

DATE: May 15, 2019
 TO: Members of the Transportation Technical Committee
 FROM: Sean Messner, Spokane County, Chair
 SUBJECT: **Agenda for TTC Meeting Wednesday, May 22, 2019 – 1:30pm-3:30 pm**
 SRTC, 421 W. Riverside Avenue, Suite 504 (The Paulsen Building)

AGENDA

1. Call to Order
2. Roll Call / Record of Attendance
3. **Action** – Approval of March 27, 2019 Meeting Minutes Page 2
4. Public Comments
5. Chair Report on SRTC Board of Directors Meeting (*Sean Messner*) 5 min.
6. Survey - TTC Input for establishing trends, assisting in creation of agenda/content for SRTC Board of Directors Retreat **RETURN SURVEY BY END OF MEETING** (*Sabrina Minshall*) 5 min.
7. TIP Working Group Update- (*Eve Nelson*) 5 min.
8. **Action**
 - a) 2020-2021 Unified Planning Work Program (*Sabrina Minshall*) 10 min. Page 6
 - b) 2019-2022 Transportation Improvement Program June Amendment (*Eve Nelson*) 5 min. Page 51
9. **Information & Discussion**
 - a) Roles and Requirements for MPOs (*Stan Schwartz, Legal Counsel*) 25 min. n/a
 - b) Analytic Tool/Data Acquisition Project Update (*Mike Ulrich*) 25 min. Page 57
 - c) Tribes and Regional Transportation Planning (*Mike Tedesco, Spokane Tribe*) 15 min. n/a
10. Technical Member Comments
11. Agency Update
12. Adjournment Next Meeting: June 26

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MEETING MINUTES

Spokane Regional Transportation Council Transportation Technical Committee
 March 27, 2019
 421 W Riverside Ave Suite 504, Spokane, Washington

1. **Call to Order** - Mr. Sean Messner, Chair, called the meeting to order at 1:31 p.m.

2. **Roll Call**

Committee Members Present

Sean Messner	Spokane County	Adam Jackson	City of Spokane Valley
Mark Bergam	City of Airway Heights	Heleen Dewey	Spokane Regional Health Dist.
Todd Ableman	City of Cheney	April Westby	Spokane Regional Clean Air
Roger Krieger	City of Deer Park	Karl Otterstrom	Spokane Transit Authority
Scott Bernhard	City of Liberty Lake	Gordon Howell	Spokane Transit Authority
Inga Note	City of Spokane	Mike Tedesco	Spokane Tribe
Louis Meuler	City of Spokane	Larry Larson	WSDOT-Eastern Region
Brandon Blankenagel	City of Spokane	Glenn Wagemann	WSDOT-Eastern Region

Committee Alternates Present

Barry Greene	Spokane County	Keith Martin	WSDOT-Eastern Region
Scott Englehard	Spokane County		

Guests

Raychel Callary	Lilac Services for the Blind	Greg Szabo	Lighthouse for the Blind
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Staff

Eve Nelson	Senior Transportation Planner	Sabrina Minshall	Executive Director
Mike Ulrich	Senior Transportation Planner	Jason Lien	Senior Transportation Planner
David Fletcher	Assoc. Transportation Planner	Michael Redlinger	GIS Intern
Julie Meyers-Lehman	Administrative Assistant		

SRTC staff introduced new employees David Fletcher and Michael Redlinger.

3. **Approval of February 27, 2019 Minutes**

Mr. Blankenagel made a motion to approve the February 27, 2019 meeting minutes as presented. Mr. Bergam seconded the motion, which passed unanimously.

4. **Public Comments** - There were no public comments.

5. **Technical Member Comments** - Members shared information about current projects or programs in their jurisdiction or agency. Mr. Tedesco introduced Ms. Rachelle Bradley, a new planner with the Spokane Tribe and said she will be a TTC alternate.

6. **Chair Report on SRTC Board of Directors Meeting** – Chair Messner provided a synopsis of major topics and discussions at the prior Board meeting.

ACTION ITEMS

7a. 2019-2022 Transportation Improvement Program (TIP) April Amendment - Staff from City of Spokane and City of Spokane Valley provided information about the two projects included in the April amendment.

Mr. Otterstrom made a motion to recommend Board approval of the 2019-2022 TIP April amendment as presented and Mr. Tedesco seconded. Motion carried unanimously.

7b. Contingency List Process

Ms. Nelson used comments from discussion at the last meeting to create a process for programming projects from the contingency list from funds available as a result deobligated projects or newly available funding sources.

She outlined the proposed process, which includes TTC discussion of the following areas:

- (1) Evaluate the technical requirements and amount of the funding that is available
- (2) Identify from the 2018 Prioritized List, projects that meet such requirements
- (3) Review project readiness from the above identified projects
- (4) Review the capability of available funding to complete a project or phase; and
- (5) Recommend a project or projects for Board approval.

The group discussed possible scenarios of how this would play out and discussed timing of programming when funding becomes available by deobligations.

Mr. Blankenagel made a motion to recommend Board approval of the contingency list and the contingency list process. The motion was seconded and all votes were in favor.

7c. Performance Management – Annual Safety Targets

Ms. Nelson provided a history of prior action on safety targets and noted that federal regulations require WSDOT to annually set five safety performance targets. MPOs must also decide annually to either support WSDOT targets or set their own. She outlined the new methods used by WSDOT to set the 2019 targets and how they differ from the 2018 approach. The group discussed the topic at length. Comments included:

- Questioning the point of setting a goal without measurable action items
- The majority of the emphasis is on infrastructure, but education and enforcement play a large role in safety
- Land use also plays a large role in safety
- Accepting higher targets presents a bad image to the public
- Need for additional data besides just numbers
- The majority of agencies and jurisdictions have their own safety programs; perhaps combining them into a larger regional program would be worth exploring
- A conversation about the pros and cons of supporting WSDOT targets
- Setting targets for the region should be done through a subsequent planning process

Ms. Nelson explained that there are no penalties to MPOs for not meeting their targets, however there is a requirement to annually revisit the safety targets and act on them. The group continued discussion of new methodology and expressed concern about the lack of specific information available in the region to measure the achievement towards goals. The TTC also indicated a commitment to become more educated on the safety issues together as a region and try to make more realistic goals in the future.

Mr. Meuler made a motion to recommend Board support of 2019 WSDOT safety targets, which the expectation that in 2020 SRTC will provide more specific information. Ms. Note seconded the motion. Motion passed unanimously.

INFORMATION ITEMS

8a. Mobility for Populations with Vision Loss - Ms. Raychel Callary from Lilac Services for the Blind shared information about barriers caused by infrastructure to independent travel on sidewalks for people with impaired vision and solutions to the problems.

8b. 2020-2021 Unified Planning Work Program (UPWP) - Ms. Minshall highlighted the reasons behind the move to a two-year UPWP from a one-year, noted the first draft was submitted to WSDOT earlier this month, and an on-site review of the program with SRTC, FHWA, FTA and WSDOT is May 24. She noted the document is open for comments by the TTC and the deadline for submitting them is May 1.

8c. SRTC Advocacy Policy Update - Ms. Minshall read the draft policy for Advisory Services, based upon the original suggestion by Mr. Blankenagel, and including input from the Board and the Board Administrative Committee:

“The Spokane Region aspires to work collaboratively to receive more funding for priority transportation projects by being more competitive in state and national solicitations. Spokane Regional Transportation Council (SRTC) grants only a percentage of the overall funding and the Council desires to leverage these funds to achieve the Region’s goals.

The SRTC Executive Director and staff may advise member agencies on funding applications for federal and state programs outside the purview of the SRTC Board. Such advisory services may include, but is not limited to, letters expressing concurrence with regional plans, policies or programs, assistance on applications, and communications on behalf of members to other funding agencies. SRTC assistance must be for projects consistent with the Metropolitan Transportation Plan (MTP). SRTC work will be unbiased, and prioritization, if requested, will be conducted by the SRTC Board of Directors”.

The group discussed; comments included:

- Request for an “Advocacy 101” session so members will fully understand the types of assistance available
- Concern about the word “may” in the first sentence of the second paragraph. Does this also mean SRTC may not provide these services?
- Letters of support and acknowledgement of consistency with the MTP are important for outside funding
- The policy as presented does not clarify if engagement must be initiated by agencies
- Recommendation to describe the process by which agencies request SRTC engagement
- Desire to have the “what, when and how to’s” of SRTC assistance clearly laid out and readily available
- Suggestion that project prioritization presented to the Board should be made upon the recommendation of the TTC

Ms. Minshall asked for clarification if all members present concurred with the suggestion that TTC should review and recommend project prioritization before being presented to the Board; everyone agreed.

8d. Education Series Update - Ms. Minshall distributed a flyer and provided a brief overview of the three scheduled education series events for 2019.

9. TIP Working Group Update – Ms. Nelson reported that the group continues to meet monthly to monitor status of projects as pertains to the federal obligation target.

10. Agency Update – Ms. Nelson announced the April 11 Board meeting has been rescheduled to April 4. She that the Active Transportation Working Group will meet at SRTC on April 8. She reported that herself, Mr. Blankenagel, Ms. Dewey, City of Spokane Councilmember Kate Burke, John VanZant of Spokane School District 81, and Amber Waldref will be traveling to Decatur, GA for walkability training and return with a walkability action plan.

11. Adjournment - There being no further business, the meeting adjourned at 3:34 pm.

Julie Meyers-Lehman
Recording Secretary

MEMORANDUM

DATE: May 15, 2019

TO: Members of the Transportation Technical Committee

FROM: Sabrina C. Minshall, AICP, Executive Director

SUBJECT: Draft State Fiscal Year (SFY) 2020-2021: Two-Year Unified Planning Work Program (UPWP)

Summary

The Draft SFY 2020-2021 UPWP is attached for review; the document will be presented for approval by the Board of Directors at their June 13 meeting.

Each Metropolitan Planning Organization, in cooperation with WSDOT and the public transportation operator, is required to develop a Unified Planning Work Program (UPWP) which includes a discussion of the planning priorities within the Metropolitan Planning area. Certain basic, high level information is required, including the work proposed for the next one or two-year periods by major activity or task, also addressing the federal and state planning factors and additional emphasis areas.

Details about the planned tasks such as who will conduct them, the schedule, the resulting products, and the funding must be included. UPWP guidance by WSDOT specifies the narrative and budget information which must be addressed related to:

- Review of interlocal agreements;
- Statewide planning efforts and coordination with WSDOT;
- Production of the Transportation Improvement Program (TIP);
- Fiscal constraint and;
- Reporting.

Planning activities by WSDOT and Spokane Transit Authority are added to the UPWP by appendix.

For the SFY 2020-2021, SRTC is preparing a two-year UPWP, rather than the traditional one-year work plan, as the majority of SRTC work tasks are not done on a one-year schedule. Major projects such as the Metropolitan Transportation Plan (MTP) update work, Data/Model and Technical Tools update, and studies (such as Division Street Corridor, US 195/I-90, and Freight Strategy) are multiple year efforts. The UPWP can be revised and updated mid-period if needed and will be monitored by SRTC staff for any needed changes. The SRTC periodic federal certification review is expected to be held the end of calendar year 2019; if additional work tasks are needed to respond to this review, the UPWP will be modified.

The calendar for the preparation of the UPWP is below. The first draft of the UPWP prepared in accordance with the UPWP Guidance Manual was sent to WSDOT and federal agencies for review and comment on March 15, 2019; to date, no comments or suggestions from WSDOT have been received. In March the draft UPWP document was distributed to both the SRTC Transportation Technical Committee (TTC) and to adjacent metropolitan planning organizations (Kootenai County

Metropolitan Planning Organization (KMPO), Benton Franklin Council of Governments, etc.) with a request for feedback by May 1, 2019. To date, no comments have been received.

An on-site meeting with the review agencies will be held on May 21. Any comments received at this meeting will be considered and incorporated into the final draft for the June Board meeting.

Schedule for Update:

SRTC SFY 2020-2021 UPWP Development Schedule	
Key Due Dates	Key Action Due
March 14, 2019	SFY 2020-21 UPWP Overview provided to SRTC Board
March 22, 2019	Preliminary draft SFY 2020-21 UPWP to WSDOT
March 27, 2019	SFY 2020-21 UPWP Overview and draft document provided to TTC
May 1, 2019	Comments due from committee members on preliminary draft
May 9, 2019	Draft SFY 2020-21 UPWP presented to Board
May 21, 2019	On-site review meeting with WSDOT, Public Transportation Division, WSDOT, FHWA, and FTA
May 22, 2019	TTC recommendation of Board approval of preliminary draft SFY 2020-21 UPWP
June 13, 2019	Board approval of SFY 2020-21 UPWP
June 16, 2019	Approved SFY 2020-21 UPWP submitted to WSDOT
June 21, 2019	WSDOT submits approved SFY 2020-21 UPWP to FHWA/FTA
June 30, 2019	FHWA/FTA UPWP approval date
July 1, 2019	SFY 2020-21 UPWP takes effect

Policy Implications

The purpose of the UPWP is to meet the federal requirements as well as the state RTPO work program requirements. The UPWP also fosters regional coordination and collaboration on proposed planning activities over the next state fiscal year (July 1 – June 30). The UPWP also is a tool to promote transparency in work tasks, milestones and deliverables and align expectations with resources.

Technical Implications

On May 21, 2019, the WSDOT Transportation Planning Office, Public Transportation Division, and Eastern Region Planning Office, along with the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA), will conduct a review of the FY 2020-2021 UPWP. SRTC sent a first draft FY 2020-2021 UPWP to the review committee on March 15, 2019. After Board approval of the final document in early June, the UPWP will be submitted to WSDOT who will in turn submit it to FHWA and FTA for approval by the end of June. The FY 2020-2021 UPWP will be in effect beginning July 1, 2019.

Prior Committee Actions

None.

Requested Action

Recommend SRTC Board approval of the SFY 2020-2021 UPWP.

Spokane Regional Transportation Council

State Fiscal Years
2020 – 2021

Unified Planning Work Program

DRAFT

July 1, 2019 to June 30, 2021

The logo for the Spokane Regional Transportation Council (SRTC) features the acronym "SRTC" in a large, bold, blue, italicized sans-serif font. Below the acronym, the full name "SPOKANE REGIONAL TRANSPORTATION COUNCIL" is written in a smaller, blue, all-caps sans-serif font. A thin blue horizontal line is positioned directly beneath the full name.

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SPOKANE REGIONAL TRANSPORTATION COUNCIL
MEMBER JURISDICTIONS, AGENCIES, AND PARTICIPATING TRIBES

City of Airway Heights	Spokane County
City of Cheney	Spokane Transit Authority
City of Deer Park	Spokane Tribe of Indians
City of Liberty lake	Town of Fairfield
City of Medical Lake	Town of Latah
City of Millwood	Town of Rockford
City of Spokane	Town of Spangle
City of Spokane Valley	Town of Waverly
Kalispel Tribe of Indians	Washington State Department of Transportation
Spokane Airports	Washington State Transportation Commission

SPOKANE REGIONAL TRANSPORTATION COUNCIL
2019 BOARD MEMBERS

Al French (Chair)	Spokane County Commissioner
Steve Peterson (Vice Chair)	City of Liberty Lake, Mayor
Dave Malet	City of Airway Heights, Council Member
Paul Schmidt	City of Cheney, Council Member
Dee Cragun	City of Deer Park, Council Member (representing small towns)
Lori Kinnear	City of Spokane, Council Member
David Condon	City of Spokane, Mayor
Arne Woodard	City of Spokane Valley, Council Member
Larry Stone	Major Employer Representative
Matt Ewers	Rail/Freight Representative (Ex-Officio)
Larry Krauter	Spokane Airports
Josh Kerns	Spokane County Commissioner
E. Susan Meyer	Spokane Transit Authority
Kennet Bertelsen	Transportation Advisory Committee Chair (Ex-Officio)
Sean Messner	Transportation Technical Committee Chair (Ex-Officio)
Mike Gribner	Washington State Department of Transportation
Joe Tortorelli	Washington State Transportation Commission
Sabrina C. Minshall	Executive Director

SPOKANE REGIONAL TRANSPORTATION COUNCIL
2019 TRANSPORTATION TECHNICAL COMMITTEE MEMBERS

Sean Messner (Chair)	Spokane County
Karl Otterstrom (Vice Chair)	Spokane Transit Authority
Mark Bergam	City of Airway Heights
Todd Abelman	City of Cheney
Roger Krieger	City of Deer Park (representing small towns)
Scott Bernhard	City of Liberty Lake
Brandon Blankenagel	City of Spokane
Louis Meuler	City of Spokane
Inga Note	City of Spokane
Gloria Mantz	City of Spokane Valley
Adam Jackson	City of Spokane Valley
Julia Whitford	Kalispel Tribe of Indians
Matt Zarecor	Spokane County
Brandi Colyar	Spokane County
Lisa Corcoran	Spokane International Airport
April Westby	Spokane Regional Clean Air Agency
Heleen Dewey	Spokane Regional Health District
Gordon Howell	Spokane Transit Authority
Mike Tedesco	Spokane Tribe of Indians
Larry Larson	WSDOT- Eastern Region
Darrel McCallum	WSDOT- Eastern Region
Glenn Wagemann	WSDOT- Eastern Region

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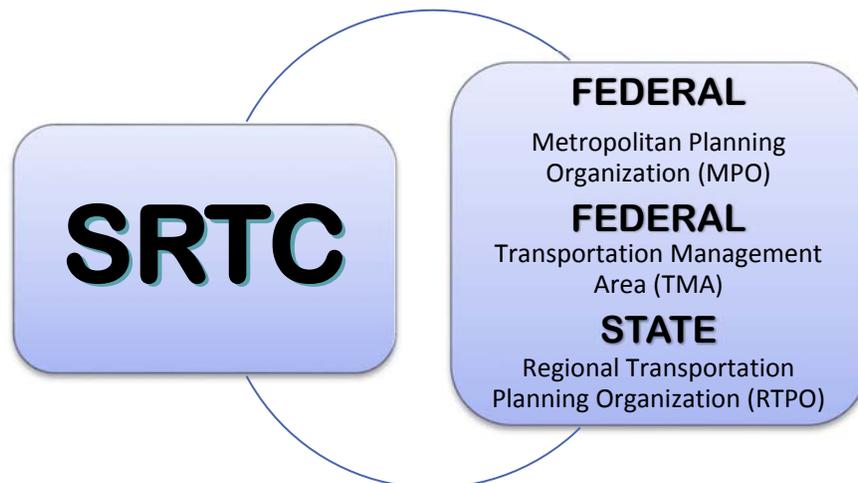
INTRODUCTION

Background

The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region (see map in Appendix B). As illustrated in Figure 1 below, SRTC maintains three important transportation planning designations:

1. The United States Department of Transportation (USDOT) requires every metropolitan area with a population over 50,000 in population to have a designated **Metropolitan Planning Organization (MPO)** to qualify for receipt of federal highway and transit funds. SRTC is the designated MPO for the Spokane Metropolitan Planning Area and is responsible for ensuring compliance with federal transportation planning requirements. In particular, federal legislation (23 U.S.C. 134) requires the MPO to work in cooperation with the state and public transportation agencies in carrying out a continuing, cooperative, and comprehensive (3C) metropolitan planning process.
2. Urbanized areas over 200,000 in population are designated by federal legislation as **Transportation Management Areas (TMA's)**. SRTC is the federally designated TMA for the Spokane Metropolitan Planning Area. TMA's have additional responsibilities and discretion in allocating certain federal transportation funds within the urbanized area.
3. SRTC serves as the state designated **Regional Transportation Planning Organization (RTPO)** for Spokane County. RTPO's are voluntary associations of local governments and were authorized as part of the 1990 Washington State Growth Management Act to ensure local and regional coordination of transportation plans.

Figure 1: SRTC's State and Federal transportation planning designations

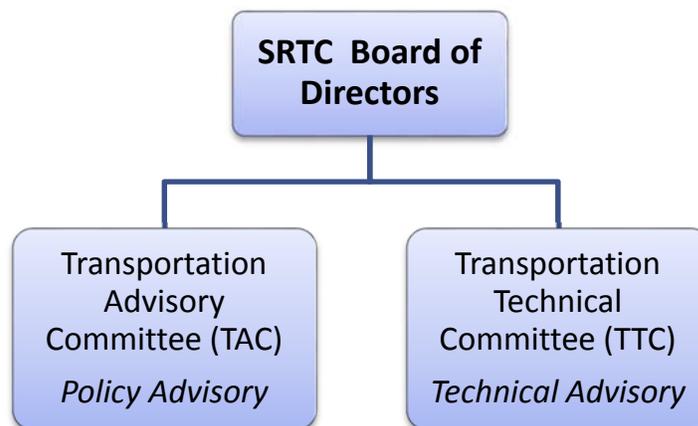


Purpose

The purpose of the UPWP is to identify and align all federally funded transportation planning activities that will be conducted in the metropolitan planning area during a one or two-year period. This State Fiscal Year (SFY) 2020-2021 Unified Planning Work Program defines such activities and their associated financial resources that will be undertaken in the Spokane Metropolitan Planning Area during the July 1, 2019 through June 30, 2021 Washington state fiscal year periods.

SRTC staff is also responsible for carrying out specific activities that go beyond MPO planning activities. For example, SRTC receives funding from the Washington State Department of Transportation (WSDOT) to carry out its duties as an RTPO. The UPWP defines core MPO functions and their associated funding sources. It should be noted there is often overlap within a specific work program task between federal and state planning requirements. In situations where a particular task is relevant as a core MPO function and as an RTPO function (e.g., Program Administration and Coordination), the identification of funding sources will include both the federal and state resources necessary to complete the task.

Figure 2: SRTC's Board of Directors and Advisory Committee Organization



Organization and Process

SRTC is organized through an interlocal agreement as a voluntary association. As shown in Figure 2, the agency is governed by a Board that receives policy input from a Transportation Advisory Committee (TAC) and technical input from a Transportation Technical Committee (TTC). The Board includes 14 voting members and three ex officio, nonvoting members. Also, pursuant to RCW 47.80.040, area members of the House of Representatives and the State Senate are considered ex officio board members of SRTC.

The TTC is composed of 22 professionals from various local, regional, and state agencies and Tribes. The TTC provides technical input and helps assure a coordinated regional transportation system. Additionally, the TTC participates in SRTC's transportation planning program by conducting technical reviews of activities such as applications for funding, setting of performance targets, congestion management reports, amendments to the Transportation Improvement Program, and provides input on the Unified Planning Work Program.

The TAC is composed of 13 members from an array of geographic areas, modal and policy expertise, agencies, and constituent groups. A key responsibility of the TAC is to advise

Board on policy issues associated with plans, programs, and activities conducted by SRTC. In addition, the TAC is organized to promote transparency and provide a forum for the public to be involved in SRTC's overall transportation planning program.

In developing the SFY 2020-2021 UPWP, SRTC worked cooperatively with WSDOT and the Spokane Transit Authority (STA) to define planning priorities, work activities, and associated financial resources.

Issues Addressed in the Planning Process

Current Planning Environment

Over the past several years, national, state, and local governments have been faced with declining revenues. This trend continues in the current planning environment. On December 4, 2015 the latest federal transportation authorization bill, the Fixing America's Surface Transportation (FAST) Act, was signed into law, replacing the previous federal transportation authorization bill, Moving Ahead for Progress in the 21st Century (MAP-21). The FAST Act provides \$305 billion nationally over five years for various highway, transit, and safety programs. Approval of the FAST Act ended more than 10 years of short-term extensions and temporary transportation bills. Initial review of the FAST Act modifications and requirements does not reveal any necessary immediate changes for MPOs and continues the major changes brought about by MAP-21 in the programmatic structure for both highways and public transit and included an initiative to improve efficiency through performance-based planning. The FAST Act maintains all the funding program mergers created by MAP-21. The FAST Act also provides for enhanced coordination of public transportation services with other federally assisted transportation services to aid in the mobility of seniors and individuals with disabilities.

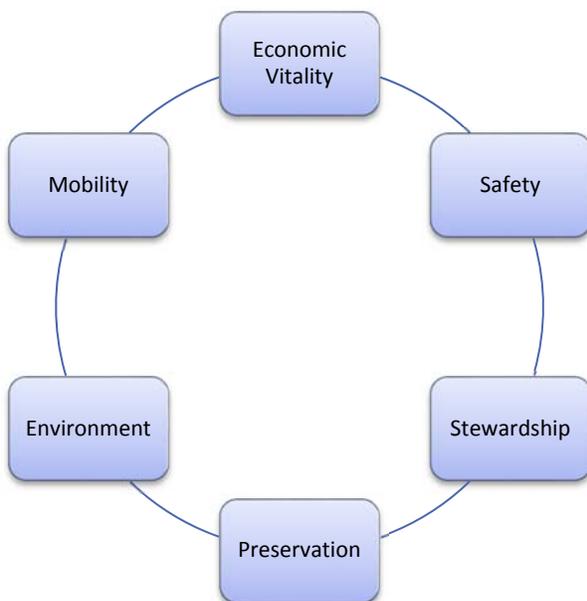
In SFY 2020-2021, SRTC will continue to work on several key activities related to FAST Act performance-based planning requirements. It is anticipated that the performance-based planning approach will enhance SRTC's long-range planning and project selection processes. However, it should be recognized that the FAST Act performance-based planning requirements are an extension of the MAP-21 performance-based planning requirements, and as such, will involve a significant and continuing investment in resources (e.g., staffing, data collection, etc.).¹ Because these new requirements are not fully funded through the FAST Act, SRTC has balanced performance-based planning requirements with other MPO requirements. In striking this balance, SRTC's mission is to meet core MPO and RTPO planning functions. These goals are reflected in SRTC's SFY 2020-2021 UPWP. In updating the new metropolitan/regional transportation plan, Horizon 2040, SRTC has identified several emerging planning issues to be addressed in the SFY 2020-2021 UPWP and subsequent years. These include continuing to implement performance-based planning, aligning and supporting WSDOT's practical solutions framework, and understanding linkages between land use and transportation decisions.

¹ **Federal Register / Vol. 79, No. 105 / Monday, June 2, 2014 / Proposed Rules, page 31786, Summary of Average Annual Regulatory Costs and Burden Hours of Effort:** FHWA and FTA estimated that the average Transportation Management Area (TMA) will be required to provide 1,800 additional hours of effort to implement the new MAP-21 planning requirements. When considering paid time off (holidays, vacations, and sick leave) 1,800 hours essentially represents 1 Full Time Equivalent (FTE). This represents a significant work requirement for SRTC, which has a staff of 10.78 FTEs.

Federal and State Planning Factors

As part of the process of developing the UPWP, the FTA and FHWA require the consideration of federal planning factors in regional transportation planning efforts. These planning factors include:

- Support the economic vitality of the metropolitan area; especially by enabling global competitiveness, productivity, and efficiency;
- Increase both the safety and security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and for freight;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planning growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation;
- Emphasize the preservation of the existing transportation system;
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- Enhance travel and tourism.



The SFY 2020-2021 UPWP reflects these federal priorities and direction through specific work activities.

The SFY 2020-2021 UPWP also addresses the six Washington State legislative transportation system policy goals of [RCW 47.04.280](#), including Economic Vitality, Preservation, Safety, Mobility, Environment, and Stewardship. In particular, Task 8: RTPO Planning Functions, addresses the specific requirements of RCW 47.04.280.

Finally, the SFY 2020-2021 UPWP also reflects the Guiding Principles, Policies and Strategies established in the Horizon 2040 Metropolitan Transportation Plan and 2019-2022 Transportation Improvement Program, which were both developed within the framework of current federal and state planning requirements.



Coordination with Adjacent MPOs and RTPOs

As of March 2003, Kootenai County, Idaho became a federally designated urbanized area. Associated with that designation was the establishment of the Kootenai Metropolitan Planning Organization (KMPO). KMPO's eleven-member board is comprised of local elected officials from highway districts, local jurisdictions, District 1 of the Idaho Transportation Department, and the Coeur d'Alene Tribe. While the SRTC and KMPO Boards are independent from one another, SRTC and KMPO continue to coordinate planning and modeling efforts that affect both MPO areas. SRTC's work plan for SFY 2020-2021 includes initiating a joint Board meeting of the two MPO's. The UPWP will be sent for comment to adjacent RTPOs.

SFY 2019 Key Accomplishments

The SFY 2020-2021 UPWP identifies SRTC key accomplishments for SFY 2019 organized by UPWP Task.

1. Program Administration and Coordination
<ul style="list-style-type: none">• Completed SFY 2019 UPWP.
<ul style="list-style-type: none">• Completed SFY 2018 UPWP Annual Report.
<ul style="list-style-type: none">• Completed 2018 MPO Self-Certification Report.
<ul style="list-style-type: none">• Developed Calendar Year 2019 Budget and Indirect Cost Plan.
<ul style="list-style-type: none">• Hired a Data Scientist. Board approved budget with staffing reorganization for 2019. Recruited two Associate Planners and one Assistant Planner to maintain ten FTE by end of FY 2019.
<ul style="list-style-type: none">• Participated in Washington MPO Coordination Committee.
<ul style="list-style-type: none">• Participated in North Spokane Corridor Executive Committee.
<ul style="list-style-type: none">• Participated in Spokane Regional Transportation Management Center Board and Committees.
<ul style="list-style-type: none">• Participated in Intermountain West MPO Directors Meetings.
<ul style="list-style-type: none">• Monthly meetings of SRTC Board of Directors, Transportation Technical Committee, and Transportation Advisory Committee.
2. Public and Stakeholder Participation and Coordination
<ul style="list-style-type: none">• Increased social media presence, with 1,562 followers on Twitter and 262 "likes" on Facebook.
<ul style="list-style-type: none">• Hosted an "Education Series" for the public and the Board consisting of expert speakers; a panel discussion covering roundabouts, a workshop designed to illustrate the challenges faced by pedestrians in urban environments, transportation and land use nexus, and smart growth principles.
<ul style="list-style-type: none">• Created, printed and distributed to the public a "Year in Review" document.
<ul style="list-style-type: none">• Held an open house to present the draft 2019-2022 TIP to the public.
<ul style="list-style-type: none">• Attended community events, festivals and meetings to promote SRTC activities.
<ul style="list-style-type: none">• Hosted meetings of the Transportation Advisory Committee (TAC), the Citizen Advisory Committee.
<ul style="list-style-type: none">• Distributed quarterly newsletters on SRTC activities.
<ul style="list-style-type: none">• Operationalized "full circle" public involvement, utilizing feedback from outreach into planning efforts. Examples include hearing questions from the TAC and others regarding roundabouts being constructed, subsequently developing and hosting a roundabout education event. The TAC committee and safety data indicates ongoing safety concerns related to walkability and bike safety. SRTC conducted a walkability training for both committees and other interested

member staff (over 40 attendees) SRTC application now reflects “year around system”, with questions on design and maintenance, as public feedback reflects concerns regarding investments and maintenance in all modes of infrastructure and mobility during winter months.

3. Systems Analysis and Information Management

- Continued to address recommendations in the regional travel demand model peer review report.
- Began a multi-year effort to improve suite of analytic tools; hosted expert on land use forecasting options for mid-size MPO’s.
- Acquired, updated, and maintained demographic, socioeconomic, land use, and transportation data in geospatial and other formats in support of transportation planning as appropriate. Used analysis tools to assist planning processes, inform decision makers and reveal new trends and patterns in support of planning functions.
- Collaborated with other agencies in data and analysis sharing as needed.
- Provided GIS support, managed the GIS software environment, and processed statistical and demographic data.
- Provided GIS data, mapping and GIS support to member jurisdictions.
- Expanded the use of ArcGIS Online interactive mapping and data capabilities to provide partner agencies and the public transportation relevant maps and data.
- Continued the annual development of the online, interactive, regional road construction map to avoid delays, improve public sentiment regarding delays, improve vehicular and worker safety, and share information publicly.
- Provided model data and modeling support to member agencies for several projects, studies and other planning efforts.

4. Metropolitan Transportation Plan (MTP)

- Convened a multi-jurisdictional Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) Working Group. Created an update to the CPT-HSTP Plan. Approved by the Board in November 2018.
- Participated in quarterly interagency consultation process with FHWA, FTA and EPA.
- Agreed to support WSDOT’s performance targets for PM2 and PM3 federal rules.
- Participated in WSDOT performance management coordination meetings.
- Coordinated with WSDOT to improve and further implement the WA State Bicycle Count Program.

5. Planning Consultation and Studies

- Partnered with member agencies to assist Spokane Regional Health District in continuing the transportation demand management program WalkBikeBus.
- Designed new bicycle maps for the Spokesman-Review for Spokefest bicycling event.
- Provided traffic count, travel forecast, statistical, GIS, and other resources to partner and community agencies as requested.
- Developed scope and RFQs for the Division Street corridor analysis and US 195 / Interstate 90 Study; initiating dialogue for options going forward.
- Participated on STA's Central City Line Advisory Committee.
- Participated on WSDOT's study advisory group for the I90 Four Lakes to Stateline Operations Study.
- Supported BUILD applications for member agencies by providing data, reviewing applications and coordinating support letters as requested.
- Participated as a technical team member for the STA Plaza operations analysis.

6. RTPO Planning Functions

- Conducted reviews and multi-modal level of service analyses of local jurisdictions' comprehensive plan updates and amendments in accordance with SRTC policies and procedures.
- Managed SRTC's internal Commute Trip Reduction program. Promoted the countywide program to the community. Provided data and analysis to support countywide CTR program.
- Assisted Spokane County with scope of work for Comprehensive Plan update
- Participated in Rucklehouse discussion meetings with WSDOT and other RTPO's
- Began reevaluation of household and job allocations with member agencies.
- Participated in WSDOT HWY2 Corridor Plan

7. Unfunded Planning Activities

- SRTC Regional Bicycle and Pedestrian County Program with local agencies, stakeholders and jurisdictions.

SFY 2020 UPWP Tasks

The SFY 2020-2021 UPWP identifies priorities for the Spokane Metropolitan Planning Area and allocates resources to specific needs and projects. It also assists local, state, and federal agencies in coordination of urban transportation planning activities. The tasks and subtasks to be accomplished and developed under the SFY 2020-2021 UPWP are listed in Table 1. In addition, Table 1 provides a generalized illustration of whether a particular task or subtask is primarily undertaken to satisfy federal (MPO), state (RTPO), or both federal and state requirements. Subtasks have been added to provide SRTC the ability to track staff time and deliverables under areas of interest and to align that effort with the areas of focus.

Table 1: SFY 2020-2021 UPWP Tasks and Subtasks

Task	MPO	RTPO
1. Program Administration and Coordination		
1.1 Program Management and Support	✓	✓
1.2 Professional Development and Training	✓	✓
1.3 Coordination with State and Federal Legislators	✓	
2. Public and Stakeholder Participation and Coordination		
2.1 Public Coordination and Outreach	✓	✓
2.2 Board Member & Stakeholder Coordination	✓	✓
2.3 Title VI & Environmental Justice	✓	✓
2.4 Webpage and Social Media Management	✓	✓
3. Systems Analysis and Information Management		
3.1 Information Management and Mapping Services	✓	✓
3.2 Travel Demand Modeling and Analysis Tools	✓	✓
4. Metropolitan Transportation Plan (MTP) and General Long Range Planning		
4.1 General Long Range Transportation Planning/Performance Targets	✓	✓
4.2 Active Transportation	✓	✓
4.3 Transit/Coordinated Public Transportation-Human Services Transportation Plan	✓	✓
4.4 Freight	✓	✓
4.5 WSDOT Planning Support	✓	✓
5. Transportation Improvement Program		
5.1 TIP Development and Maintenance	✓	✓
5.2 Air Quality and Transportation Conformity	✓	✓
5.3 Coordinate and track projects needing funding	✓	✓
6. Congestion Management Process (CMP)	✓	
7. Planning Consultation and Studies		
7.1 I-90/US 195 Systems Study	✓	
7.2 Division Street Reimagined	✓	
7.3 General WSDOT	✓	
8. RTPO Planning Functions		✓
9. Unfunded Planning Activities	✓	✓

Details for each task identified in Table 1 are provided below. The estimated month and year of completion is indicated, or an “Ongoing” designation is included after each task if the task occurs throughout the entire planning period under the *Expected Outcomes/Schedule* heading. Budget information, including federal, state, and local transportation planning estimated revenues and expenditures for the main MPO planning functions as well as funding information for other programs, is shown in Appendix A.

Federal and State Areas of Emphasis

Federal and state emphasis areas are addressed in the SFY 2020-2021 UPWP including:

Federal and State Areas of Emphasis

1. **MAP-21 and FAST Act Implementation – *Transportation Performance Management***

Highlights:

- SRTC will continue tracking Federal notices of proposed rulemaking as they pertain to performance management and will inform and aid local agencies of the notices and changes.
- SRTC will update, monitor, and maintain performance management data as determined by the FAST Act, and SRTC’s Horizon 2040 Implementation Toolkit.
- SRTC has integrated Performance Based Planning into all steps of its process from the MTP- Horizon 2040, to the TIP Application Process and application questions, to project level checklists.
- SRTC will continue to collaborate with WSDOT to set statewide and MPO performance measure targets.
- SRTC’s TTC and Board of Directors will consider the targets financial implication and relationship to its efforts on performance-based planning. SRTC will integrate this approach into its’ work on a freight strategic plan, land use modeling, and project funding.

2. **Models of Regional Planning Cooperation – *Promote cooperation and coordination across MPO boundaries and across state boundaries where appropriate to ensure a regional approach to transportation planning.***

Highlights:

- SRTC will coordinate development of SFY 2020-2021 UPWP with FHWA, FTA, STA, and WSDOT’s Transportation Planning Office and Eastern Region’s Planning Office.
- SRTC will coordinate with federal, state, local, and Tribal agencies regarding regional transportation issues.
- SRTC will monitor federal and state legislative actions.
- SRTC will participate and coordinate in WSDOT Plan Alignment Work Group (PAWG).
- SRTC will provide input and technical assistance as needed on WSDOT’s Corridor Sketch Initiatives and Practical Solutions.
- SRTC will review and certify local updates and amendments to comprehensive plans and the county wide plan policies for consistency with SRTC’s Plan Review and Certification Process Instruction Manual.
- SRTC will continue interaction with Intermountain MPO group, and other MPOs and agencies, to share information, MPO practices, data uses, techniques, and plans.

3. **Ladders of Opportunity – *Access to essential services: as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.***

Highlights:

Federal and State Areas of Emphasis

- SRTC will incorporate text related to access gaps into future MTP updates within the Title VI and Americans with Disabilities Act (ADA) sections.
- SRTC will reach out to “traditionally underserved” populations for the purpose of education and awareness regarding corridor plans and the long-range transportation plan, Horizon 2040 through coordination with local agencies.

4. **Tribal Consultation – Coordinate and invite participation with Tribal governments on the development of their regional transportation plans and programs.**

Highlights:

- SRTC will coordinate and consult with Tribal governments.
- SRTC will maintain coordination with Tribal and Land Management agencies per SRTC’s Tribal and Land Management Coordination policies.
- SRTC will coordinate Tribal participation in the TIP process.

5. **Interlocal Agreements – Create or update as needed. Interlocal agreements are the legal instrument used to establish MPOs and RTPOs.**

Highlights:

- SRTC will review existing MOU (signed January 15, 2013) for any changes necessary in coordination with WSDOT and STA.
- SRTC will begin an update of Interlocal Agreement for federal and state required changes, membership and voting changes due to population from census results, dues, and other changes directed by the Board.

1. Program Administration and Coordination

Overview

Program Administration is a core MPO and RTPO function. The purpose of this task is to administer the overall metropolitan transportation planning process in an open and collaborative environment. Program administration activities are undertaken to ensure MPO compliance with applicable provisions of Titles 23, 40, and 49 of the US Code and the Code of Federal Regulations that call for a continuing, comprehensive, and cooperative metropolitan transportation planning process. Program administration activities also ensure RTPO compliance with RCW 47.80 and Chapter 468-86

WAC. Program Administration is a core MPO and RTPO function and includes the development and tracking of the Unified Planning Work Program. Three new staff members are joining SRTC in 2019, making capacity training a focus area in SFY2020.



Source of Funds/Budget

FHWA / FTA / RTPO / Local - \$ 749,790

Responsibilities

SRTC staff

Expected Outcomes	Schedule
Administration of the metropolitan transportation planning process that complies with applicable federal and state regulations.	Ongoing

1.1 Program Management and Support

This subtask includes the activities necessary to effectively manage the metropolitan transportation planning process as required by federal and state regulations:

- Ongoing coordination and support provided to the SRTC Board, Transportation Technical Committee (TTC), and Transportation Advisory Committee (TAC).
- Coordination and consultation with WSDOT, STA, member agencies, Tribal governments, other MPOs, other RTPOs, and other local agencies and planning partners.
- Overall development and monitoring of program activities, interagency agreements, and the annual SRTC budget.
- Financial planning and management, including the administration of planning grants.
- Purchase of office equipment, supplies, and computer hardware and software.
- Fiscal management and reporting.
- Development and administration of agency policies and procedures.
- Staff management and leadership.

Expected Outcomes	Schedule
Coordination and support to the SRTC Board, TTC, and TAC. TTC will have a focus in understanding implementation and integration of target setting and performance measurement, especially as it relates to a funding strategy and the next long-range plan update.	Ongoing
Coordination with federal, state, local, and Tribal agencies, and other partners regarding regional transportation issues, plans, studies, funding, and implementation programs.	Ongoing
Coordination with Tribal agencies.	Ongoing
Provide two-way, collaborative and continuing communication with SRTC and member agencies through the liaison program, where each member agency is assigned a staff person for ongoing contact.	Ongoing

1.2 Federal Transportation Planning Certification

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) conducted a joint site review of the Spokane metropolitan area's transportation planning process on December 1-2, 2015. This Transportation Planning Certification Review is required by federal regulations every four years for metropolitan areas that exceed a population of 200,000 and have been designated as a Transportation Management Area (TMA).

During the review, the FHWA and FTA noted significant improvement in the status of the planning process lead by SRTC and determined that all corrective actions from the 2012 review were adequately resolved. It was certified that the transportation planning process in the Spokane metropolitan area meets the applicable program and regulatory requirements of 23 CFR 450. The next certification review on-site is expected to begin in early fall 2019.

Expected Outcomes	Schedule
Implement recommendations from the February 8, 2016 Federal Transportation Planning Certification Review Final Report.	Ongoing
Participate in Federal Transportation Planning Certification Review, respond to recommendations, and implement recommendations.	August 2019 - August 2020
Submit Self Certification to WSDOT Tribal and Regional Coordination Liaison.	October 2019

1.3 MPO Agreements

In 2013, the SRTC Board approved a new Interlocal Agreement (ILA) that details the governance structure and cooperative process for carrying out the metropolitan transportation planning process.

- Updating the ILA and associated bylaw`s will be during the 2020-2021 UPWP cycle, in anticipation of census data to finalize population-based representation and voting structure for membership. The new ILA will include all new state and federal requirements as applicable.
- ILA between SRTC and WSDOT, as well as SRTC and Spokane Transit Administration (STA) will be reviewed and modified if any changes are needed.
- ILA between SRTC and the City of Spokane for administrative services will be amended during 2019.

Expected Outcomes	Schedule
Review progress to date on existing MOU (signed January 15, 2013) in coordination with WSDOT and STA. Review for possible changes, a process for target setting and adoption, and adopt amendment(s) if necessary.	August 2019
Update ILA for potential changes including membership structure due to state and federal requirements, census data, dues, and any other Board directed alterations.	July 2019 - June 2021

1.4 Coordination with State and Federal Legislators

Periodically SRTC staff is asked to provide technical information about the status of transportation plans and programs to both state and federal legislators. SRTC staff also provide updates on metropolitan planning activities where legislators and/or their staff members may be present. In addition, pursuant to RCW 47.80.040, any member of the House of Representatives or the State Senate whose districts are wholly or partly within the boundaries of the regional transportation planning organization are considered ex officio, nonvoting board members of the regional transportation planning organization. As such, SRTC staff coordinates with area members of the state legislature as regular ex officio members of the SRTC Board. SRTC does not use federal revenue when expenditures include staff time, travel, lodging, or meals for legislative functions. SRTC maintains a binder with anti-lobbying rules and regulations regarding unallowable costs. It is periodically reviewed by SRTC staff who interact with policy makers or manage contracts.

During SFY 2020-2021, the Executive Director may participate in the following community organized trips to meet with state and federal legislators. Both trips will be paid for solely with local funds:

- Regional Olympia Fly-In (January 2020, January 2021)
- Regional Washington DC Fly-In (April 2020, April 2021)

<i>Expected Outcomes</i>	<i>Schedule</i>
Monitoring federal and state legislative issues and actions.	Ongoing
SRTC staff review of anti-lobbying rules and regulations.	Ongoing
Provide information regarding regional transportation project and Board approved priority projects and policies.	Ongoing

1.5 Professional Development and Training

This subtask provides for ongoing staff training to include attending conferences, seminars, and training sessions within budget constraints. Professional development and training are fundamental components of maintaining a qualified, up-to-date professional staff. Training requirements are particularly important for a small MPO staff responsible for staying abreast of changing federal and state regulations and planning requirements, travel demand modeling, air quality conformity modeling, Geographic Information Systems, and computer hardware, software, and network systems.

On an annual basis SRTC compiles a detailed spreadsheet to determine the training needs and costs for staff members to attend needed training. This task also includes costs for professional and trade associations such as the Association of Metropolitan Planning Associations (AMPO) and National Association of Regional Councils (NARC).

SRTC is also focused on attracting and retaining highly qualified employees. This task includes training and certification for professional planners through American Planning Associations (APA) AICP Certification program and other professional training for Geographic Information Systems (GIS).

<i>Expected Outcomes</i>	<i>Schedule</i>
Professional development and training for SRTC staff, including travel demand modeling (VISUM), air quality conformity (MOVES), Geographic Information Systems (ArcGIS), transportation planning and programming, computer programming, statistical data and methods, leadership and management training, project management, Title VI, Environmental Justice and congestion management planning. Includes costs of certification, membership and participation in statewide, regional and national trade organizations. Also included in this is Board training in same areas as appropriate to increase Board capacity and governance.	Ongoing
Report on future professional development and training needs.	March 2021

1.6 Unified Planning Work Program

SRTC will develop and maintain the SFY 2020-2021 UPWP to coordinate metropolitan planning activities between SRTC and its member agencies, define planning activities, and identify funding sources for those activities. The UPWP is a core MPO function and identifies and organizes RTPO planning activities.

Responsibilities

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT.

Expected Outcomes	Schedule
Maintenance of the SFY 2020-2021 UPWP that identifies transportation planning activities to be undertaken in the SMPA using federal, state, and local funds.	Ongoing
Annual Performance and Expenditure Report as required by federal regulations.	September 2019, September 2020
Periodic updates to the SRTC Board on progress in implementing the SFY 2020-2021 UPWP.	Ongoing
Review of 2020-2021 UPWP for modifications, Preparation of the 2022-2023 UPWP.	Ongoing, February 2020; February 2021
Submit UPWP Amendments to the SRTC Board for approval and subsequently to FHWA and FTA.	As needed

2. Public and Stakeholder Participation and Coordination

Overview

A robust and ongoing public involvement process is a vital component of a successful metropolitan transportation planning process. Key provisions of the Public Participation Plan (PPP) include providing information to the public and stakeholders; timely public notice of SRTC meetings, public comment periods, and other activities; full public access to key decisions and decision-making processes; and support for early and continuing involvement of the public in all planning and programming activities. This is a core MPO and RTPO function.



Source of Funds/Budget

FHWA / FTA / RTPO / Local - \$ 176,895

Responsibilities

SRTC staff serves as the lead in coordination with member agencies, STA, WSDOT, other resource agencies, and stakeholders. The update to SRTC Website and Regional Survey will be contracted services

Expected Outcomes/Schedule

This is an ongoing task that encompasses SRTC's processes and procedures for engaging the public and stakeholders in the metropolitan planning process (Ongoing).

2.1 Public Coordination and Outreach

In accordance with applicable federal requirements and adopted public participation procedures, SRTC provides the general public with opportunities to participate in the metropolitan planning process by providing information on specific issues through a variety of channels. SRTC has developed a Public Participation Plan (PPP) to identify specific stakeholders and methods to gather and disseminate project-specific or plan-specific information to them. In general, the outreach methods employed by SRTC include:



- Roundtables or focus groups on regional transportation issues and priorities,
- Presentations to groups of various sizes and interest areas,
- Open houses and public meetings for major SRTC activities and projects,
- Participation in open houses and public meetings hosted by other jurisdictions and agencies,
- Publication of annual reports,
- Surveys,
- Social media sites including a blog, Facebook and Twitter,
- Press releases to local media,
- SRTC presence at community events,
- Email distribution lists and flyers and/or direct mailings to publicize meetings and events,
- Coordination with member agencies and community groups to promote SRTC activities through websites, social media posts and other methods,
- Maintaining coordination with Tribal and Land Management agencies per SRTC's Tribal and Land Management Coordination policies,
- An education series to provide best practices and training modules for SRTC Board and committee members, transportation stakeholders, local elected and civic leaders and members of the general public as to local transportation activities and issues.

Expected Outcomes	Schedule
Continue to address the recommendations in the February 8, 2016 FHWA & FTA Transportation Planning Certification Review Final Report related to public participation.	Ongoing
Provide and consider how information can be disseminated so individuals can access meeting minutes and other public documents and assess how public comments can be handled to meet the needs of the public.	Ongoing
Maintain comprehensive contact databases.	Ongoing
Develop and utilize dynamic presentation and educational materials for outreach to the public and stakeholders.	Ongoing
Provide information to the public through the website, open houses, social media, and other media.	Ongoing
Coordinate and implement public involvement procedures and public participation plans.	Ongoing

Hold open houses and public meetings that encourage discussion between the agency and members of the public and to solicit public comment.	Ongoing
Conduct statistically significant and representative public survey regarding transportation interests, financial tolerances, preferences and concerns. Results will be incorporated into direction of MTP for scenario development, funding options, project prioritization, and work allocation.	Fall 2019-Spring 2021
Provide alternate methods of communication for those who do not have access to the Internet.	Ongoing
Consider new types of information, formats, and outlets for information distribution and dissemination.	Ongoing
Focus enhanced outreach efforts on traditionally underserved populations.	Ongoing
Host an education series to provide identification of gaps in the work plan, increased coordination, and implementation of best practices.	Ongoing

2.2 Stakeholder Coordination

This subtask provides for continuous outreach to resource agencies, freight operators, security agencies, inter-regional transit, rail providers, and air cargo carriers to integrate them into the metropolitan transportation planning process.

Expected Outcomes	Schedule
Outreach and coordinate with area Native American Tribes.	Ongoing
Outreach and coordinate with area land management agencies.	Ongoing
Build and maintain relationships with staff at other agencies for the purpose of coordination on projects and studies and the promotion of other agency's activities on SRTC's social media sites, and vice versa.	Ongoing
Utilize stakeholder and focus groups in agency transportation sub-area, and other, studies.	Ongoing
Include staff from other agencies on SRTC committees and sub-committees and working groups.	Ongoing
Evaluate outreach and public feedback for integration into planning activities. Document how feedback is used in processes, documents, and strategies.	March 2020 March 2021
Facilitate and encourage information-sharing between member agencies.	Ongoing



2.3 Title VI & Environmental Justice

In accordance with federal requirements (Title VI and Executive Orders), this subtask identifies environmental justice issues at the regional and project levels. It also provides a means to assess the adequacy of current strategies by focusing on public involvement activities and assessment techniques applied to the MTP and TIP. Additional strategies will be identified and implemented as appropriate.

Expected Outcomes	Schedule
Continue to address the recommendations in the February 8, 2016 FHWA & FTA Transportation Planning Certification Review Final Report related to Environmental Justice, Title VI, and the Americans with Disabilities Act (ADA).	Ongoing
Gather meaningful input from all sectors of the public regarding SRTC projects and activities, including under-served populations such as the elderly, disabled, low-income, people who speak English as a second language, minorities, and those who may be disproportionately impacted by transportation planning and projects.	Ongoing
Include representatives on the Transportation Advisory Committee of people interested in transportation options for the populations listed above.	Ongoing
Update the Title VI Plan and Environmental Justice information in planning documents as needed.	Ongoing



2.4 Webpage and Social Media Management

This subtask is to maintain, update, and continually improve SRTC’s website, SRTC Blog, Facebook, and Twitter accounts.

Expected Outcomes	Schedule
Update and maintain an attractive, easy-to-use, informative, and timely website that allows members of the public to view SRTC plans, projects and documents and informs users of upcoming meetings, public comment periods, and other SRTC activities.	New update by February 2020, maintenance ongoing
Develop and utilize informative and interesting social media sites such as SRTC’s blog, Facebook and Twitter pages, and any other technology or social media options that could be effectively used to reach members of the public.	Ongoing
Include links to SRTC’s ArcGIS Online site on SRTC’s main website and in social media posts to provide easily accessible information in an easy-to-understand format.	Ongoing
Embed maps from SRTC’s ArcGIS Online site in website and social media posts.	Ongoing

3. Systems Analysis and Information Management

Overview

This task is a core MPO and RTPO function. All data, analysis and tools from this task are intended to facilitate informed decision-making by elected and governing officials for other tasks identified in this UPWP including the MTP, the TIP, and the CMP. The data is used for travel demand and air quality modeling to identify transportation issues, test scenarios, propose solutions, and evaluate activities to be implemented. This task includes collecting, analyzing, maintaining, reporting, and applying data to inform policy decisions. Information in tabular, database, geospatial, and other formats are used. The products are updated and compiled in various formats and made available to SRTC staff, staff from other state and local governments, and the public. This task also involves maintaining various user licenses and agreements and updating computer hardware and software.



Source of Funds/Budget

FHWA / FTA / STBG / RTPO / Local - \$ 987,565

Responsibilities

SRTC staff coordinates and develops systems and information management tasks with member jurisdictions, STA, WSDOT, Environmental Protection Agency, Washington State Department of Ecology, Spokane Regional Health District and Spokane Clean Air Agency. Technical Tools/Modeling and Data Project in 3.2 will be contracted through an RFQ process. Necessary data to support this task will be purchased through third party vendors.

Expected Outcomes/Schedule

This is an ongoing task that encompasses the collection, maintenance, analysis and reporting of data, licenses, agreements and equipment in support of agency programs and functions.

3.1 Information Management and Mapping Services

Create, collect, maintain and analyze tabular, database, geospatial, and other data formats. Develop cartographic products in web based, digital, and hardcopy formats. Analyze and present data including demographic, employment, land use, and other transportation-related indicators internally, to member governments, and the general public. This task supports the MTP, TIP, CMP, and other tasks detailed in work program.

<i>Expected Outcomes</i>	<i>Schedule</i>
Acquire, update, and maintain demographic, socioeconomic, land use, and transportation data in geospatial and other formats in support of transportation planning as appropriate. Use analysis tools to assist planning processes, inform decision makers and reveal new trends and pattern for use in planning.	Ongoing
Update, maintain, and add additional maps and data through ArcGIS Online in order to disseminate SRTC programs and data to internal staff, the public, and other agency staff.	Ongoing
Collaborate with other agencies in data and analysis sharing.	Ongoing
Assess data management process; catalog data sources, develop data architecture plan and recommendations.	Ongoing
Provide mapping/cartographic products and support.	Ongoing
Research new developments in GIS and information technology for analysis and public dissemination of data and plans.	Ongoing
Manage the GIS software environment and provide agency support and guidance in GIS.	Ongoing
Disseminate releases from US Census Bureau surveys and programs, and other statistical agencies as appropriate.	Ongoing
Support Census 2020 and updates to Census statistical geographies in coordination with regional partners.	Ongoing

3.2 Travel Demand Modeling

The travel demand model forecasts future demand for roadways and transit services. The model also calculates the share of trips completed by a combined bicycle/pedestrian mode. The travel demand model is an important tool in planning for a transportation system that serves the future needs of the region and is also a critical element in the required air quality conformity determination process.

Responsibilities

SRTC staff is responsible for maintaining the 2010/2040 regional travel demand model set and related technical tools. Modeling update work will be done with a combination of SRTC in house staff and consultant assistance.

Expected Outcomes	Schedule
Maintenance of the 2015/2040 model set to include: 2015 base year and 2040 forecast year. Model maintenance includes making any updates or corrections to the transportation network or input files. Revisions will be incorporated in the next model update.	Ongoing
Update of base and forecast year models using interim land use.	Sept 2020
Reconcile jobs and housing units with cities' comprehensive plans and economic development efforts as a phase in model improvement plan. Evaluate options for a land use model to help inform land use allocation.	Ongoing
Complete model data requests for member agencies and/or public, as needed (Ongoing). (Note: Significant modeling requests or analysis are considered under Task 7 Planning Consultation and Studies).	Ongoing
Develop and implement a comprehensive improvement plan to enhance the agency's suite of technical tools thereby increasing the understanding of how people and goods move through Spokane County. Project will include data acquisition, model update, implementation of additional tools, training, etc. Scope, timeline, budget, etc. are included as deliverables of the project and will be refined as the effort progresses.	RFQ Release: Summer 2019 Estimated Project Completion: Q4 of 2021
Conduct a regional travel survey and/or acquire data (employment data, travel counts, etc.) to update the travel demand model and inform planning efforts.	2021

4. Metropolitan Transportation Planning (MTP) and General Long-Range Transportation Planning



Overview

The MTP is an ongoing core MPO and RTPO function with updates occurring at least every four years (as per federal planning regulations) and amendments occurring as warranted through coordination with member agencies. Both development and implementation of the MTP fall under this task which includes a variety of long-term and short-term implementation strategies. SRTC is both implementing Horizon 2040, the current MTP,

and beginning to plan for the 2021 update to Horizon 2040.

Additionally, a variety of general long-range transportation planning efforts are conducted under this task. These collaborative efforts help identify regional transportation and land use challenges and provide a forum to develop cross-jurisdictional strategies and solutions.

Source of Funds/Budget

FHWA / FTA / STBG / RTPO / Local - \$ 839,505

Responsibilities

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT.

4.1 General Long-Range Transportation Planning

<i>Expected Outcomes</i>	<i>Schedule</i>
Continue tracking Federal notices of proposed rulemaking as they pertain to transportation planning; begin modal planning.	Ongoing
Update, monitor, and report performance management data and targets as determined by the FAST Act.	Ongoing
Conduct update for Metropolitan Transportation Plan update- due December 2021.	Fall Ongoing
Coordinate public and stakeholder participation activities for long range planning activities as delineated in Task 2.	Ongoing
Update financial assessment of MTP; revenues and expenditures to meet financially constrained requirements.	Fall 2019-Fall 2020
Initiate scenario planning for MTP update once interim year land use and models are ready.	October 2020
Integrate performance management throughout all aspects of SRTC operations, including long-range plan scope update, project selection, programming, project evaluation, and mode specific plans.	Ongoing
Align and integrate data analytics to monitor and report on long range policy objectives.	Ongoing

4.2 Active Transportation

Activities under this task focus on the regional coordination and collaboration of active transportation efforts and issues.

<i>Expected Outcomes</i>	<i>Schedule</i>
Continue coordination efforts regarding Active Transportation specifically through a working group. Evaluate and recommend development of a regional pedestrian/bicycle safety strategy aligned with target zero.	Ongoing-
Continue efforts collecting, analyzing and tracking active transportation count data.	Ongoing
Assist to member jurisdictions in relationship to active transportation issues as requested.	Ongoing

4.3 Coordinated Public Transit – Human Services Transportation Plan

This task focuses on working in coordination with STA on the Coordinated Public Transit – Human Services Transportation Plan. One coordination review is anticipated in late calendar year 2019, with an update of project lists by end of 2020.

<i>Expected Outcomes</i>	<i>Schedule</i>
Coordination between stakeholders involved in the HSTP Plan.	Ongoing
Update project lists by review and submittal of regionally ranked projects for WSDOT Consolidated Grant Program.	November 2020

4.4 Freight

Activities under this task focus on the regional coordination and collaboration of freight transportation efforts and issues.

<i>Expected Outcomes</i>	<i>Schedule</i>
Participate in WSDOT Plan Alignment Work Group (PAWG).	Ongoing
Establish a freight working group to coordinate and collaborate on regional freight issues.	Summer 2019
Conduct a freight Strategic plan to be part of the long-range plan update.	Fall 2019-Spring 2021
Investigate a freight component for the transportation model as outlined in Task 3.	Ongoing

4.5 WSDOT Support and Coordination

SRTC is federally required to engage in performance management in coordination with WSDOT. Activities under this task further these planning efforts.

<i>Expected Outcomes</i>	<i>Schedule</i>
Participate and coordinate in WSDOT performance management target-setting work groups.	Ongoing
Coordinate with WSDOT and local agencies regarding asset management plans.	Ongoing
Coordinate with the development of “State Action Plan” for incorporation into MTP, as defined by the SRTC region.	Ongoing
Assist with “Practical Solutions” efforts as requested.	Ongoing
Assist with Washington Transportation Plan as needed.	Ongoing
Participate on WSDOT project teams on Corridor projects.	Ongoing
Participate in WSDOT modal plans development.	Ongoing
Update on FGTS WSDOT update, State Freight Plan update.	Ongoing

5. Transportation Improvement Program (TIP)

Overview

SRTC is responsible for developing, maintaining, and tracking implementation of a Transportation Improvement Program (TIP) that serves and complies with pertinent federal and state requirements. These efforts include implementing a criteria-based project selection process, improving project tracking mechanisms, and continued coordination between member agencies, WSDOT, STA, FHWA, and FTA. SRTC is required to complete a full update to the TIP at least every two years.

Source of Funds/Budget

FHWA / FTA / STBG / RTPO / Local - \$ 376,180

Responsibilities

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT.

5.1 TIP Development and Maintenance

Expected Outcomes	Schedule
Develop and approve the 2020-2023 TIP in accordance with federal and state regulations and the policies set forth in the <i>2019 TIP Guidebook</i> .	October 2019
Develop and approve the 2021-2024 TIP in accordance with federal and state regulations and the policies set forth in the most recent TIP Guidebook.	October 2020
Develop and approve the <i>2020 TIP Guidebook</i> to include, but not limited to: updates to policies and procedures for TIP amendments, calls for projects, project prioritization, delayed/deferred projects, and project tracking (pre- and post- obligation).	December 2019
Develop and approve the <i>2021 TIP Guidebook</i> to include, but not limited to: updates to policies and procedures for TIP amendments, calls for projects, project prioritization, delayed/deferred projects, and project tracking (pre- and post- obligation).	December 2020
Complete <i>2019 Project Obligation Report</i> in full compliance with federal regulations, FFY 2019 Annual CMAQ and TAP reports.	March 2020
Complete the <i>2020 Project Obligation Report</i> in compliance with federal regulations, FFY2020 Annual CMAQ and TAP Reports.	March 2021
Track project status (pre- and post-obligation) of Title 23 and Title 49, Chapter 53 federal funds in accordance with the <i>2019-2020 TIP Policies and Procedures Guidebook</i> .	Ongoing
Coordinate Tribal participation in the TIP process.	Ongoing
Maintenance of the current TIP; includes processing amendments and/or administrative modifications to the current TIP, as necessary.	Ongoing
Provide mapping/cartographic products and other GIS support as necessary.	Ongoing

Track local agency obligations of federal funds. Status reports for local agency obligations of federal funds will be reported to SRTC committees and Board periodically as needed.	Ongoing
Develop and maintain a TIP database and reporting tool.	Ongoing

5.2 Air Quality and Transportation Conformity

Activities under this task focus on planning efforts that maintain the National Ambient Air Quality Standards (NAAQS) by assessing and avoiding or mitigating adverse impacts of mobile-source pollutants on existing and future transportation systems. These efforts include applying federal Congestion Mitigation and Air Quality Program (CMAQ) programming criteria that selects projects with the largest air quality impact and ensuring transportation conformity with State Implementation Plans. In SFY 2020 SRTC will continue to work with the Washington State Department of Ecology on refining the data inputs used in EPA’s MOVES air quality modeling software.

<i>Expected Outcomes</i>	<i>Schedule</i>
Complete Annual CMAQ report.	January 2020 January 2021
Conduct Air Quality Conformity determinations for the MTP, TIP, and TIP amendments.	Ongoing
Complete project-level air quality analysis for CO and PM ₁₀ as required in the CO Maintenance Plan and PM ₁₀ Limited Maintenance Plan.	Ongoing
Continue coordination with the Washington State Department of Ecology on vehicle miles traveled (VMT) data required for the transportation sector portion of their emissions inventory and necessary input files needed to run MOVES per the federal requirements.	Ongoing
Monitor federal and state legislation and activities related to climate change and National Ambient Air Quality Standards (NAAQS) of criteria pollutants that have current or future impacts to the SMPA.	Ongoing
Initiate Air Quality Interagency Consultation Process as needed.	Ongoing

5.3 Coordination and Tracking Projects

Activities under this task are focused on a developing a comprehensive view of projects that need funding from our member agencies. By being able to represent the needs visually in a regional context, strategies can be identified for increasing resources coming into the planning area. Work collaboratively to receive more funding for priority transportation projects by being more competitive in state and national solicitations. Leverage funds granted by SRTC to achieve the Regions’ goals

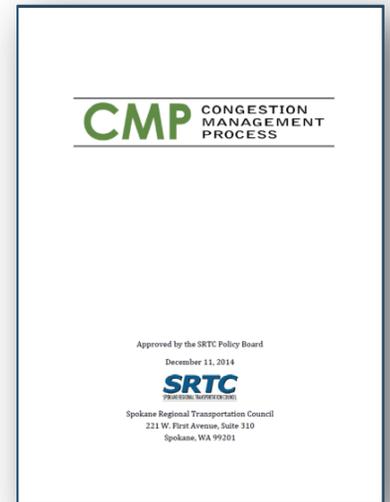
<i>Expected Outcomes</i>	<i>Schedule</i>
Compile needs assessment information from partner agencies; report to Board.	December 2019

Quarterly (or more frequently if needed) check-in meetings with partner agencies to maintain accurate needs assessment information via SRTC’s liaison program.	Ongoing
Maintain a list of current and upcoming calls for projects to disseminate to our partner agencies.	Ongoing
Provide letters of concurrence with regional plans for member agencies. Provide assistance on applications, and communications on behalf of members to other funding agencies as requested for projects consistent with MTP.	Ongoing

6. Congestion Management Process (CMP)

Overview

The Congestion Management Process is a core MPO function and provides a mechanism for monitoring system-wide and link-based performance for recurring and nonrecurring congestion. The CMP uses performance data to determine the causes and severity of congestion in the region. The CMP is used at various levels of planning and operational analysis from the MTP to the TIP to the development of individual projects. A CMP that is integrated into the metropolitan transportation planning process provides comprehensive information on the performance of the transportation system so citizens, elected officials, and member agencies will have up-to-date information regarding congestion levels and implemented strategies. The CMP also fosters collaboration with the Spokane Regional Transportation Management Center (SRTMC) and Intelligent Transportation Systems (ITS) programs and projects.



Source of Funds/Budget

FTA / Local - \$ 24,380

Responsibilities

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT. Additionally, SRTC will coordinate with FHWA and FTA.

Expected Outcomes/Schedule

As part of the MPO planning process, SRTC is required to continuously monitor and improve the CMP. The following work is scheduled for SFY 2020:

Expected Outcomes	Schedule
Review Roadway Capacity Justification Reports for inclusion in the MTP or TIP (if needed).	Ongoing
Acquire data to monitor and track performance.	June 2020
Provide data, data analysis, mapping/cartographic products and other GIS support as necessary.	Ongoing
Collaborate and provide support of travel demand strategies through support of the Spokane Regional Transportation Management Center.	Ongoing

7. Planning Consultation and Studies

Overview

In accordance with the federal metropolitan transportation planning regulations (23 CFR 450), the MPO provides existing data and planning information to, and consults with, federal, state, and local agencies responsible for transportation, land use management, natural resources, environmental protection, public health, conservation, and historic preservation concerning the development of plans and programs.

SRTC will provide planning consultation and coordination for specific transportation planning or related projects as appropriate. Support from SRTC may include collecting and providing data, performing analysis, or participation on study teams. In some cases, these services will require a Memorandum of Agreement (MOA) between SRTC and the lead agency that includes the requested scope of work/tasks to be performed, specific roles and responsibilities, an initial timeline or schedule, and funding, fees, or other resources required. The MOA is to be signed prior to committing the MPO for services in any RFP or consultant contract.

In addition, SRTC may serve to coordinate as the lead agency to develop studies and plans (e.g., subarea transportation studies, modal studies such as pedestrian plans and transit system studies, corridor impact studies, etc.). Funding for transportation system studies must be identified and included in the UPWP prior to committing SRTC as the lead planning agency.

Sources of Funds/Budget

FHWA / FTA / STBG / RTPPO / Local - \$ 1,340,034

Responsibilities

SRTC may serve as a supporting or lead agency for planning consultation, studies, or developing and maintaining inventories. SRTC also may be integral in providing technical data and interpretation of data for planning consultation or studies.

<i>Expected Outcomes</i>	<i>Schedule</i>
Participate on plan/study technical and advisory committees as requested.	Ongoing
Coordinate with local government to assure consistency between proposed developments and metropolitan transportation plans and policies.	Ongoing
As appropriate, incorporate outcomes of plans into the next MTP, TIP, CMP, and other MPO planning activities.	Ongoing
Provide mapping and GIS support for Spokane Regional Health District's transportation demand program "Walk. Bike. Bus".	Ongoing
Continue planning consultation (as prescribed under FAST Act) with all local jurisdictions throughout this fiscal year.	Ongoing
Provide existing traffic count and travel forecast data.	Ongoing
Provide guidance on the metropolitan public involvement process and provide contact information for potential agency stakeholders and organizations.	Ongoing

With coordination and depending on availability, conduct special project-level travel demand modeling.	Ongoing
Continue interaction with Intermountain MPO group, and other MPOs and agencies, to share information, MPO practices, data uses, techniques, and plans.	Ongoing
Provide mapping/cartographic products and other GIS and data support as necessary.	Ongoing

7.1 US 195 / Interstate 90 Systems Study

SRTC will coordinate a multi-jurisdictional systems analysis of the US 195 and Interstate 90 corridors in the vicinity of the US 195/I-90 interchange. The study will examine issues such as safety, mobility, reliability, land use, access management, and local network requirements. Scope, roles/responsibilities and RFQ have been developed and the study is expected to begin 5/1/19. Primary study tasks will be conducted by a consultant with management by SRTC staff.

<i>Expected Outcomes</i>	<i>Schedule</i>
US 195 / Interstate 90 Study using a systems approach and considering practical solutions. Coordinated with WSDOT, City of Spokane, Spokane County, STA and other member agencies as appropriate.	Began in 2018, estimated completion by end of 2020.

7.2 Division Street Corridor Study

SRTC will coordinate a multimodal study of the Division Street corridor. Primary study tasks will be conducted by a consultant team with management by SRTC staff. The study is in partnership with STA and their Division High Performance Transit Implementation Study.

<i>Expected Outcomes</i>	<i>Schedule</i>
Division Street Corridor Study with identification of preferred transportation alternatives stemming from data analysis and public process. Study recommendations for multimodal capital projects and phasing and strategies for implementation. Coordinated with STA, WSDOT, City of Spokane, Spokane County and other member agencies as appropriate.	RFQ release March 2019, estimated completion by Q2 2022

8. RTPO Planning Functions

Overview

SRTC is the state-designated RTPO for Spokane County. The 1990 Washington State Growth Management Act (GMA) created RTPO's with the purpose of coordinating regional transportation planning activities and to develop a regional transportation plan. The duties of RTPOs largely mirror those of federally-designated Metropolitan Planning Organizations (including development of a long-range transportation plan and a short-range transportation program). The additional tasks required of RTPOs that are not covered in the previous sections of this UPWP are detailed below. RTPO grant funds are included in all tasks listed in Table 1 (page 12) that fulfill state requirements for RTPO related tasks.

Sources of Funds/Budget

RTPO / Local - \$ 183,410

Responsibilities

As the RTPO, SRTC staff serves as lead for this task.

Expected Outcomes	Schedule
Provide technical assistance to local jurisdictions in the required periodic updates to comprehensive plans (required by June 2019). This may include continued discussion with STA, WSDOT, and/or the Washington State Department of Commerce on transportation element requirements and the SRTC certification process. This will also include continued discussion with the above-mentioned agencies as well as affected jurisdictions, designed to provide clarity regarding the new comprehensive plan and CWPP update certification criteria.	Ongoing
Review and certify local updates and amendments to comprehensive plans and the CWPP consistent with SRTC's Plan Review and Certification Process Instruction Manual.	Ongoing
Coordinate with Tribal governments on the development of their regional transportation plans and programs, as needed.	Ongoing
Coordinate with Commute Trip Reduction (CTR) Office, affected worksites, and local jurisdictions and agencies on how to assist worksites in meeting their state-mandated goals and improving program transparency for SRTC Board.	Ongoing
Stay engaged with CTR Board and prepare annual CTR updates.	Ongoing
Coordinate with WA State CTR Community Liaison regarding CTR strategies.	Ongoing
Provide mapping/cartographic products and other GIS and data support as necessary.	Ongoing
Convene a regional discussion about transportation related impacts of growth in the region. Coordinate discussions regarding tradeoffs to development approaches to strategically maximize transportation funding.	Ongoing

9. Unfunded Planning Activities

Overview

SRTC created an illustrative list of projects that were not included in Tasks 1-8 due to limited resources. Given more staff and/or revenue, additional tasks that could be undertaken within the SFY 2020 UPWP include:

- Implement a regional bicycle and pedestrian count program.
- Develop a system for tracking regional transportation expenditures.
- Develop a regional system for consistently assessing pavement conditions, including potential software requirements.
- Establish a regional methodology for forecasting operations, maintenance, and preservation activities.
- Conduct before and after studies of transportation projects in Spokane County.

Potential Outcome

The unfunded tasks listed above will aid in the consistent assessment of the regional transportation system across all jurisdictions, making it easier to more accurately communicate current needs as well as forecast future challenges.

UPWP Amendments

All UPWP amendments are approved by the SRTC Board. Once approved, the amendments are sent to the WSDOT Statewide Planning Office.

Appendix A

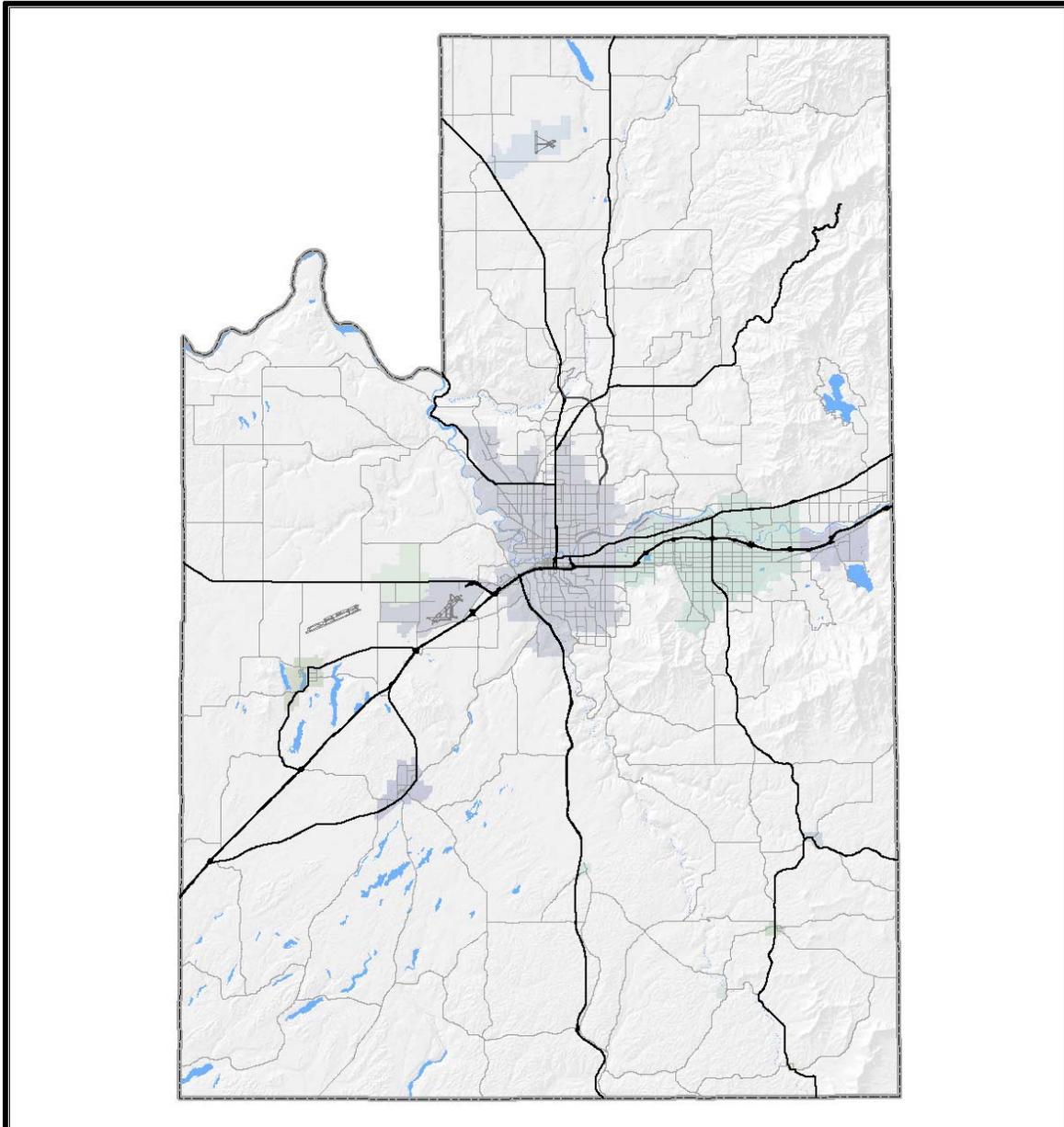
SFY 2020 – 2021 Budget Information

Revenue Forecast	
FHWA-PL	1,394,890
FTA-5303	523,845
FHWA-STBG-Metro Planning	1,700,000
RTPO	310,304
Local	748,720
Total	4,677,759

Expenditure Forecast by Revenue Source and Task						
Task	FHWA-PL	FTA	FHWA-STBG	RTPO	Local	Total
1. Program Administration and Coordination	545,000	103,565	-	50,000	51,225	749,790
2. Public/Stakeholder Participation & Education	103,000	50,000	-	10,000	13,895	176,895
3. Systems Analysis/Information Management	202,650	101,100	550,000	10,000	123,815	987,565
4. Metropolitan Transportation Plan (MTP)	245,200	80,970	400,000	90,304	23,031	839,505
5. Transportation Improvement Program (TIP)	178,360	47,030	100,000	30,000	20,790	376,180
6. Congestion Management Process (CMP)	-	21,080	-	-	3,300	24,380
7. Planning Consultation and Special Studies	120,680	120,100	650,000	-	449,254	1,340,034
8. RTPO Planning Functions	-	-	-	120,000	63,410	183,410
Total	1,394,890	523,845	1,700,000	310,304	748,720	4,677,759

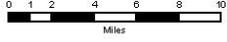
Expenditure Forecast by Activity					
Task	Personnel and Indirect Expenses	Travel & Training	Equipment & Software	Consultant Contracts and Data Collection	Total
1. Program Administration and Coordination	640,790	109,000	-	-	749,790
2. Public/Stakeholder Participation & Education	157,695	2,200	-	17,000	176,895
3. Systems Analysis/Information Management	382,565	3,000	52,000	550,000	987,565
4. Metropolitan Transportation Plan (MTP)	752,505	-	-	87,000	839,505
5. Transportation Improvement Program (TIP)	375,680	500	-	-	376,180
6. Congestion Management Process (CMP)	23,880	-	500	-	24,380
7. Planning Consultation and Special Studies	590,034	-	-	750,000	1,340,034
8. RTPO Planning Functions	183,410	-	-	-	183,410
Total	3,106,559	114,700	52,500	1,404,000	4,677,759

Appendix B



Spokane Metropolitan Planning Area
State Fiscal Years 2020-2021
Unified Planning Work Program

 Highways	 Municipalities
 Arterials	 Spokane County - Spokane MPA



SRTC
SPOKANE REGIONAL TRANSPORTATION COUNCIL
Map Produced March 2017

Appendix C

Transportation Planning Projects to be conducted by other agencies

Spokane Transit Authority

Washington State Department of Transportation

**SRTC July 1, 2019 - June 30, 2021 Unified Planning Work Program;
Transportation Planning Projects to Be Conducted by Spokane Transit Authority**

Implement STA Moving Forward

In 2014, the Spokane Transit Board of Directors adopted, *STA Moving Forward* a ten-year plan that identifies specific improvements and sequencing to implement STA's Long-Range Comprehensive Plan, *Connect Spokane*. In November of 2016 voters approved Spokane Transit Public Transportation Benefit District Proposition 1, securing funding needed to implement the plan. STA is now engaged in planning to complete the service changes and capital projects outlined by the plan.

Expected Outcomes/Products

STA is engaging stakeholders to define the details of the expanded services and capital projects programed in *STA Moving Forward*.

Schedule

2014-2028

Source of Funds/Budget

Local, State, Federal

Transit Development Plan

Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) and submit it to the Washington State Department of Transportation no later than September 1. The TDP contains a Six-year Plan, Annual Report, Service Implementation Plan and Capital Improvement Program.

Expected Outcomes/Products

The development of the 2020 and 2021 TDP will be founded on STA's comprehensive plan, *Connect Spokane and STA Moving Forward*. The TDP includes Spokane Transit's Annual Strategic Plan (as adopted), Capital Improvement Program, the Service Implementation Plan, and the Transit Asset Management Plan. The plan will define what service and capital improvements STA is planning for the current year plus the next 6 years. Development of the TDP will include significant public outreach.

Schedule

2020 TDP: December 2019 – September 2020

2021 TDP: December 2020 – September 2021

Source of Funds/Budget

Local

Transit Asset Management Plan

In July 2016, FTA issued a final rule requiring transit agencies to maintain—and document—minimum TAM standards. The new standards will help transit agencies keep their systems operating smoothly and efficiently. As a designated recipient of funds from the State of Good Repair grant program, STA is required to submit a Transit Asset Management Plan. According to MAP-21, this plan must include, at a minimum, capital asset inventories and condition assessments, decision support tools, and investment prioritization. In the plan, STA must also certify that it complies with the rules issued under USC Section 5326(d).

Expected Outcomes/Products

STA will coordinate with SRTC to prepare a Transit Asset Management Plan in accordance with FTA guidance.

Schedule

Updated Annually

Source of Funds/Budget

Local

Bus Stop Accessibility Improvement Program

Many more barriers to accessibility at STA bus stops exist than possibly be can be addressed all at once with available resources. STA must coordinate with local and regional jurisdictions to identify barriers, prioritize addressing them and to outline funding and a timeline to do so.

Expected Outcomes/Products

The effort is expected to result in a plan to systematically prioritize and address obstacles to accessibility at bus stops. STA will also develop procedures to periodically review the location and condition of bus stop areas and bus stop amenities.

Schedule

January 2019-December 2019

Source of Funds/Budget

Local

Division High Performance Transit Study

This project will study and form the implementation strategy for Bus Rapid Transit on the Division St. Corridor, a corridor that runs along Division St. between Downtown Spokane and the Wandermere Area of Spokane County.

Expected Outcomes/Products

Through a coordinated effort with the Washington State Department of Transportation, SRTC, City of Spokane and Spokane County, this project will identify the operational treatments, including but not limited to traffic impact analysis regarding the benefits and operational impacts of various alignments (including a center-running alignment for transit vehicles), Business Access and Transit Lanes, Transit Signal Priority, etc. The location of stations and the level of investment (station amenities, off-board fare payment stations, real-time information, bike lockers, etc.) at those stations will be documented in addition to a study of the frequency, span and type of vehicles that would best suit this High Performance Transit investment.

Schedule

April 2019 – June 2020

Source of Funds/Budget

Federal Surface Transportation and Local Funds, Budget of \$500,000

Title VI Planning and Systems Analysis

Title VI is a federal statute that states “no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” As part of its obligation to adhere to this statute and associated regulations and guidance, STA is required to submit a program to the Federal Transit Administration (FTA) every three years that documents compliance and analyzes the distribution of transit investments, results of the equity analysis for any major service changes and /or fare changes, and the results of the monitoring program for service standards and policies. The Title VI update includes outreach to people with limited English proficiency (LEP).

Expected Outcomes/Products

STA will conduct analyses on fare and service changes as warranted by established Title VI policies and continue its transit monitoring program. SRTC may be called upon to assist in data provision and/or analysis. The resulting information will assist in future planning decisions.

Schedule

Ongoing

Funding

Local

I-90/Valley HPT Corridor Design and Preliminary Engineering

In 2013 STA completed a preliminary concept for High Performance Transit between Spokane and Liberty Lake along I-90. The study included conceptual engineering on several park and ride lots and new “flyer stations” along the corridor. Subsequently STA has secured funding for the design and construction of new facilities.

Expected Outcomes/Products

STA endeavors to construct expanded and more efficient transit facilities along I-90 in Spokane Valley and Liberty Lake to promote and accommodate ridership demand. The design and engineering of these improvements will begin with planning tasks that will include: revisiting the original scope, documenting purpose and need, reviewing and selecting the type, size and location of potential facilities as previously developed by STA, and developing design and preliminary engineering drawings for Mirabeau Park & Ride and the Liberty Lake Park & Ride in light of state and local investments in I-90 access improvements. The results from this effort will transition to a full design and engineering effort in late 2020.

Schedule

March 2019 – May 2020

Funding

Local

Zero Emission Fleet Transition Plan

In accordance with *Connect Spokane* and with internal strategies, STA is looking to identify a path forward towards a zero emission fleet, to the greatest extent possible. Our objective is to develop a plan for this project and adjust our fleet replacement strategy to maximize the introduction of zero emission buses into our fixed-route system.

Expected Outcomes/Products

This analysis will identify, on a lifecycle basis, the economic costs, performance issues, risks, and recommended timeline associated with transition to a zero emission transit bus fleet. The results of this analysis will inform STA decision making in the areas of policy, procurement and technology.

Schedule

April 2018 – September 2019

Funding

Local

STA Facilities Master Plan

The STA Facilities Master Plan will be a follow-up to the 2015 *Administrative & Maintenance Facility Master Plan* completed in January 2015. The goal of the master plan is to create a tool that will enable STA decision makers to initiate plans to remedy short-term needs with future facility build in view.

Expected Outcomes/Products

This planning effort will build on past efforts while considering the various scenarios for future transit service levels, as well as the anticipated transition to battery electric buses for part or all of the fixed route fleet, and the infrastructure that will be required to support charging the fleet.

Schedule

3/06/2019

June 2019 – December 2020

Funding

Local

5-Mile Park & Ride Mobility Study

In the 2017 Update to *Connect Spokane*, STA added language regarding the development of mobility hubs at existing and future park and rides. STA has identified the 5-Mile Park & Ride as a key park & ride to explore the mobility hub concept.

Expected Outcomes/Products

This study will research the 5-Mile Park & Ride capacity issues and provide viable alternatives, evaluate mobility hub connections, and review the current configuration for bus operation. Mobility Hubs will include a variety of mobility options, including – carshare, bike and scooter share, and transportation network companies (Uber, Lyft, etc.). This study will determine alternatives for implementation.

Schedule

September 2019 – December 2020 (concurrent with *Connect Spokane Update*)

Funding

Local

Connect Spokane Update

In 2010 the STA Board of Directors adopted *Connect Spokane: A Comprehensive Plan for Public Transportation* to guide future decision making related to STA’s services, activities and programs. Connect Spokane contains a policy that the plan will be reviewed and updated as appropriate every three years. Consistent with *Connect Spokane* polices the update will include a significant public input element.

Expected Outcomes/Products

STA is reviewing the existing plan, trends and industry best practices with stakeholders and the public. Revisions will be drafted as needed to address any identified course corrections, updated community goals, and new opportunities and challenges. The revisions will then be reviewed by stakeholders and the public before final action is taken by the STA Board Directors.

Schedule

September 2019 – May 2021

Source of Funds/Budget

Local

**Appendix from the Washington State
Department of Transportation pending**

MEMORANDUM

DATE: May 15, 2019

TO: Members of the Transportation Technical Committee

FROM: Eve Nelson, Senior Transportation Planner

SUBJECT: 2019-2022 Transportation Improvement Program (TIP) June Amendment

Summary

Spokane Valley has requested an amendment to the 2019-2022 TIP (see **Attachment One**). They are requesting to *delete* two projects that are now included the project titled Barker Rd (Spokane River to Grade Separation Project) WA-11816 that was part of the 19-04 April TIP Amendment. This is a TTC action item.

- **Barker Rd (Euclid-Garland) Project**
- **Barker Rd (Garland-Trent) Project**

Additionally, due to complying with federal performance management requirements 23 CFR 924 and 490; SRTC must update the TIP language to include the Board decision to support statewide performance targets. The Board took these actions on May 9, 2019 for safety and on November 8, 2018 for bridge, pavement, congestion, freight and air quality (see **Attachment Two**). The language also includes information on the collaborative work between WSDOT and MPOs in relationship to performance management and target setting. This is an informational item which we be part of the June TIP administrative modification.

TIP Overview

The TIP is a programming document that identifies specific projects and programs to be implemented during the upcoming four years. Any project with federal funds from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA), as well as any regionally significant projects, must be included in the TIP. After a TIP has been incorporated into the Washington State TIP (STIP), project changes can be requested by local agencies. Minor changes can be made administratively by SRTC staff. Significant changes must be made through the amendment process, which requires a 10-day public comment period and action by the SRTC Board of Directors.

Public Involvement

Pursuant to SRTC's Public Participation Plan, this amendment will be published for a 10-day public review and comment period from May 20 through May 30, 2019 at 4:00 p.m. Notice of the amendment will be published in the Spokesman Review and posted on the SRTC website (www.srtc.org) May 20. Public comments received during the public comment period will be addressed by SRTC staff and presented to the SRTC Board of Directors in their June meeting packet.

Policy Implications

The TIP serves as an important tool in implementing the goals, policies, and strategies identified in Horizon 2040, SRTC's long-range plan. As such, any projects included in the TIP, including projects added through monthly amendments, must be consistent with Horizon 2040. Consistency with Horizon 2040 includes a demonstration of financial constraint and conformity with regional air quality plans. The June amendment has been reviewed by SRTC staff for compliance with federal and state requirements and consistency with Horizon 2040.

Technical Implications

TIP amendments must be approved by the SRTC Board in order to be incorporated into the Washington State TIP (STIP). Projects receiving federal funds must be in both the TIP and the STIP to access those funds.

Pending approval by the SRTC Board, the June amendment will be incorporated into the STIP on or around July 15, 2019.

Prior Committee Actions

This item is being presented to the TTC for the first time.

Requested Action

Recommendation for SRTC Board approval of the June amendment to the 2019-2022 TIP, as shown in the **Attachment One**.

2019-2022 Transportation Improvement
Program June Amendment (19-06)

Agency	Project Title Amendment Description	Funding Adjustment		Amendment	
				New Project	Existing Project
Spokane Valley	Barker Rd (Euclid-Garland) Project Delete project from the TIP, has been included in the existing project Barker Rd (Spokane River to Grade Separation Project) WA-11816	STPUL	\$1,450,961		✓
		FMSIB	\$509,227		
		Local	\$768,038		
		Total	\$2,728,226		
Spokane Valley	Barker Rd (Garland-Trent) Project Delete project from the TIP, has been included in the existing project Barker Rd (Spokane River to Grade Separation Project) WA-11816	Local	\$238,009		✓
		Total	\$238,009		

Performance Management

A new performance-based approach to transportation decision-making was introduced through the 2012 Moving Ahead for Progress in the 21st Century federal transportation law. As the final rules come into effect, SRTC is beginning the processes of setting performance targets for the region's transportation system. SRTC has agreed to plan and program projects so that they contribute to all statewide and STA targets as reported to the Federal Highway Administration and Federal Transit Administration.

Federal Highway Administration Performance Targets

Title 23 (Federal Highways) USC 150 states that performance management provides a means to the most efficient investment of federal transportation funds by (1) focusing on national transportation goals, and (2) improving project decision making through performance-based planning and programming. WSDOT and MPOs have been coordinating since 2015 to meet the requirements in the following national goal areas: Safety, Infrastructure Condition, Congestion, System Reliability, Freight Movement and Environmental Sustainability

Safety Targets

The stated goal for *Safety*: *to achieve a significant reduction in traffic fatalities and serious injuries on all public roads*. Pursuant to these national goals, State Departments of Transportation (DOTs) are required by the federal Highway Safety Improvement Program regulations under 23 CFR 924 to set five annual safety performance targets. These five required performance targets use five year rolling averages for (1) number of fatalities, (2) rate of fatalities per 100 million VMT, (3) number of serious injuries, (4) rate of serious injuries per 100 million VMT, and (5) number of non-motorized fatalities and non-motorized serious injuries. These targets are required for all public roads regardless of ownership or functional class.

Metropolitan Planning Organizations (MPOs) are also required to establish the same five target areas with the state DOT for all public roads within 180 days of submittal of the state established targets. MPOs can agree to either support the State DOT targets or establish separate MPO numerical targets specific to the metropolitan planning area boundary.

Washington State's [Target Zero](#) Strategic Highway Safety Plan (SHSP) is the basis for setting targets in Washington State. *Target Zero* (2016) set the goal of zero fatalities and serious injuries by 2030. WSDOT coordinated with MPOs through an established MAP-21 collaboration process,

SRTC supports programs and projects that contribute to statewide annual safety targets set by WSDOT. These targets are reported to WSDOT and the Federal Highway Administration as part of WSDOT's Highway Safety Improvement Program annual submittal.

Pavement and Bridge Targets

RCW 47.05 and the Washington State Department of Transportation's (WSDOT's) Highway System Plan set the direction for management of infrastructure condition in Washington State, which is to preserve pavements and bridges at lowest life cycle cost. The lowest life cycle strategy for any pavement or bridge is the strategy that maintains acceptable condition at the lowest annualized cost over the life of the asset. WSDOT has demonstrated this by taking a preservation first approach to pavement and bridge management over several decades.

SRTC has agreed to plan and program projects to work towards and achieve Washington pavement and bridge condition targets for infrastructure condition under 23 CFR 490. As required under 23 CFR 515, the specific strategies for pavement and bridge preservation are documented in WSDOT's [Transportation Asset Management Plan](#), certified by FHWA in May 2018.

Local agencies manage approximately 31% of the non-Interstate National Highway System (NHS) in Washington State. Using the [Target Setting Framework](#), WSDOT worked with SRTC and other MPOs to establish performance measures and communicate pavement and bridge management practices, as well as what these practices mean in the context of the National Highway System (NHS). WSDOT has also communicated the annual average state facility needs for pavements and bridges within each MPO boundary. Further supporting asset performance and investments on the NHS, WSDOT Local Programs issued a call for projects specifically focused on asset management practices, for pavements on NHS roadways.

System Performance, Freight, and CMAQ Targets

In 2018, Washington MPOs and the WSDOT set, adopted, and reported to FHWA statewide targets for the Highway System Performance, Freight, and Congestion Mitigation and Emissions performance measures. SRTC has agreed to plan and program projects to work towards and achieve Washington pavement and bridge condition targets for infrastructure condition under 23 CFR 490.

Washington State MPOs and WSDOT are working to improve the planning and programming process to more fully align funding decisions with performance targets.

In Washington State, many of the projects selected to address mobility are prioritized through the legislative process. For this reason, it is essential that WSDOT, MPOs, regional transportation planning organizations (RTPOs), and local agencies coordinate their transportation planning efforts to develop transportation priorities that contribute towards performance targets and can be shared with lawmakers.

One such way WSDOT and its partner MPOs and RTPOs are working to make performance-supporting projects and programs clear to the legislature is through the Plan

Alignment Work Group. A major focus of the group is to increase the consistency between regional plans and WSDOT's statewide plans, which includes sharing and collaboratively perfecting the data and information necessary to identify a comprehensive list of financial forecasts, maintenance needs, and project priorities related to the state system within MPOs and RTPOs.

Another way WSDOT is partnering with SRTC is by sharing performance data and analytics through the Regional Integrated Transportation Information System (RITIS) tool. The state's financial participation makes this tool available for WSDOT and SRTC to use the system in evaluating regional targets and to assist in our SRTC decision making processes.

To guide freight investments and improve freight system performance, WSDOT developed the 2017 Washington State Freight Investment Plan by engaging various freight partners and stakeholders, including MPOs and RTPOs. The Freight Investment Plan identified freight priority projects and described how those priorities would be invested and funded through FFY 2016–2020 National Highway Freight Program (NHFP) funds. Those NHFP investments would be incorporated into STIP and TIPs contributing to improving statewide freight performance on National Highway Freight Network.

Over the coming years WSDOT and its partners will further align planning and programming with performance. All are committed to developing practical approaches to work towards our regional and statewide performance targets.

MEMORANDUM

DATE: May 15, 2019

TO: Members of the Transportation Technical Committee

FROM: Mike Ulrich, AICP, Senior Transportation Planner

SUBJECT: Data Acquisition and Technical Tools Improvement Update

Summary

At the May TTC meeting, SRTC staff will review components of the Data Acquisition and Technical Tools Improvement project that have evolved since it was last before the committee. This project is essential to improving the technical capacity of SRTC, primarily surrounding the regional travel demand model, acquisition of data and application to policy objectives, and expanding understanding of the relationship between transportation and land use.

A project team convened to collect stakeholder feedback on the project and that group met in January and April. The most recent feedback is currently being incorporated into the request for qualifications (RFQ). This topic is being presented to the TTC as an informational update prior to releasing that RFQ. The project will deliver an improved suite of data-driven tools to support the necessary policy decisions to stay ahead of factors impacting our regional transportation system.

History

In December of 2017 the SRTC Board approved a strategic plan including four key elements. *Core Requirements & Data Collection/Analysis* focuses on the need to improve SRTC's analytic capacity in order to better inform regional policy making. The plan calls for *"the Board and Committees understanding and ownership of SRTC data and analysis as a prerequisite to make recommendations and decisions in the best interest of the region."*

To work towards that goal, in March of 2018, the SRTC Board approved \$1M in Surface Transportation Block Grant (STBG) funds programmed over multiple years to acquire data, with the intent to focus on an update to model input data. Initially, "big data" such as *StreetLight* or a new household travel survey was considered the obvious choice. However, a replacement household travel survey has been estimated to cost between \$600,000 - \$800,000. A subscription to a passive data provider is estimated to cost approximately \$600,000 over four years. Either option would leave little funding for additional improvements.

Over the past year, SRTC staff has reached out to members and stakeholders, as well as commissioned evaluations of components of our existing tools. We have also explored best practices of other similar sized MPO's. Most stakeholders and experts agree that some model updates are necessary. However, there is not agreement about how to prioritize the

improvements, recognizing there are myriad options to update our existing tools that will benefit the agency more comprehensively than a single data purchase.

Scope and Deliverables

This project will take a holistic look at the entire suite of tools. The first deliverable will be a plan that details a strategy to invest the allocated funds in the most relevant and efficient improvements. The plan will be informed by the elements listed below which includes the incorporation of stakeholder feedback via facilitated listening sessions.

After Board review and approval, the consultant team will execute the improvement plan. At the conclusion of the project, SRTC will be positioned on the leading edge of peer MPO's in terms of its ability to use modern data application techniques in its planning processes. The primary components of the project are three separate, yet related tasks:

Task 1a:

- Synthesize previous evaluations and prioritize recommendations
- Conduct facilitated listening sessions with SRTC members to determine members' current and future use of technical tools
- Compare SRTC's data application to the current state of the practice
- Consider other relevant tools
- Evaluate SRTC internal (existing and needed future) capacity

Task 1b:

Develop improvement plan which, at a minimum, incorporates the elements detailed in Task 1a. The plan should also include budget, schedule, necessary data, and a best practices inventory. It should consider the cost-benefit of each recommended improvement in relation to the current and future planning needs of the region.

Task 2:

- Execute improvement plan (including data purchase and application)

Other data acquisition outside of the scope of Task 1 and 2 will likely still be necessary to support upcoming long-range plan updates and is part of the overall project scope. That data may include but not be limited to population, employment, and freight-related data.

Procurement Process

An RFQ for this project is expected to be released in June. A consultant team will be qualified for all phases of the project, similar to a design/build. Task 2 will have a separate "notice to proceed", after Task 1a and Task 1b have been satisfactorily completed and the "improvement plan" is acceptable to SRTC. There will be an opportunity for stakeholder feedback prior to the notice to proceed on the execution of the plan.

Public Involvement

The funds for this project were included in the 2019-2022 TIP which was adopted October 11, 2018. A public meeting was held on September 19, 2018 to review and discuss the 2019-2022 TIP. A public comment period of thirty days ran from September 1 to September 30.

Policy Implications

The technical updates (model improvements, data acquisition, travel survey, etc.) included in this project will support Board-defined, data-driven, long range planning objectives. These objectives will be discussed and defined in parallel with the technical portions of this project.

Prior Committee Actions

This project was presented to the TTC at their October 2018 meeting. After that presentation, a working group was formed consisting of member jurisdiction technical staff. That group met on January 29 and May 13 to provide feedback that will be incorporated into the RFQ. This project was presented at the March SRTC Board Administrative Committee and the April SRTC Board Meeting. The working group for this project will continue to be engaged throughout the project's duration with periodic reports to the TTC and the Board of Directors.

Requested Action

This item is for information only.