of specificity and "teeth" than those contained in an MPOs MTP. For smaller MPOs such as Bend, MTP policies will generally commit to more of a supportive and cooperative role.

For reference, pages 24-42 of the [Bend TSP](#) contain the TSP policies.

**Request**

Staff is seeking direction from the Policy Board on establishing policies that apply to the jointly developed MTP/TSP goals. During the Policy Board meeting, staff will review a recommended approach of adding language to each of the established goals (below) which would allow the bulleted goal statements to serve as policies for the MTP. See proposed language below in **RED**.

Note: At their September meeting, the BMPO TAC reviewed and recommended approval to the Policy Board of establishing MTP policies using this approach (shown below).

**MTP/TSP Goals**

The following goals (including bulleted goal language) were developed by the TSP/MTP Citywide Transportation Advisory Committee (CTAC) and adopted by the TSP/MTP Steering Committee in 2018. All serve as the Bend TSP Goals in the adopted TSP document.

The language in **RED** demonstrates how the bulleted goal language could serve as policies for the MTP.

**Goal 1:**

**Increase System Capacity, Quality, and Connectivity for All Users** (e.g. drivers, walkers, bicyclists, transit riders, mobility device users, commercial vehicles, and other forms of transportation)

**INSERT: MTP Policy – The MPO will support activities that:**

- Increase route choices and connections for all users
  - Roads: increase capacity and efficiency
  - Sidewalks: increase access and connectivity
  - Bicycle facilities: increase total miles of bike routes/facilities
  - Transit: increase transit participation
- Use technology to enhance system performance, including accessible technology (i.e. audible signals)
- Increase the number of people who walk, ride a bike and/or take transit
- Provide reliable travel times for commuters, emergency vehicles, and commercial users
- Minimize congestion
- Reduce vehicle operating and maintenance costs due to poor pavement conditions
- Emphasize asset management

**Goal 2:****Ensure Safety for All Users**

*INSERT: MTP Policy – The MPO will support activities that:*

- Reduce serious injuries and fatalities
- Maximize safe routes within and between neighborhoods and throughout the community for all users
- Design and build facilities and routes that maximize safety for pedestrians and bicyclists
- Ensure safe speeds

**Goal 3:****Facilitate Housing Supply, Job Creation, and Economic Development to Meet Demand/Growth**

*INSERT: MTP Policy – The MPO will support activities that:*

- Build new roads and upgrade existing roads to serve areas targeted for growth (prioritized opportunity and expansion areas) and job creation
- Provide access and connectivity to expanded housing supply
- Improve connectivity and route choices for commercial users

**Goal 4:****Protect Livability and Ensure Equity and Access**

*INSERT: MTP Policy – The MPO will support activities that:*

- Incorporate a complete streets approach for all new road projects and road reconstruction

- Increase Safe Routes to Schools
- Ensure that all income levels and abilities have access to the transportation option that best meets their needs
- Encourage the use of roads for their stated classification
- ~~Keep~~ **Encourage** through freight traffic on ODOT facilities *(TAC edit)*

**Goal 5:**

**Steward the Environment**

*INSERT: MTP Policy – The MPO will support activities that:*

- Minimize the impacts of transportation system on natural features
- Minimize the impacts of system on air and water quality and noise
- Reduce carbon emissions from transportation

**Goal 6:**

**Have a Regional Outlook and Future Focus**

*INSERT: MTP Policy – The MPO will support activities that:*

- Coordinate and partner with other public and private capital improvement projects and local/regional planning initiatives
- Create a system that is designed to implement innovative and emerging transportation technologies

**Goal 7:**

**Implement a Comprehensive Funding and Implementation Plan**

*INSERT: MTP Policy – The MPO will:*

- ~~Coordinate in identifying~~ **Identify** stable, equitable, adequate and achievable funding for transportation programs and projects
- Ensure that the **MTP** financial plan and investment priorities are transparent, understandable, and broadly supported by the community
- ~~Produce a funding plan that includes contributions from residents, visitors, and businesses and~~ **Maximize the ability to leverage alternative and multiple funding sources for transportation system improvements** that delivers benefits to all users and geographies equitably and in a timely manner
- Include performance measures/benchmarks and a formal process to periodically assess progress to-date and adjust or update the plan as needed
- ~~Achieve financial stability~~



**BMPO** Bend Metropolitan  
Planning Organization

# Letter of Support Request Guidelines

The Bend Metropolitan Planning Organization (BMPO) is committed to supporting Central Oregon's local governments, nonprofits, businesses, individuals and groups in their efforts to seek federal, state, local and foundation grants. If you are pursuing a grant and need to supplement your grant application with a Letter of Support, please use the following guidelines.

## Support Letter Guidelines

- Letters of Support must be requested no less than ten fourteen (1410) business days prior to date you wish to receive your letter.
- Identify the type of support letter you are requesting (*Grant Letter of Support, Grant Matching Funds Commitment Letter or Grant Match In-Kind Support Letter*).
- Provide the name of your agency, your organization and a point of contact.
- Provide the name of the funding agency. Identify if the requested funds are federal, state, local or foundation and include a point of contact from the funding agency.
- Provide a brief 1-2 page summary describing your organization and services; how the requested grant funds or services will be used within the MPO area; and your grant implementation plan. A copy of the project abstract is acceptable. **Please provide a sample letter of support.**
- This material will be presented to the BMPO Policy Board meeting for consideration. If approved, the Policy Board Chair, **Vice Chair** or MPO manager will sign the letter presented or modified. If letters of support are requested for multiple projects within the MPO area, the Policy Board may choose to rank the applications and include that information in the support letter.

## Submittal Timeline Details

- The Policy Board typically meets the third Tuesday of each month. See [www.bendmpo.org](http://www.bendmpo.org) for exact dates as meeting dates may be modified.
- Requests should be received by the first week of the month for inclusion on the Policy Board agenda.
- If time requirements of the grant do not allow inclusion in the BMPO Policy Board agenda, the BMPO Policy Board will receive an email from staff for review and consideration. If 2 of 3 jurisdictions approve the letter of support, the manager may sign the letter on behalf of the Board. The letter will be included in the next meeting packet.

Please email Bend MPO Staff for additional information or assistance at:

Tyler Deke, BMPO Manager, [tdeke@bendoregon.gov](mailto:tdeke@bendoregon.gov)  
 Andrea Napoli, Senior Planner, [anapoli@bendoregon.gov](mailto:anapoli@bendoregon.gov)  
 Jovi Anderson, Program Coordinator, [janderson@bendoregon.gov](mailto:janderson@bendoregon.gov)

# Bend Metropolitan Planning Organization Petition to Apply for a Grant



**BMPO** Bend Metropolitan  
Planning Organization

**Purpose:** To provide Bend Metropolitan Planning Organization (BMPO) and Partner Agencies with a process, oversight and quality control for potential grant funding opportunities applied for by the BMPO.

Petition to Apply for grant – ALL Grants	
Responsible Party	Procedure
MPO Staff	1. Reviews grant requirements
	2. Prepares Petition to apply for grant
	3. Submits to MPO manager for approval
	4. MPO Specific Items for review: <ul style="list-style-type: none"> <li>a) ODOT Funding Agreements state: MPO shall not enter into any subcontracts for any of the work scheduled under this agreement without obtaining prior written approval from ODOT.</li> <li>b) Determine if this project will require a Unified Planning Work Program amendment.</li> <li>c) Determine if this project would require an MPO Budget Amendment.</li> </ul>
MPO Staff	5. Submits signed petition and documentation to City of Bend Finance for additional review.
Finance	6. Reviews petition, performs cost/benefit analysis, makes recommendations and determines proper signature level: <ul style="list-style-type: none"> <li>• MPO Manager – Approval required on all Petitions to Apply</li> <li>• MPO Policy Board – Approval required on Petitions to Apply for Grants greater than <del>\$20,000</del><u>100,000</u> <b>OR</b> with a <u>cash</u> match requirement <u>that will impact the MPO budget. greater than \$20,000.</u></li> </ul>
Finance	7. Forwards to MPO Manager for approval
MPO Manager	8. Reviews / signs petition and returns to MPO Staff
MPO Staff	9. If approved by MPO Manager and grant is less than <del>\$20</del> <u>100,000</u> and <u>no cash match is required</u> <del>match is less than \$20,000</del> – MPO Staff continues with grant application process <b><u>If \$100</u><u>20,000</u> or greater <u>OR</u> a <u>cash</u> match is <u>required</u><u>\$20,000</u> or greater skip to step 13 below</b>
MPO Staff	10. Completes the grant application and submits the final grant application to Finance for review prior submitting to the granting agency
Finance	11. Reviews grant application for clarity, makes recommendations or approves
MPO Staff	12. Submits grant application to granting agency

# Bend Metropolitan Planning Organization

## Petition to Apply for a Grant



**BMPO** Bend Metropolitan  
Planning Organization

Additional Steps for Grant <del>\$100</del> 20,000 or greater <u>OR cash match is required \$20,000 or greater</u> – Requires MPO Policy Board Approval	
MPO Staff	13. Reserve agenda for next Policy Board meeting. 14. Prepares meeting materials for next MPO Policy Board meeting.
MPO Policy Board	15. Reviews proposal information, makes determination and provides authority to apply
MPO Staff	16. If authorized by MPO Policy Board, MPO staff completes the grant application and submits the final grant application to Finance for review prior submitting to the granting agency
Finance	17. Reviews grant application for clarity, makes recommendations or approves
MPO Staff	18. Submits grant application to granting agency
MPO Staff	19. If the grant is awarded, reserve an agenda item at the next MPO Policy Board meeting. The MPO Policy Board must authorize the MPO Manager to accept any grant award. 20. Notify ODOT for determination of contracting/procurement requirements. 21. Notify MPO Budget Liaison, as a budget and work plan adjustment requiring Policy Board approval may be necessary. 22. Notify FHWA and FTA if any work program amendments will be required. 23. Notify MPO Purchasing Liaison as all normal purchasing processes apply.

### Petition to Apply for a Grant

<b>DATE:</b>	<b>Staff Contact:</b>
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#### GENERAL GRANT INFORMATION (Requesting Department)

<b>Name of Grant:</b>				
<b>Granting Agency:</b>				
<b>Grant application due by:</b>				
<b>Type of Grant (Highlight one):</b>	Federal	Fed Pass- through	State	Private
<b>Project Amount:</b>	<b>Grant Amount:</b>			
<b>If approved, funding would begin:</b>				
<b>Funding would end:</b>				

**Purpose of Grant:**

**Short term/long term impact (positive and negative) to MPO:**

**Other relevant information:**

# Bend Metropolitan Planning Organization Petition to Apply for a Grant


**BMPO** Bend Metropolitan  
Planning Organization

**FINANCIAL GRANT INFORMATION (Finance Department)**

<b>Amount of City cash match required:</b>		
<b>Amount of City in-kind match required:</b>		
<b>Source of City match funds:</b>		
<b>Finance / Administrative needs:</b>		
<b>Disbursement method:</b>	Reimbursement Basis	Lump Sum Advance
<b>Finance Staff Recommendation:</b>	Approve Petition	Deny Petition

<b>Additional Comments from Finance:</b>

\_\_\_\_\_  
**MPO Manager Approval**  
 (Required for all grant applications)

\_\_\_\_\_  
**Date**

NOTE: If grant is \$~~100~~20,000 or more **OR** ~~a cash has a match is~~ **is** ~~require~~**ed** ~~ment of \$20,000 or~~ **more**, an Issue Summary or Summary document and approved Petition to Apply for Grant form will also be submitted to the MPO Policy Board for Approval.

<b>MPO Policy Board Approval Required</b>	<b>YES</b>	<b>NO</b>
<b>UPWP Amendment Required</b>	<b>YES</b>	<b>NO</b>
<b>Budget Amendment Required</b>	<b>YES</b>	<b>NO</b>

If the grant is awarded, notify MPO staff to reserve an agenda item at the next MPO Policy Board meeting (the MPO Policy Board must authorize the MPO Manager to accept the award).

**CC:** Finance Department  
 Purchasing Department  
 ODOT Project Manager for MPO



News Release – Public Notice

10/1/2020

Metropolitan Transportation Improvement Program (MTIP)  
-- Public Comment period open --

The Bend Metropolitan Planning Organization (MPO) Policy Board will consider an amendment to the 2021-24 Metropolitan Transportation Improvement Program upon a 21 day public comment period. *The meeting will be held on 10/20/2020* The amendments will be considered at a public meeting of the Bend MPO Policy Board.

The Bend Metropolitan Planning Organization (MPO) Policy Board will consider amendments to the 2021-2024 Metropolitan Transportation Improvement Program (MTIP) on October 20, 2019, at the regular meeting of the Bend MPO Policy Board. Your comments are valued and can be received by MPO staff until 10/20/20 by 10:00 am (via email) or by joining the virtual Policy Board meeting on 10/20/20.

Public Comment can be provided via email to [janderson@bendoregon.gov](mailto:janderson@bendoregon.gov) or live during public comment at the Bend MPO Policy Board virtual meeting on October 20, 2020.

To access the meeting link, see [www.bendmpo.org](http://www.bendmpo.org) or <https://www.bendoregon.gov/Home/Components/Calendar/Event/6562/20>. Agenda and meeting details are available one week prior to meeting.

Summary of Project:

Key:22306

Name: Central Oregon Transit Planning Support

Description: Project funding a service contract to support Transit planning software for TBEST - Transit Boarding Estimation Simulation Tool.

#### Code of Federal Regulations for Public Comment

23 CFR § 450.316 requires explicit consideration and response to public comment received during the program development process. Public, staff, agency, and other interested party comments received prior to the adoption hearing are first reviewed by staff. Comments requiring minor revisions are addressed by staff. Such comments might include requests for additional information or clarification of information. Comments on policy issues or specific projects will be considered by the Policy Board at the public hearing. Comment received during the public hearing will be discussed at the public hearing. The Policy Board and staff will determine the most appropriate manner to respond to comments received. If significant changes to the proposed MTIP are recommended as a consequence, a revised final draft document will be resubmitted to the public for an additional review and comment period. Copies are free of charge and, upon request, will be made available in CD, print, and accessible



#### Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact [janderson@bendoregon.gov](mailto:janderson@bendoregon.gov) or telephone # (541) 693-4148; Relay Users Dial 7-1-1

Posted: 10/1/2020

Details of the MTIP process can be found at [www.bendmpo.org/mtip](http://www.bendmpo.org/mtip)



formats. Upon request, in advance of the meeting, through any of the means listed above, every effort will be made to prepare materials in other formats and in languages other than English, and to provide interpreters in American Sign Language and other languages. Assistive listening devices and large-print materials will be available at the meeting upon request. The Central Oregon Intergovernmental Council (COIC), which is the FTA Section 5307(c) applicant, has consulted with the MPO and concurs that the public involvement process adopted by the MPO for the development of the MTIP satisfies the public hearing requirements that pertain to the development of the Program of Projects for regular Section 5307, Urbanized Area Formula Program, grant applications, including the provision for public notice and the time established for public review and comment.

Posted: 10/1/2020

Details of the MTIP process can be found at [www.bendmpo.org/mtip](http://www.bendmpo.org/mtip)

Project Key	*Amendment No.	Status	Amendment Decision Date	Change Reason
22306	21-24-0005	PENDING	10/20/2020	Add Bend MPO project utilizing STBG funding and COIC local funds. Project funding a service contract to support Transit planning for software (TBEST - Transit Boarding Estimation Simulation Tool).

See our website [www.bendmpo.org](http://www.bendmpo.org) for more details regarding the Bend Metropolitan Planning Organization Metropolitan Transportation Improvement Program



**Statewide Transportation Improvement Program**  
**Amendment Project Summary**

**Key Number:** 22306 2021-2024 STIP  
**Project Name:** Central Oregon Transit Planning Support (PENDING AMENDMENT PROJECT)

Project Overview			
Total Current Estimate	\$10,000.00	Description	Project funding a service contract to support Transit planning for software (TBEST - Transit Boarding Estimation Simulation Tool).
Responsible Region	4	Related Programs	
Project Status Date	10/1/2020	STIP Name	2021-2024 STIP
Project Status	APPROVED	Administrator	LOCAL
Monitor	NONCON	Applicant	COIC
Bid Let Date		MPO	Bend MPO
Target Date		Constructor	
Award Date		Functional Class	NO FUNCTIONAL CLASSIFICATION
Air Quality Approval Req.		Work Class	UNIQUE
Air Quality Approval Date.		IGA #	
		Contract #	
Created On	10/1/2020	Created By	Tana Libby
Last Updated On	10/1/2020	Last Updated By	Tana Libby

Locations													
Route	Highway	MP Begin	MP End	Length	Street	City	County	ACT	Bridge	Reg	State Repr Dist	State Sen Dist	US Cngr Dist
						BEND	DESCHUTES	COACT		4	54	27	2

Phases												
Ph	Phase Total Est. Cost	Original Auth Amount	Original Auth Date	Current Auth Amount	Current Auth Date	Current STIP Amount	Curr STIP Year	Initial STIP Amount	Init STIP Year	EA	Fed Aid ID	Status
OT	10,000.00	0.00		0.00		10,000.00	2021	10,000.00	2021			APPROVED
<b>Tot</b>	<b>10,000.00</b>	<b>0.00</b>		<b>0.00</b>		<b>10,000.00</b>		<b>10,000.00</b>				

Work Types					
Phase	Work Type	Percent of Phase	Work Type Amount	Opt Code	Option Desc
OT	TRANST	100.00%	10,000.00	T	TRANSIT PROJECT
	<b>OT Totals</b>	<b>100.00%</b>	<b>10,000.00</b>		
	<b>Grand Totals</b>		<b>10,000.00</b>		

Financial Plan -- Target Amounts									
Phase	Funding Resp	STIP	Year	Use Hist Savings	Total Trgt Amt	Fed Trgt Amt	State Trgt Amt	Local Trgt Amt	Comment
OT	LOCAL TRANSIT	2021-2024 STIP	2021		0.00	0.00	0.00	0.00	COIC = Local Bend MPO STBG = Federal
	<b>OT Totals</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>Grand Totals</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	



**Statewide Transportation Improvement Program**  
**Amendment Project Summary**

**Key Number: 22306** **2021-2024 STIP**

**Project Name: Central Oregon Transit Planning Support** **(PENDING AMENDMENT PROJECT)**

Financial Plan -- Estimate / Actual Amounts									
Phase	Funding Resp	STIP	Year	Use Hist Savings	Total Est/Act Amt	Fed Est/Act Amt	State Est/Act Amt	Local Est/Act Amt	Comment
OT	LOCAL TRANSIT	2021-2024 STIP	2021		10,000.00	5,000.00	0.00	5,000.00	COIC = Local Bend MPO STBG = Federal
	<b>OT Totals</b>				<b>10,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	
<b>Grand Totals</b>					<b>10,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	

Fund Codes											
Phase	Fund Code	Description	ICA P	Percent of Phase	Total Amount	Federal Percent	Federal Amount	State Percent	State Amount	Local Percent	Local Amount
OT	OTH0	OTHER THAN STATE OR		50.00%	5,000.00	0.00%	0.00	0.00%	0.00	100.00%	5,000.00
	Z231	STBG 5-200K POP FASTG		50.00%	5,000.00	100.00%	5,000.00	0.00%	0.00	0.00%	0.00
	<b>OT Totals</b>				<b>100.00%</b>	<b>10,000.00</b>		<b>5,000.00</b>		<b>0.00</b>	
<b>Grand Totals</b>					<b>10,000.00</b>		<b>5,000.00</b>		<b>0.00</b>		<b>5,000.00</b>

Amendments						
Status Date	Amendment Num.	Status	Project Change Type	S/C	Key Number	Change Reason
10/1/20	21-24-0005	PENDING	ADD PROJECT		22306	Add Bend MPO project utilizing STBG funding and COIC local funds. Project funding a service contract to support Transit planning for software (TBEST - Transit Boarding Estimation Simulation Tool).

<b>Selection Criteria:</b> STIP	2021-2024 STIP	<b>Key Number</b>	22306	<b>Project ID</b>	42949
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**BMPO** Bend Metropolitan  
Planning Organization

October 20, 2020

Re: COIC grant application – Bend mobility hubs

JUSTIN LIVINGSTON, CHAIR  
*City of Bend Council*

ANTHONY DEBONE, VICE-CHAIR  
*Deschutes County Commission*

ROBERT TOWNSEND  
*ODOT Region 4*

BARBARA CAMPBELL  
*City of Bend Council*

CHRIS PIPER  
*City of Bend Council*

TYLER DEKE, AICP  
*Manager*

JOVI ANDERSON  
*Program Coordinator*

ANDREA NAPOLI, AICP  
*Senior Planner*

Dear Members of the Statewide Transportation Improvement Fund Discretionary Review Panel,

I am writing on behalf of the Bend MPO Policy Board to express our support for the Central Oregon Intergovernmental Council's (COIC) grant application for a property and engineering analysis to determine specific sites for new mobility hubs in the City of Bend. COIC operates Cascades East Transit (CET), which provides fixed-route, community connector and Dial-A-Ride services throughout Central Oregon. Mobility hubs will provide innovative opportunities for aligning transportation systems by integrating different modes and providing supportive infrastructure such as transit hubs, bikeshare stations, and park and rides; while also relieving congestion at the current station in Bend. If awarded, this property and engineering analysis will provide support for Phase 1 of mobility hub implementation. Deliverables will include design prototypes, prerequisites for land purchases, and the securing of sites based on cost/benefit analysis. Specifically, this analysis will identify three potential mobility hub locations in north downtown and three potential south downtown locations. The Transportation and Growth Management Grant recently awarded to the Bend MPO exists as the prerequisite for this grant, which describes the roles, responsibilities, and successful benchmarks needed for mobility hubs. This STIF grant will allow for the actual piloting of design, engineering, and implementation of the sites.

General locations and concepts of mobility hubs were introduced in CET's 2040 Transit Master Plan, but specific cost projections, engineering, property analysis, and design are now needed. If awarded, COIC will hire a multi-faceted consultant team to perform the work. This analysis is necessary component for the development of an efficient and highly functional mobility hub system that incorporates new technology platforms such as real-time information, integrated payment systems across multiple transportation modes, and app-based trip planning tools.

As the operator of CET, COIC serves thousands of Central Oregon residents who need access to jobs, education, healthcare, social services, and shopping. Through this analysis, COIC will be able to move forward with an investment in mobility hubs to support safe, reliable, and convenient transportation choices.

Thank you for your consideration of this proposed project. Please contact me if you have any questions.

Sincerely,

Justin Livingston, Chair